
LPP007 – Local Planning Policy 7 – Short-Term Accommodation

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). This Policy may be cited as Local Planning Policy 7 Short-term Accommodation.

2. Purpose

The purpose of this policy is to provide guidance on the appropriate location, scale, use and management of short-term accommodation in the Shire.

3. Objectives

Short-term accommodation is located and managed to prevent adverse impacts upon the amenity of surrounding areas by way of noise, traffic and visual quality.

4. Definitions

Bed and breakfast means a dwelling –

- (a) used by a resident of dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and
- (b) containing not more than 2 guest bedrooms

Bushfire prone area means an area that has been designated by the Fire and Emergency Services Commissioner under s.18P of the *Fire and Emergency Services Act 1998* as an area that is subject or likely to be subject to bushfires. Such areas are identified on the *Map of Bush Fire Prone Areas* and can be found on the Department of Fire and Emergency Services website.

Holiday accommodation means 2 or more dwellings on one lot used to provide short-term accommodation for persons other than the owner of the lot.

Holiday house means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.

Short-term accommodation means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12-month period.

5. Application of this Policy

This policy applies throughout the district and is relevant to proposals for the following land uses:

- Holiday accommodation
- Holiday house
- Bed and breakfast

The Zoning Table of the Shire of Waroona Town Planning Scheme No. 7 designates which zones these types of land uses can be permitted.

6. Provisions

6.1 Property Management

- (1) A property management plan is to be prepared for an application for short-term accommodation that addresses the following:
 - Contact information of responsible property manager;
 - Role and duties of the property manager;
 - Details of reservation arrangements;
 - Code of conduct containing information on maximum number of guests, waste disposal, parking, noise restrictions, guest behaviour and termination of accommodation.
 - Emergency contact numbers;
 - Emergency information
 - Bushfire evacuation route for internal house fire with designated muster point
 - Emergency information and a site map that provides advice on what to do in the event of a bushfire if the property is within Preston Beach or is otherwise within a bushfire prone area.

Note: An example property management plan is at Appendix 1.

- (2) The property manager contact details, code of conduct and bushfire and emergency information shall be displayed in a prominent location inside the holiday house so that guests have convenient access to it.
- (3) The roles and responsibilities of the property manager and code of conduct shall be made available to all nearby residents so these residents have the contact information of the property manager and are able to make a complaint.
- (4) Current electrical certificate for smoke alarms is to be provided with an application.
- (5) No car parking is permitted off site, including the verge. All car parking must be contained on site and there must be sufficient space on site to accommodate a minimum of one vehicle per bedroom.
- (6) The maximum number of guests is restricted to 2 per room available for short-term accommodation.
- (7) No person is permitted to either continuously or from time to time stay in the short-term accommodation for a period totalling more than 3 months in any 12 months period.
- (8) The property manager must be based within a 1-hour drive of the site in order to attend to issues quickly and be available to answer complaints at all times.
- (9) The short-term accommodation shall not cause a nuisance to the amenity of the neighbourhood.

6.2 Bushfire Protection

Note: These provisions apply to proposals on land within a bushfire prone area.

- (1) A bushfire attack level assessment may be required to be prepared by a qualified consultant to ascertain the level of bushfire threat to the dwelling on the property. Depending on the circumstances, a bushfire management plan and/or an emergency evacuation plan may also be required to be prepared to accompany the bushfire attack level assessment.

- (2) Proposed short-term accommodation that entails a bushfire attack level rating of BAL-40 or higher may not be considered appropriate for use as short-term accommodation, dependant on whether the associated bushfire management plan can meet the bushfire protection criteria set out in the Western Australian Planning Commission's *Guidelines for Planning in Bushfire Prone Areas*.

Division	Infrastructure and Development				
Policy Number	LPP 7				
Contact Officer	Coordinator Regulatory and Development Services				
Related Legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015				
Related Shire Documents	Nil				
Risk Rating	Medium	Review Frequency	Every 5 years	Next Review	2029
Date Adopted	26/03/2019				OCM19/03/017

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
23/07/2024	Reviewed without modification	OCM24/07/105
Previous Policies		
LPP7 – Holiday Houses & LPP9 Bed & Breakfast		

Appendix 1.

