

**Holiday house APPLICATION checklist**

**(RENEWALS) 2023/2024**

|  |  |
| --- | --- |
| **Applicant**  **Checklist** | **Documents for Lodgement** |
|  | 1. A planning application form signed by the owner of the land – Attachment 1.  Please tick the ‘yes’ box on the form as the application may be re-advertised for public comment.  Please fill out the description of development as holiday house.  If the title of the lot is in a company name, the form has to be signed by 2 Directors or 1 Director and 1 Secretary (unless there is a Sole Director) |
|  | 2. A detailed letter / written submission that:   * Confirms that the maximum number of persons/ beds that the dwelling accommodates at any one time has not changed; * The property manager and their contact details has not changed; * Confirms if the property manager has received any complaints in the last 12 months (and if so provide details of the complaint and how it was resolved). * Authorise the Shire of Shark Bay to re-utilise the plans and documents lodged as part of the previous application, that formed part of the last planning approval issued for the property. * Demonstrates compliance with relevant conditions of the previous planning approval.   An example letter template is included as Attachment 2. |
|  | 3. Payment of a $147.00 planning application fee on lodgement of the planning application. The Shire will contact you once an application has been lodged and request payment of the fee. |

**ATTACHMENT 2** - Example letter template for lodgement of new application seeking a new approval

Shire of Shark Bay ao@shark bay.wa.gov.au

Attention: Chief Executive Officer

Dear Sir,

**APPLICATION SEEKING A NEW PLANNING APPROVAL (RENEWAL) FOR A HOLIDAY HOUSE AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I / we have an existing planning approval for a holiday house at the above address, which has expired/ or is due to expire soon.

I / we lodge this new application seeking a new approval and advise as follows:

1. The maximum number of persons that the dwelling will accommodate at any one time has not changed and is still \_\_\_\_\_\_\_\_\_\_\_\_\_.

(insert number of guests)

2. The number of nature of the bed arrangement has not changed and is as per the last plans approved by the Shire on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(insert date of last planning approval).

3. The property is still managed by

(insert property manager name).

AND

their contact details haven’t changed / OR

their contact details have changed.

(Cross out what is not applicable).

*Note: A revised Management Plan needs to be lodged with current property manager details if the property manager or their contact details have changed since your last approval.*

4. No complaints have been received in the last 12 months

OR

Complaints have been received.

*Note: If complaints have been received please attach to this letter details on the number, nature of complaints and how they were responded to by the property manager.*

I/we authorise the Shire of Shark Bay to re-use all plans, management plans, fire emergency plans and other supporting documents lodged with our last planning application which was approved by the Shire on the

(insert date of last planning approval).

I / we acknowledge that our last planning approval, which is attached, included a number of conditions; and

I / we confirm that we have complied with all the conditions listed on the Shire approval dated

(insert date of last planning approval).

**COMPLIANCE WITH EXISTING APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| I / we confirm that we have complied with the following specific condition requirements: | | | |
| Keep and maintain a working fire extinguisher within the house at all times. | Applicable  Tick | N/A | Attach a photo of the fire extinguisher |
| Keep a fire blanket in the house at all times |  |  | Attach a photo of the blanket |
| Display a laminated copy of a fire escape plan within the house |  |  | Attach a photo of the displayed fire plan |
| Construction of one crossover |  |  | Attach a photo of the crossover |
| Construction of two crossover |  |  | Attach a photo of the crossovers |
|  | Tick relevant box above | |  |

Yours Sincerely,

Signature 1 Signature 2

Name: Name:

Date:

Enc. Attachment : Copy of last planning approval