

## SHORT-TERM ACCOMODATION

The City of Vincent is situated within close proximity to the Perth Central Business District, public transport networks, tourist attractions and education facilities. As such, it is well located for the provision of short-term accommodation.

The City is required assess proposals for short-term accommodation land uses in terms of the potential impact on the amenity of the surrounding area.

### What is short-term accommodation?

The City's Local Planning Scheme No. 2 (LPS2) defines 'short-term accommodation' as 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.

### Do I require development approval?

Yes, development approval is **always** required prior to renting your premises to short term guests on a commercial basis within the City of Vincent.

### Does the City of Vincent have a planning policy for short-term accommodation?

All development applications for short-term accommodation within the City of Vincent are assessed against the requirements of the City's Policy No 7.4.5 – Temporary Accommodation. The objectives of this policy are to:

- Provide clear direction on the requirements for temporary accommodation within the City of Vincent.
- Ensure a high standard of amenity for long-term residents and the occupants of temporary accommodation through management controls.
- Provide guidance to the operators of temporary accommodation as to their responsibilities and obligations.
- Ensure properties used for temporary accommodation purposes do not have an undue impact on the residential amenity of the area.

### Can I use my apartment or unit for short-term accommodation?

The City's Temporary Accommodation Policy states that temporary accommodation will not be supported in Strata Title situations except where the consent of the Strata Company/Council of Owners has been given in accordance with the provisions of the Strata Titles Act 1985 and associated By-Laws. This consent should be obtained prior to lodging a development application with the City.

### Does my development application need to be advertised to my neighbours?

All development applications for short-term accommodation are required to be advertised to surrounding property owner/occupiers for a minimum period of 21 days in accordance with the City's Policy No. 4.1.5 – Community Consultation. A sign is to be erected on site and notice is to be placed in a local newspaper, at the cost of the applicant.

### What information do I need to submit with my development application?

Please refer to the Change of Use – Development Application Checklist for a list of information to be submitted as part of your application.

In addition to this information, the following further information is also required for the City's assessment of the proposal:

#### 1) Cover Letter

All development applications received for a change of use must be accompanied by a cover letter which includes, but is not limited to the following information:

- The number of guests to be accommodated at any given time;
- The location and number of car bays existing and/or proposed on site;
- The number of guest bookings that will be allowed at any given time;



- Whether the property owner will continue to reside at the property whilst the short-term accommodation is in operation;
- Whether the entire dwelling will be used for the purposes of short-term accommodation and if not, which areas of the dwelling will be used; and
- A brief justification addressing how the proposal meets the objectives of the zone in which the site is located. The objectives for each zone can be located under Clause 16 of the City's Local Planning Scheme No. 2.

## 2) Management Plan

All development applications for short-term accommodation must be accompanied by a detailed management plan which includes, but not be limited to the following issues:

- Control of noise and other disturbances;
- Complaints management procedures, which is to include the provision of the telephone number of the accommodation owner and operator to adjoining neighbours;
- Security of guests, residents and visitors;
- Control of anti-social behaviour and the potential conflict between temporary residents and permanent residents of the area. A Code of Conduct shall be prepared detailing the expected behaviour of guests/residents in order to minimise any impact on adjoining residents. Temporary residents must be made aware of the 'House Rules' and Code of Conduct and they must be displayed in a prominent position within the premises at all times; and
- A commitment to advising occupiers of the premise, verbally and in writing, of the negative impact that inappropriate car parking can have on permanent residents. Details are to include any relevant car parking restrictions applicable to the area in relation to parking vehicles on surrounding properties and within the streets, and instructions that parking of vehicles on the verge is not permitted.

## 3) Parking Management Plan

Parking is required to be provided on site to service the guests of the short-term accommodation. The number of car bays will depend on the property type and location. Please contact the City's Duty Planning Officer on 9273 6000 for further clarification on the parking requirements for your specific property.

A Parking Management Plan should be submitted with your application. The Car Parking Management Plan should outline:

- The number and location of car bays provided on site for guests;
- How guests would access these bays;
- Other forms of transport available to guests including train, bus and cycling; and
- The properties proximity to any on-street car parking or public car parking facilities.

### How long does the Development Application process take?

All development application for short-term accommodation are required to be advertised in accordance with the City's Consultation Policy. The City therefore has 90 days to determine the application.

Clause 75(c) of the *Planning and Development (Local Planning Schemes) Regulation 2015* states that applications may take longer than 90 days where it is agreed to in writing between the local government and the applicant.

### How long do I have to commence the use as a short-term dwelling?

Development approvals are valid for 2 years. The use of the dwelling as a short-term dwelling is to be commenced within this time period.

### Do I require a building permit?

Applying for development approval and a building permit are two separate processes, both controlled under different legislation. A building permit ensures that the building is structurally safe and complies with the relevant building legislation.



Applications for short-term accommodation may require assessment relating to Fire Resistance, Access and Egress (to include Disability Access to Premises standards), Services and Equipment, Health and Amenity and Energy Efficiency.

If you would like further information on the Building Permit process and short-term accommodation requirements please contact the City on **9273 6000**.

### **Do you have more questions?**

The City is unable to confirm if a proposal will be supported in the absence of a formal development application. However, applicants can discuss development proposals and preliminary plans with the City's Urban Planners. Urban Planners can provide general advice to applicants on a proposed development or land use and the information required to lodge a complete application.

A Duty Planner is available to talk to at the City's Administration Office Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

**Phone:** **9273 6000**

**Email:** [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

**Address:** **Main Administration Building, 244 Vincent Street, Leederville 6007, WA**

### **Disclaimer:**

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