



INFORMATION SHEET NO. 17

Information to Submit with a Development Application for BED AND BREAKFAST ACCOMMODATION

A bed and breakfast establishment is a type of use that can be established successfully if it is sited, designed and operated properly, but has the potential to be detrimental to the amenity of the locality if these factors are not considered.

Development Applications are assessed against the relevant zone and policies contained within the Council's Development Plan. The purpose of assessment is to ensure that the proposed development conforms with the Development Plan and zoning requirements. Applications are also assessed for compliance with the Building Code of Australia with respect to structural and life safety issues.

The information that is provided with any development application is the basis upon which your application is assessed. If inadequate or conflicting information is provided delays can be expected. It is important that the assessing officers are able to clearly understand what currently exists and what you are proposing.

Information that must be submitted with a Development Application

1. A completed application form signed and dated.
2. Payment of relevant fees.
3. Declaration of Applicant (in relation to power lines).
4. A current copy of the Certificate of Title for the property (not more than 12 months old). Please check your Certificate of Title for easements and registered encumbrances or Land Management Agreements.
5. A copy of the builders Indemnity Insurance Certificate (if valued \$12,000 or more).
6. Proof of payment of the Construction Industry Training Board Levy (if over \$15,000).

Plans and Documentation (3 copies with at least one copy being A3 or smaller)

7. A general description of the site and operation including:-
 - The nature of the operation generally and any other uses;
 - An indication of the food services for the guest;
 - Maximum number of guests at any one time;
 - Details of any new signage;
 - Details of permanent residents and/or staff; and
 - Identify any potential impacts your development may have on surrounding properties and how you propose to minimize these impacts.
8. Elevations of the relevant buildings, including materials and colours (existing or proposed).

9. Site plan clearly showing the location and size of the proposed development including:-
 - Drawn to scale of not less than 1:200;
 - Site boundaries with dimensions, roads and existing structures (inc retaining walls, fences, septic tanks and sheds);
 - Set backs between the proposed development and existing structures, boundaries, roads and easements;
 - The location of proposed visitor and guest car parking as well as carparking provided for residents/owners and staff; and
 - And be in a scale of approx 1:500 indicating the north point.
10. A floor plan which:-
 - Indicates which rooms of the house/building are to be used for the bed and breakfast accommodation and how they will be used;
 - Indicate any proposed internal alterations, extensions and demolition work to cater for the bed and breakfast facilities; and
 - Identify any new buildings or extensions.
11. Lodge a waste control application (please contact Council's Environmental Health Officer to obtain a septic application form and to discuss details that will need to be included with your septic application).

If you are also seeking Building Rules Consent from Council you will also need to submit

12. A copy of the builders Indemnity Insurance Certificate (if valued \$12000 or more)
13. Proof of payment of the Construction Industry Training Board Levy (if over \$15000)
14. A roof, wall and floor layout of the building including dimensions and calculations (if building work is proposed)
15. Wall and roof bracing details (if building work is proposed)
16. Details of construction materials (internal and external) and design (including heights and ceiling levels)
17. Engineers footing construction report (if building work is proposed)
18. Details of services and infrastructure (e.g sewer lines near footings, stormwater disposal)
19. Specifications and schedules of work to be undertaken
20. The location of smoke alarms (hardwired)
21. The location of the light to be activated by the smoke alarm (or emergency light details)
22. Wet area details
23. Provision of sanitary facilities

Once an initial assessment of an application and site inspection has been undertaken, assessing officers may request further information.

Should development on the subject site be bound by a Land Management Agreement or encumbrances (refer to the Certificate of Title) approval from the encumbrance administrator will be required prior to lodging with Council. The encumbrance administrator may wish to stamp the plans to be submitted to Council.

Should there be any easements on the site, no structures or fill may be placed over the easement

Please note that under the Food Safety Legislation, including the Food Act 2001, Food Regulations 2002 and the Food Safety Standards, bed and breakfast accommodation is considered to be a "food business". The Food Act 2001 requires food businesses to complete a notification process with Council, the applicant is advised to contact Council's Environmental Health Officer for further information.

*Please note the information contained herein is intended as a guide only.
Further clarification may be obtained by contacting the Council on 8525 3200.*