

**Holiday house APPLICATION checklist**

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| **Applicant****Checklist** | **Documents for Lodgement** |
|  | 1. A planning application form signed by the owner of the land –  *Attachment 1.*  |
|  | 2. A site plan or good quality clear aerial showing the existing house, existing buildings, driveway, and guest parking areas. The location, number and dimensions of parking areas should be clearly marked on the plan.  |
|  | 3. An internal floor plan showing the house layout, the use of each room, and number of double, single or bunk beds per room (including fold out couches). |
|  | 4. A detailed letter / written submission that explains: * The maximum number of persons that the dwelling will accommodate at any one time;
* Maximum length of stay for guests;
* Maintenance and cleaning arrangements;
* Photographs of parking areas and photographs of the internal house layout.
* If the lot is connected to sewer.
* If the lot is not connected to sewer information on the location and size of effluent disposal will need to be provided (refer Section 5.6).
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|  | 5. A Management Plan that addresses how the land use will be managed on a day to day basis to maximise protection of residential amenity, including details of how noise issues will be addressed by the Manager (handling of complaints), and full contact details of the Manager or employee of the Manager.  An example Management Plan template is included as *Attachment 2*.  |
|  | 6. A Fire and Emergency Response Plan that includes detailed fire escape route maps, provision of a fire extinguisher and emergency contact numbers. An example Fire and Emergency Response Plan template is included as *Attachment 3*.  |
|  | 7. Payment of a planning application fee on lodgement of the planning application. The Shire’s annual fees and charges can be viewed on the website – [www.sharkbay.wa.gov.au](http://www.sharkbay.wa.gov.au) (Council/Public Documents/Fees and charges).  |