

**POLICY No     SHORT STAY ACCOMMODATION**

**STATUS:**                      **City Policy** - *A policy that is developed for administrative and operational imperatives and has an internal focus.*

**City policies are referred to Council for review and endorsement.**

**RESPONSIBLE  
DIRECTORATE:**              Planning and Community Development

**OBJECTIVE:**                To specify standards of development and use for sites proposed to be used as short stay accommodation.

To protect the amenity and character of adjoining residential areas by minimising potential impacts associated with short stay accommodation.

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**AUTHORITY**

This policy has been prepared in accordance with Clause 8.11 of the City of Joondalup District Planning Scheme No 2 (DPS2) which allows Council to prepare planning policies relating to planning or development within the scheme area.

**POLICY AREA**

This policy applies to the whole of the City of Joondalup.

**POLICY STATEMENT**

Short stay accommodation is defined within the District Planning Scheme as:

“the use of a single house, grouped dwelling or multiple dwelling for the purposes of providing temporary accommodation to any person or persons; for the purpose of the definition of “short stay accommodation”, temporary accommodation excludes any period of accommodation which exceeds a continuous period of 3 months;”

This policy does not apply to Residential Building, Bed and Breakfast, motel, or hotel proposals, as these are separately and specifically defined under DPS2.

**Amenity Impacts**

This policy aims to protect the residential amenity of permanent term residents and minimise the negative impacts that may be caused by the transient nature of the occupation, such as:

- excessive noise and/or anti-social behaviour
- potential increased demand for car parking
- sense of loss of security
- poor property appearance and maintenance

To ensure these amenity impacts are minimised, the following will apply:

#### 1. Location criteria within Residential zones

The Council will consider relative merits and compatibility of the proposal with the surrounding areas. Criteria that will be considered include (but are not limited to) whether the use will-

- not result in the requirement for a greater number of parking facilities than those provided on the site so as to cause an unacceptable inconvenience to adjoining residents and road users,
- not result in the generation of traffic beyond that of adjoining residential properties,
- not, given the nature and character of the prevailing area, have the potential to unreasonably disturb the desired character of the area, in the Council's opinion,
- be located within close proximity of supporting and complementary land uses and opportunities (like shops, transport networks, entertainment facilities etc)

#### 2. Short Stay Accommodation within Grouped and Multiple Dwellings

Short stay accommodation is required to be separated from permanent dwellings that may be located on the same site or building. This can be achieved by exclusive access arrangements (vehicular and/or pedestrian), separate floors for short stay accommodation in multi storey buildings and provision of separate communal open space areas for short stay accommodation.

Short stay accommodation is not to form the predominant land use in situations where residential dwellings and short stay accommodation are located on the same site.

#### 3. Management Plan

A management plan is required to be submitted at the time of lodging the application. The operation of the short stay accommodation is then required to be in accordance with that approved Plan. The management plan shall cover and/or include:

- The control of noise
- Complaints management procedure
- The on-going maintenance of the premises and all common property areas
- Security of guests, residents and visitors
- Control of anti social behaviour and potential conflict between long term and short term guests. A Code of Conduct shall be prepared detailing the expected behaviour of residents in order to minimise any impact on adjoining properties.
- Parking Management Plan
- Compliance with House Rules such as recycling

- Exclusive use of storage areas by the occupier of the accommodation.
- If located on a strata-titled development, appropriate by-laws being entered into the strata management statement acknowledging the short stay activity on the site.

The management plan shall be kept at the premises at all times, and the Code of Conduct shall be displayed in a prominent position within the premises.

#### 4. Guest Register

A register of all persons occupying the accommodation is required to be kept.

The register shall:

- (a) show the name and address of every person staying within the accommodation and the unit occupied
- (b) be signed by the person
- (c) include the date of arrival and departure
- (d) be kept on the premises of the short stay accommodation or at such other place as agreed to by the Council and shall be open to inspection on demand by an authorised City Officer.

#### 5. Annual Renewal

Where short stay accommodation is located in or abutting the Residential Zone, or where a short stay accommodation is located on the same site or building as dwelling/s, the time limit for any approval granted will be not more than 12 months. A fresh approval will be required after that time if the use is proposed to continue.

#### **Details Required For Planning Application**

In addition to the management plan referred to above, and normal planning application requirements (for lodgement of plans), the following additional information is required to be submitted on application for planning approval:

1. Information justifying the proposed location of the accommodation, and
2. Justification as to how and why the proposed accommodation will be compatible with the adjoining area.

#### **Compliance with Health Act 1911 and City Of Joondalup's Health Local Law.**

The development of short stay accommodation may be classified as a Lodging House under the City of Joondalup Health Local Law. ***Strict requirements apply to Lodging Houses, and potential applicants are advised to be familiar with these requirements and incorporate those requirements into the proposal, prior to the application being submitted.***

#### **Advertising of Proposal**

Advertising requirements are established in District Planning Scheme No 2.

**Related Documents**

District Planning Scheme No 2  
Planning Application Fact Sheet  
Health Local Law