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HOLIDAY ACCOMMODATION INFORMATION SHEET

WHAT IS HOLIDAY ACCOMMODATION?

Town Planning Scheme 1A defines Holiday Accommodation as:

“means accommodation which by way of trade or business or for the purpose of any trade or business is held out as being available or is being made available for holiday purposes for occupation by a person for not more than three (3) months in a twelve (12) month period.”

SCHEME PERMISSIBILITY

Holiday accommodation may only be permitted in the following zones:

- Residential
- Tourist Residential
- Central Area or
- Special Site/Special Use or Additional Use zone

The application would need to be advertised if the development is located within the Residential zone.

PROCESS TO GAIN APPROVAL

The following information would need to be provided in order to apply for a chalet:

- A completed application for Planning Scheme Consent (available at front counter);
- 2 copies of a site plan showing the location of the structure on the property intended for Holiday Accommodation Use, inclusive of setbacks from boundaries, existing dwelling/s, location of parking, driveways and any remnant vegetation, water courses etc;
- 2 copies of a floor plan of the structure/dwelling (one will be sufficient if there are multiple structures of the same design).

FACTORS THE COUNCIL WILL ASSESS

Amenity

- The proposal does not affect the amenity of the area through poor access and parking, excess noise, oversupply of holiday accommodation buildings or inappropriate locations.

Car Parking

- Where the development is located within the Residential, Tourist Residential or Central Area zone, car parking shall be in accordance with the multiple dwelling requirements of the Residential Design Codes (being 0.35 spaces per dwelling plus 0.015 spaces per square metre of plot ration area; to a maximum of 2 spaces per unit).
- In 'Special/additional' zones, a minimum of 1 car parking bay will be considered for each dwelling in a suitable location that does not inhibit vehicular movement.

THE ASSESSMENT PROCESS

Once an application has been received the following will be undertaken (in chronological order):

- If the application is required to undergo advertising, a member of the Development Services Planning section will draft an advertisement for the applicant to take to a local newspaper.
- The advertisement will seek the views of the public on the proposal.
- (The advertisement is to be placed once a week in a local newspaper (at the applicant's cost) for a three-week period, with the advertising period closing 21 days after the notice is first published).
- Letters may be sent to neighbours and in certain cases to surrounding landowners, who may be affected by the proposal, asking for any comments.
- Depending on the nature of any submissions received the application may be approved under delegation within the Development Services' Planning Team, or the application may need to go to Council for a decision.

ADDITIONAL APPROVALS

- Prior to construction a Building Licence is required to be submitted and approved by Council.
- A Septic Tank Licence may also be required to be approved by Council.

MORE INFORMATION

Should you have any questions or require any further information, please contact a member of the Development Services Team by either phoning on 9841 9383, by email planning@albany.wa.gov.au or in person at the City Offices.

**** DISCLAIMER ****

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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