



# Shire of Dandaragan

## HOLIDAY HOME FACTSHEET & CHECKLIST

### 1. What are holiday homes and why is a local planning policy needed?

Holiday homes are private residential dwellings that are commercially leased out for short term accommodation, where no one guest is accommodated for a period totalling more than 3 months in any 12 month period. Holiday homes have long been an important part of local and Western Australian lifestyle and culture.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated without approval from the Shire. Issues such as an uncertain legal and insurance environment, fire safety and increased potential for land use conflict have arisen. Community concerns about holiday homes can relate to the behaviour of tenants, rather than being associated with the use per se. In addition there has been concern that some unmanaged holiday homes are not maintained to a satisfactory standard, which in turn reflects negatively on the Shire's tourism industry. The Shire's Local Tourism Planning Strategy 2012 recommended a Local Planning Policy on Holiday Homes be adopted by Council for these above reasons.



### 2. Do I need development approval?

Yes. Development approval is required if you intend to provide short stay accommodation to anyone for payment or reward. Under the Shire's *Local Planning Scheme No.7* the use of a Regional Centre or Residential zoned property as a commercial holiday home is a discretionary (D) use. Meaning discretionary development approval from the local government must be obtained before the land use can proceed.

### 3. Exemptions

You don't need planning approval if you own the property but have a primary residence elsewhere and wish to use the dwelling for holiday accommodation for you and your family. You may also allow friends to stay there provided there is no fee charged.

### 4. Will my property rates be affected if I apply for development approval?

Development approval for a holiday home will have no effect on property rates.

### 5. How long is an approval valid?

All holiday home approvals expire on 30 June each year. Invoices for the annual renewal fees of development approval will be mailed to applicants on 1 June each year. For successful renewal, invoices for fees are required to be paid before the 30 June expiry date.

## 6. What are all the fees involved?

1. Initial development application/registration	\$147.00
2. June 30 <sup>th</sup> annual renewal of above	\$73.00
3. Annual health inspection (from the second year of approval onwards)	\$100.00
<i>*The first annual renewal fees will be waived for a holiday home which receives initial development approval within six (6) months of 30 June in the same calendar year*</i>	
<i>*Fees subject to change each Council adopted budget*</i>	

## 7. Process to Gain Approval

You will need to submit a Development Application for determination by the Shire's Planning Officer. An application form can be accessed from the Shire's Website via the "Town Planning" tab under "Services" on the homepage. This form is to be submitted with two (2) copies of the following plans:

- a neat, scaled site plan showing lot boundaries, all existing buildings and existing effluent disposal systems (if the property is not connected to deep sewerage);
- floor plans of the dwelling(s) which clearly identifies the location of compulsory hardwired smoke alarms, emergency exits and a fire evacuation route leading to the nearest main road;
- a property management plan detailing: number of bedrooms; proposed maximum number of occupants at any one time; contact details of the property manager; duties of the property manager; and booking arrangements (*a template is included which applicants can submit*);
- a code of conduct for the proposed holiday home (*a template is included which applicants can submit*);
- a fire and emergency plan for the proposed holiday home (*a template is included which applicants can submit*); and
- any other plan or information that the local government may request to enable the application to be determined.



## 8. More Information

Should you have any questions or require any further information, please contact the Planning Officer on the details below or visit the Development Services counter at the Shire of Dandaragan Jurien Bay Administration Centre at 69 Bashford Street.

Planning Officer  
Executive Manager of Development Services  
Principal Environmental Health Officer

Phone: 9652 0800 or Email: [rorym@dandaragan.wa.gov.au](mailto:rorym@dandaragan.wa.gov.au)  
Phone: 96520800 or email: [dchidlow@dandaragan.wa.gov.au](mailto:dchidlow@dandaragan.wa.gov.au)  
Phone: 9652 0800 or Email: [peho@dandaragan.wa.gov.au](mailto:peho@dandaragan.wa.gov.au)



**SHIRE of DANDARAGAN**

**HOLIDAY HOME - PROPERTY MANAGEMENT PLAN**

**PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Maximum Number of Occupants to Be Accommodated at Any One Time: \_\_\_\_\_

**PROPERTY MANAGER DETAILS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

The nominated Property Manager will:

- Have day-to-day management of the holiday home; and
- Respond to complaints pertaining to guest behaviour within a reasonably expected timeframe.

**DETAILS OF RESERVATIONS ARRANGEMENTS** (please circle all applicable):

Property Manager

Internet (please specify): \_\_\_\_\_

Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

## **DUTIES OF PROPERTY MANAGER**

- Display the Code of Conduct, Property Manager Plan and Fire and Emergency Plan in the kitchen or living area.
- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;
- Ensure the premises are registered with the Shire of Dandaragan as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.

## **ADDITIONAL INFORMATION (IF APPLICABLE):**



**SHIRE of DANDARAGAN**  
**HOLIDAY HOME – CODE OF CONDUCT**

**PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

The following Code of Conduct governs guest behaviour and use of the property. Guests agree to follow the guidelines below, for themselves and any visitors they allow at the property:

**GUESTS:** Children should be supervised by a responsible adult (over 18 years of age) at all times. No unauthorised people are permitted to stay overnight.

**NOISE AND NUISANCE:** Guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and after midnight Friday and Saturday.

**VEHICLE PARKING:** Guests agree to use the parking spaces provided and not to park on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

**SHIRE REGULATIONS:** The guests agree to all Shire regulations, including noise and fire limitations.

**PREMISE CONDITION AND CLEANLINESS:** The guests agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Guests are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the guests stay will be paid for by the guests.

**FIRES:** The guests agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Guests are responsible for putting out and collection of the bins where their stay coincides with collection days.

Your collection day is: \_\_\_\_\_

**KEYS:** At the end of the agreed accommodation term, guests agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the guests' expense.

**TERMINATION OF ACCOMMODATION:** If guests are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately, the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.



**SHIRE of DANDARAGAN**  
**HOLIDAY HOME – FIRE AND EMERGENCY PLAN**

**PROPERTY ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**FIRE SAFETY INFORMATION:**

The attached floor plan of premises clearly identifies the location of **compulsory hardwired smoke alarms, emergency exits and a fire evacuation route leading to the nearest main road.**

The floor plan may also detail the location of the following **non-compulsory fire safety instruments:**

- Fire Blanket (in kitchen);
- Exit Lighting; and
- Fire Extinguisher (minimum 2kg Powder AB(E)).

The attached floor plan is to be clearly displayed within the premises at all times.

**EMERGENCY CONTACT DETAILS**

**FOR ALL EMERGENCIES DIAL 000**

Property Manager: \_\_\_\_\_

- Jurien Bay Police: 9652 0600
- Shire of Dandaragan: 9652 0800
- Jurien Bay Health Centre: 9652 0200
- Jurien Bay General Practice: 9688 7900
- Cervantes Community Health Centre: 9652 7069

**EMERGENCY INFORMATION**

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

- ABC Radio: 107.9 FM
- Department of Fire and Emergency Services (DFES):
  - [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)
  - 132 500 for SES emergency assistance
  - 13 DFES (13 33 37) for emergency information
- Shire of Dandaragan: Phone: (08) 9652 0800 or Email: [www.dandaragan.wa.gov.au](http://www.dandaragan.wa.gov.au)