



DEVELOPMENT APPLICATION

CHECKLIST – Short Stay Accommodation (Unhosted)

395 Fitzgerald Street
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SHIRE OF NORTHAM ★ Local Planning Scheme No. 6 ★
Please complete this checklist to enable a compliance check to be carried out in accordance with clause 62 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Please Note: When using this checklist, please ensure that all requirements have been met before the application is lodged as your application may not be accepted. If unsure if your development requires Development Approval, please check with Shire of Northam Planning Department on 9622 6100.

The Shire accepts no liability for the cost of relocating services that may be required as a consequence of a proposed development. It is the applicant's responsibility to liaise with and obtain the relevant approvals / permits from various service providers (such as Water Corporation, Department of Water and Environmental Regulations, Western Power etc.) for the proposed development. This information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposal will be approved.

| INFORMATION REQUIRED TO BE ATTACHED TO YOUR APPLICATION | YES | N/A |
|--|-----|-------------|
| PROVIDE ELECTRONIC COPY OR ONE HARD COPY OF ALL DOCUMENTS (via email or USB) | | |
| Please tick applicable box | | |
| Application for Development Approval Form Fully Completed and Signed including owners' consent | | REQD |
| Plans | | |
| SITE PLAN AND FLOOR PLAN showing: | | REQD |
| <ol style="list-style-type: none"> 1. Lot /house number(s), Northam point, boundaries of the site, building envelopes (if applicable) and any existing and proposed fencing 2. Locations of all existing structures. 3. Locations of Guest Bedrooms, amenities and outdoor areas frequented by guests. 4. Vehicular access to and from the site, including crossover location, parking and equipment storage | | |
| HOUSE MANAGEMENT PLAN including the following details: | | REQD |
| <ol style="list-style-type: none"> 1. Details of Operation – from marketing, advertisement, any employees and your roles in the business. 2. Scale of Operations – Number of guests that will be accommodated at the premises, at any one time. Also, what will happen if "doubled booked" and approved number of guests could be exceeded. 3. Timetable of Operation – for example – full time, seasonal, special events etc. 4. House Rules – Details of:- <ol style="list-style-type: none"> a. How anti-social behaviour, such as noise, will be controlled and managed, including possible complaints from nearby neighbours about customers. b. For "Pet Friendly" accommodation, details of where pets will be housed and any associated noise or nuisance will be managed from visiting animals. c. Check-in and Checkout times and protocols. In order to reduce neighbour disturbance, the Shire will normally only support such proposals where the applicant/ operator lives within close proximity to the premises and "check-in" and "check-out" times are only permitted between 7am to 8pm 5. Bushfire Prone Areas – For properties in a bushfire prone area, a Bushfire Management Plan would be required. | | |
| DEVELOPMENT APPLICATION FEES & CHARGES to be Paid (Current as of 1st July 2022): | | |
| 1. Determining an initial application for approval of a home occupation where the home occupation has not commenced. – flat fee \$222.00 | | \$ |
| 2. Determining an initial application for approval of a home occupation where the home occupation has commenced. The fee in item 6 of the Development Application Fees and Charges + by way of a penalty, twice that fee. | | \$ |
| 3. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires. – Flat fee \$73.00. | | \$ |
| 4. Determining an application to amend or cancel development approval – flat fee \$295.00 | | \$ |
| 5. Advertising Costs (where required) a) Letters of Consultation – Flat fee \$145.00 | | \$ |
| TOTAL | | \$ |

