

PLANNING SERVICES INFORMATION SHEET

• SHORT-TERM RENTAL ACCOMMODATION •

Short-Term Rental Accommodation (STRA) is required to be registered under the *Short-Term Rental Accommodation Act 2024* by 1 January 2025. For STRA that require Development Approval under the Local Planning Scheme, they are required to have such an approval by 1 January 2026.

To assist STRA operators with obtaining the necessary Development Approval under the Shire of Harvey Local Planning Scheme No. 2, the Shire of Harvey has implemented the following initiatives:

- Preparation of a Local Planning Policy to outline the requirements and process for Development Approval.
- Preparation of an Application Package, including this Information Sheet and Operational Management Plan template.
- Council endorsement of an 'amnesty period' to waive the penalty fee for applications for retrospective development approval for a specified period.

Application Requirements

To assist STRA operators with the preparation and submission of an Application for Development Approval, the attached Application Package has been prepared. The Application Package is required to be submitted with the following:

- Site plan indicating:
 - Location and purpose of buildings on the site in relation to the property boundaries.
 - Location of vehicle access.
 - Location and number of onsite vehicle parking bays.
 - Location of any proposed signage.
 - Location of the onsite effluent system (if not connected to reticulated sewer).
- Floor plan indicating:
 - Layout and purpose of each room/area of the dwelling.
 - Size and maximum occupancy of each bedroom.
- Signage plan (if proposed) indicating:
 - Dimensions.
 - Content.

Application Requirements cont.

- Operational Management Plan (template available).
- Copy of the Certificate of Title.
- Application Fee.

Application Fee

For new STRA accommodation (i.e. has not commenced operating), the application fee is \$295.

For existing STRA accommodation that has been operating without a Development Approval, there is an additional penalty fee of \$590. An 'amnesty period' has been provided to waive the penalty fee for applications for retrospective approval submitted to the Shire of Harvey **by 30 June 2025**. In this instance, the application fee is \$295.

For existing STRA accommodation that has been operating without a Development Approval where the application for retrospective approval is submitted **from 1 July 2025**, the application fee is \$885.

Other Approvals

In addition to obtaining Development Approval, other approvals may be required as follows:

Building

- The dwelling may be a Class 1a or 1b under the Building Code of Australia. A private building surveyor will need to be engaged by the landowner to provide evidence that the accommodation building constitutes a Class 1a building and complies with each applicable building standard.
- If the accommodation building constitutes a Class 1b building, a change of classification will be required. For further information on Class 1b, please contact the Shire's Building Services on 9729 0330 or shire@harvey.wa.gov.au.

Environmental Health

- If a swimming pool or spa pool is available to accommodation guests, the pool will require approval as an aquatic facility. Further information is available from [Resources, guidance and checklists for aquatic facility operators](#). If the pool is not available to accommodation guests, there must be signage stating "Private Use Only".
- If the accommodation is not connected to reticulated sewer, the existing effluent system may require upgrading to ensure it meets requirements. For further information, please contact the Shire's Environmental Health Services on 9729 0328 or shire@harvey.wa.gov.au.