



Bed and Breakfast

'Bed & Breakfast' means a dwelling:

- a) used by a resident of the dwelling to provide short-term accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and
- b) containing not more than 2 guest bedrooms.

'Short Term Accommodation' means temporary accommodation, provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12-month period.

Bed and Breakfast may be considered by the Shire in the following zones: **Residential, Tourism, Rural, Rural Residential, some* Special Use Zones** subject to obtaining development approval.

**SU6 – Exmouth Marina: Area B*

- *Precinct 1 Revetments Lots,*
- *Precinct 2 Vertical Canal Lots, Precinct 3 Residential Dry Lots*

Area C

- *Residential*
- *Built Strata Permanent Residential*

SU7 – Lot 9510 on Plan 55557

SU9 – Lot 301-313 Deposited Plan (DP) 2955 and Lots 314-327 DP 33791

Development Requirements

1. Bedrooms and amenities to be utilised by guests are to be provided under the main roof and physically connected to the main dwelling by common wall.
2. On-site parking is to be provided at a ratio of one (1) car bay per guest bedroom in addition to those bays required for the dwelling. Car parking is required to be fully within the property boundaries
3. The host shall permanently reside in the dwelling/single house approved for a Bed and Breakfast and provide breakfast to guests.
4. Guest access to the kitchen for the preparation of meals shall not be permitted.
5. A fire extinguisher is required in a clearly visible location in the premises at all times and maintained in a proper working order and noted on the emergency response plan.
6. Separate bathroom and toilet facilities shall be provided for guests.
7. The host shall maintain a guest register that shall be made available for inspection upon request.
8. A Management Statement is to be submitted and clearly displayed in the establishment which is to address the following; Operational management, rubbish collection, maintenance, noise, emergency contacts, security and occupant rules.
9. An Emergency Response Plan is to be submitted and clearly displayed in the establishment which is to address the following; fire escape route, location of fire extinguishers, location of smoke alarms, emergency lighting, and emergency contacts.
10. One (1) sign is permitted in accordance with standards outlined in the Local Planning Scheme 4, Clause 4.18.7, maximum size 0.2m²

Other provisions:

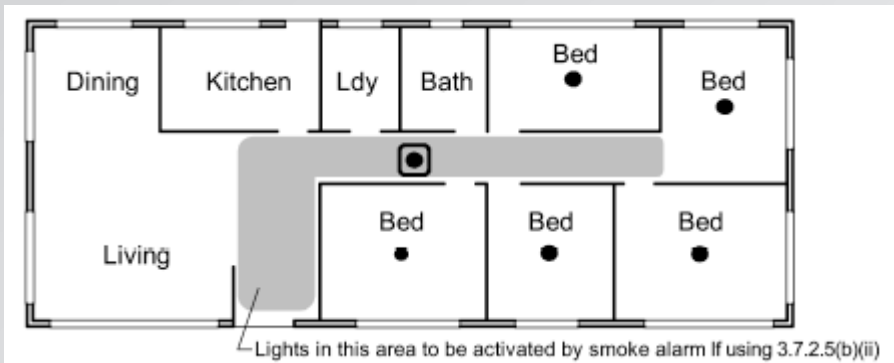
Smoke alarms. Please note that small guest houses and boarding houses (with less than 12 occupants) are classed 1b (under building classification) and required to have smoke alarms installed on or near the ceiling:

- In every bedroom, and
- In every corridor or hallway associated with a bedroom, or if there is no corridor or hallway, in an area near the bedrooms, and



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- On each level of the building. A system of lighting must also be installed to assist evacuation of occupants in the event of a fire. The lighting must be activated by the smoke alarm and consist of:
 - o A light incorporated in the smoke alarm, or
 - o The lighting located in the corridor, hallway or area served by the smoke alarm.



What is required to submit the application:

- Completed [Development Application form](#), signed by the owner/s of the land.
- Copy of the Certificate of Title (could be ordered from the Shire at \$26.70 search fee).
- Accurate site plan to a recognised scale showing all existing buildings/structures on the property and access to the property, allocated parking spaces*, number and location of rubbish bins (at least two bins).
- Floor plan to a recognised scale (showing length, width & ceiling heights of each room).
- Emergency response plan (a floor plan showing fire escape route maps, location of a fire extinguisher, fire blanket, emergency lighting, emergency contacts and outside meeting place).
- Management Statement (should include information on operation management, rubbish collection, occupier's code of conduct and maintenance, emergency contacts, security and occupant rules).
- A Bushfire Management Plan may be required, depending on the location and number of accommodation units. Please check with our staff prior to lodging your application.
- Payment of the relevant fee (\$295).

Approval Process

Once a complete development application has been received by the Shire it is likely to be advertised for a minimum of 14 days in accordance with *the Planning and Development Regulations 2015*. Council will have regard to the comments of adjoining property owners prior to determining the development application.

The statutory timeframe for the assessment is within 90 days (including advertising period).

Any approval granted is limited to a period of one (1) year, renewed by way of further annual application prior to expiry to allow continuous operation.

Renewal of Approvals

An approved 'Bed & Breakfast/Guesthouse' will also require an annual permit with a fee set by Council. Upon payment and subject to ongoing compliance, an annual permit will be issued.

If the Shire has received complaints regarding the short stay use, a further approval may not be granted.



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Advice notes

- You will need to be registered as a Food Business to be able to provide a breakfast service, which involves completing a registration form and pay the applicable registration fee. Application can be made on the Shire of Exmouth web-site (under Health section) or in person at the Shire's offices. An annual fee will be charged according to the risk involved – this varies in value, depending on the scale of risk.
- The Shire must be further notified on any changes to the property, management/caretakers, etc. that might affect the use.

Disclaimer

This information sheet is provided as generalised information. While we aim to keep the content of this document current and accurate, we accept no responsibility or warranties for actions based on the information provided. The Shire of Exmouth encourages you to seek professional advice before acting on any information contained within this document. Should you require further information, please do not hesitate to contact the Shire on (08) 9949 3000 or email: info@exmouth.wa.gov.au. 20 December 2020.



spoilt for choice

