

DEVELOPMENT APPLICATION

CHECKLIST – Short Stay Accommodation (Unhosted)

395 Fitzgerald Street
PO Box 613
NORTHAM WA 6401
P: (08) 9622 6100
F: (08) 9622 1910
E: records@northam.wa.gov.au
W: www.northam.wa.gov.au

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
- Lot /house number(s), Northam point, boundaries of the site, building envelopes (if applicable) and any existing and proposed fencing. - Location of all existing structures. - Location of Guest Bedrooms, amenities and outdoor areas frequented by guests. - Vehicular access to and from the site, including crossover location, parking and equipment storage.			
HOUSE MANAGEMENT PLAN including the following details:			REQD
- Details of Operation – from marketing, advertisement, any employees and your roles in the business. - Scale of Operations – Number of guests that will be accommodated at any one time. Also, what will happen if “doubled booked” and approved number of guests could be exceeded. - Timetable of Operation – for example – full time, seasonal, special events etc. - House Rules – Details of:- - How anti-social behaviour, such as noise, will be controlled and managed, including possible complaints from nearby neighbours about customers. - For “Pet Friendly” accommodation, details of where pets will be housed and any associated noise or nuisance will be managed from visiting animals. - 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. - Bushfire Prone Areas – For properties in a bushfire prone area, a Bushfire Management Plan may be required.			
DEVELOPMENT APPLICATION FEES & CHARGES to be Paid:			
1. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 in the Development Application fees and Charges, does not apply, where the change or the alteration, extension or change has not commenced or been carried out – flat fee \$295.00		\$	
2. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 on the Development Application fees and Charges, does not apply, where the change or the alteration, extension or change has commenced or been carried out. The fee above + by way of a penalty, twice that fee		\$	
3. Advertising Costs (where required) a) Letters of Consultation – Flat fee \$159.00		\$	
TOTAL		\$	



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I (enter name)_____ being the applicant for this application, acknowledge that should any information marked as included, not actually be included, the application will become an incomplete application and therefore may be returned without assessment.

Signed:

Date:

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card Signature.....

Amount \$..... Expiry Date...../..... CCV.....

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ALL FEES MUST BE PAID IN FULL BEFORE THE DEVELOPMENT APPLICATION WILL BE ACCEPTED

OFFICE USE ONLY

Receiving officer name:

NOTES:

1. This document is intended as a guide to assist in your application. You as the applicant are responsible for providing the correct information in your application.
2. Incomplete applications cannot be accepted until the application is deemed compliant
3. The application fee must be paid upon lodgement of the application. An additional fee for advertising may be required.
4. Once the application has been accepted, additional information may be requested as part of the assessment and determination.