SHORT TERM ACCOMODATION - PROPERTY MANAGEMENT PLAN

[Example / Template]

PROPERTY: [\[Insert property address\]](#)

PROPERTY MANAGER DETAILS

Name:

Address:

Contact Number:

Email:

BACKUP PROPERTY MANAGER DETAILS

Name:

Contact Number:

THE NOMINATED PROPERTY MANAGER WILL, AND AGREE TO:

- Have day-to-day management of the short-term accommodation;
- Specifically respond to complaints pertaining to guest behaviour within a 1-hour timeframe;
- In relation to any other complaints, respond within a reasonable timeframe but within 8 hours; and
- If property manager/s are away/unavailable, a backup manager will be appointed and will manage the property. Guests will be notified should this be the case.

DETAILS OF RESERVATIONS

[\[add/edit below as required\]](#)

- All bookings will occur via [\[insert where/how accommodation will be booked through\]](#) and be managed by [\[insert property manager name\]](#).
- Only guests that are older than 18 and have good previous reviews will be considered.

DUTIES OF PROPERTY MANAGER

[\[add/edit below as required\]](#)

- Supply, readily visible in the kitchen or living area of the home, the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route).
- 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 short stay accommodation is registered with the Department of Energy, Mines, Industry Regulation and Safety's STRA Register.
- Maintain a register of all people who utilise the premises, available for inspection by the Shire of Waroona upon request.
- Ensure the premises are clean and maintained to a high standard.
- Ensure bed linen is clean and replaced upon tenant vacation.
- Ensure rubbish and recycling bins are put out on the verge on [\[insert day\]](#) night to be collected the following day.

CODE OF CONDUCT

PROPERTY : [Insert property address]

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

[add/edit as required. Feel free to add additional rules for your property]

NUMBER OF GUESTS: Please be aware the maximum number of guests is [insert amount] adults and [insert amount] children according to the Shire of Waroona regulations. If this is exceeded the accommodation will be terminated as it will be in breach of the Shire's guidelines and our Insurance Policy.

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. 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 10pm Friday and Saturday.

VEHICLE PARKING: Guests agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. Guests agree not to park any additional vehicles on the property in excess of the parking spaces provided. All parking associated with this holiday house shall be contained on the property.

SHIRE REGULATIONS: Guests agree to all Shire of Waroona regulations, including noise and fire limitations.

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

FIRES: [select the most appropriate option]

[Option 1] No open fires are permitted outside at any time.

[Option 2] Fires are only permitted in the designated fire pit/open barbeque. No fires are permitted at all during fire season (1 October to 15 May).

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins when their stay coincides with collection days. Both rubbish bins (waste = green, yellow = recycling) to be put out [insert day] night and brought in [insert day] morning. Your collection day is [Insert day].

KEYS: At the end of the reservation, guests agree to lock the premise, ensure all taps and showers are off, the air conditioning or heaters are turned off, windows are closed and keys are returned to the lock box. Any lost or damaged keys will be replaced at the guest's 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 at the Property Manager's discretion. No refunds will be made.

FIRE AND EMERGENCY INFORMATION

PROPERTY: [Insert property address]

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Waroona Police: 9733 7400
Shire of Waroona: 9733 7800
Harvey Medical Group - Waroona: 9733 3007
Harvey Hospital: 9531 7222
Murray District Hospital: 9531 7222
Peel Health Campus: 9531 8000
DFES (General Emergency Information): 133337

EMERGENCY INFORMATION

ATTENTION –

Bushfire has affected this area in the past. Your safety and wellbeing is of the utmost importance.

In the event of a bushfire please seek advice from the DFES website (below). This website will advise you whether to evacuate or otherwise. Your accommodation will be credited for any missed days, and you will be able to book again according to availability.

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

ABC South West WA Radio: 684 AM

DFES: <https://www.emergency.wa.gov.au/>

If there is an internal house fire, please refer to the internal house fire evacuation plan.