

Starting a:

BED AND BREAKFAST

& RESIDENTIAL BUILDINGS



WHAT IS A BED AND BREAKFAST?

A **Bed and Breakfast** is where a dwelling with a permanent resident is used to provide short stay accommodation for paying guests. Breakfast may be provided to the guests as part of the Bed and Breakfast.

Short stay accommodation is defined as providing accommodation for a term less than three months in any twelve month period.

HOW MANY GUESTS CAN BE ACCOMMODATED AT A BED AND BREAKFAST?

Up to two rooms within a house can be used to accommodate not more than four adults or one family at any one time.

WHAT IF I WANT TO ACCOMMODATE MORE THAN FOUR GUESTS?

If you are intending to accommodate more than four guests or one family, the land use becomes a 'Residential Building'.

Different development standards apply to a Residential Building, for example additional parking bays are required, a management plan must be prepared, etc.

WHAT IF I DON'T HAVE A PERMENENT RESIDENT AT MY HOUSE BUT STILL WANT TO PROVIDE SHORT STAY ACCOMMODATION?

If you intend to rent out your house for short stay accommodation without a permanent resident, the land use becomes 'Holiday Home'.

Holiday Homes are not permitted to be undertaken from any Residential zoned property in the Shire of Broome. If you want more information on Holiday Homes, please contact Planning Services on (08) 9191 3456.

DO I NEED DEVELOPMENT APPROVAL?

Yes, Development Approval is required if you want to operate a Bed and Breakfast or Residential Building.

The information in this fact sheet applies to operating a Bed and Breakfast or Residential Building from a Residential zoned property. For information on the requirements for this type of development in any other zone, please contact Planning Services on (08) 9191 3456.

The Shire is not able to give approval for a Holiday Home to be operated from a residential property. The only way this could proceed is through an amendment to the Planning Scheme. For more information on what would be required in these circumstances please contact Planning Services on (08) 9191 3456.

HOW TO MAKE AN APPLICATION FOR DEVELOPMENT APPROVAL

Your application for Development Approval for a **Bed and Breakfast** must include the following:

- A completed Shire of Broome Application for Development Approval Form: (<https://www.broome.wa.gov.au/Shire-Services/Planning/Planning-Forms-and-Fees>) signed by the landowners of the property.
- Payment of the application fee, which is \$295 if no building works are proposed.
- A Site Plan (to a scale of 1:200) of the property showing sufficient car parking bays (minimum size 2.7m x 5.5m) as follows:
 - one bay for each guest room, located on the property and not within the verge or in the property's garage/carport; and
 - two bays for the occupants of the dwelling, located on the property (can be within the garage/carport) but not within the verge.

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- A Floor Plan highlighting which rooms within the property will be used to accommodate guests;
- A cover letter outlining:
 - the number of guests to be accommodated at any one time;
 - confirmation that a permanent resident will occupy the house; and
 - whether breakfast or other meals will be provided.

Your application for Development Approval for a **Residential Building** must include the same information and documentation as outlined above as being required for a Bed and Breakfast, except that:

- The application fee is \$864 (includes an advertising fee) if no building works are proposed; and
- The cover letter must outline how the proposed Residential Building will comply with clauses 9.0 and 10.0 of Local Planning Policy 5.18 (<https://www.broome.wa.gov.au/Council/Publications-and-Reports/Council-Policies#section-5>).

WHAT HAPPENS WHEN YOU SUBMIT YOUR APPLICATION?

Once received, your application will be assigned to a Planning Officer who will assess your application. You will receive an acknowledgement letter which will include contact details for the Planning Officer handling your application.

Once the Planning Officer has reviewed your application and determined that sufficient information has been provided, the landowners who adjoin your property will be given 14 days to comment on your application (21 days for a Residential Building). Once 14 day period has ended, the Shire will decide whether to approve or refuse your application.

You will be notified within 2-3 business days of the Shire's decision.



OTHER APPROVALS

Food: If food is being supplied to guests, then State legislation requires that you must be registered as a Food Business. This application can be made to the Shire's Environmental Health Services. Further information and application forms are available from the following website:

<https://www.broome.wa.gov.au/Community/Public-Health-and-Safety/Food-Safety>.

Swimming Pool: If you have a swimming pool on your property and intend to make this available for use to guests, you will need to obtain approval from the Shire's Environmental Health Services and the Department of Health. Further information and application forms are available from the following website:

<https://www.broome.wa.gov.au/Community/Public-Health-and-Safety/Water#section-2>.

FURTHER INFORMATION

If you have any further questions or would like additional assistance in preparing your application, please contact Planning Services on (08) 9191 3456.