

Short-term accommodation

What is considered to be short-term accommodation?

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, short-term accommodation is defined as being the following:

“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.”

Do I require development approval from the Town?

Prior to commencing short-term accommodation, a development application is required to be submitted to and approved by the Town. The development application is required to consist of the following, **as a minimum**:

- a) A completed Development Approval Application Form and MRS Form 1.
- b) The prerequisite planning fee;
- c) Written confirmation (signed by the landowners of the property) on how many guests are to reside in the building on a short-term basis at any one time, typically how long for, and whether the owners of the dwelling will be residing at the property at the same time.
- d) Two copies of a site plan drawn to a scale of 1:100 or 1:200 showing:
 - The location and dimensions of existing and proposed car parking spaces on the property;
 - External signage;
 - Existing driveway(s) and crossover(s); and
 - The street name and north point.
- e) A management plan which is to detail the process of managing noise, complaints, maintenance, security, behaviour and car parking.

How will the development application be assessed?

The application will be advertised by the Town to nearby landowners for a minimum of 21 days prior to determining, due to being a use not listed under Local Planning Scheme No. 1.

The Town will have regard to the potential impact the use may have on the area's amenity in terms of matters such as, but not limited to, noise and car parking.

If it is intended more than 6 unrelated persons will be involved in being accommodated in any short-term accommodation, the premises will need to be registered with the Town of Cambridge's (Environmental Health Services) prior to any such use. An inspection of the premises will be required to be undertaken and a fee for this service will be applicable. For further information in this regard please contact the Town and ask for the Environmental Health Services section.

Approval to commence operations as short-term accommodation is dependent upon compliance with the conditions of development approval, the National Construction Code (NCC) and the *Health (Miscellaneous Provisions) Act 1911*.

If you have any queries regarding the development application process, please contact the Town's Statutory Planning section on 9347 6000.