

HOLIDAY HOME

INFORMATION • APPLICATION GUIDE • CHECKLIST & DRAFT PROPERTY MANAGEMENT PLAN

A practical guide for owners considering unhosted short-stay accommodation in the Shire of Denmark

START HERE

This package brings the main Planning, Building, Environmental Health, safety and management information together in one place. It is designed to help you work out whether your property is suitable, prepare a complete application and understand what will be expected if approval is granted.

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WHAT ARE WE TALKING ABOUT?

HOLIDAY HOME

For Shire of Denmark purposes, this guide is for an existing residential dwelling proposed to be used as short-stay accommodation for paying guests.

The Shire requires approval before a commercial Holiday Home starts operating.

HOSTED VS UNHOSTED

Unhosted	Guests have exclusive use of the dwelling and the host does not live onsite.
Hosted	The host lives on the property during the stay. Hosted accommodation does not require Shire Holiday Home approval, but State STRA registration still applies.

IMPORTANT

If the property contains an ancillary dwelling, multiple dwellings, strata arrangements or another form of accommodation, do not assume it can be treated as a standard Holiday Home. Contact the Shire's Planning and Building team before lodging.

STATE STRA REGISTRATION

All Short-Term Rental Accommodation (STRA) in Western Australia — hosted and unhosted — must be registered with the State STRA Register. State registration is separate from Shire approval and does not replace local Planning, Building or Health requirements.

PRIVATE USE

A privately used holiday house that is not being offered to paying short-stay guests is treated differently.

If you are simply using your second home yourself or allowing family and friends to stay without payment, you may not require Planning or Building approval. Please contact the Shire if you are unsure whether any approval is required.

THE BIG PICTURE

There are several different compliance buckets. Getting one does not automatically give you the others.

1 BUILDING

- An approved residential building is required.
- Building Services will check the dwelling's existing approvals and relevant building safety requirements.
- For Holiday Homes, the Shire requires hard-wired, interconnected smoke alarms and lighting of exit paths, using selected Class 1b fire-safety provisions appropriate to the dwelling.
- A fire extinguisher and fire blanket are required in the kitchen.
- If building work, alterations, conversions or unauthorised work are involved, separate Building approval may be required.

2 PLANNING

- Unhosted commercial Holiday Homes require Shire approval before operating.
- The proposal is assessed against the Shire's current planning framework and Holiday Home requirements.
- Neighbouring properties will be given an opportunity to comment.
- Approvals are time limited — one year for a first approval and generally three years for renewals.

3 ENVIRONMENTAL HEALTH

- If the property uses onsite wastewater, the system must be approved and capable of handling the proposed occupancy and wastewater loading.
- If rainwater is used as the drinking-water supply, you must provide clean, suitable potable water and the catchment, storage and delivery systems must be properly maintained.
- Pools and spas used as part of a short-stay business may trigger separate Health requirements.
- Other Health requirements may apply depending on the property and proposed operation.

4 STATE STRA

Register the premises with the WA Short-Term Rental Accommodation Register before operating. Registration is a State requirement and is separate from the Shire's approval process.

THINK OF IT THIS WAY

Planning answers: “Can I use this property this way?” **Building** answers: “Is the building safe and compliant for the proposed use?” **Health** answers: “Can the property safely provide water, wastewater and other relevant services?” **STRA** registration answers: “Is the premises registered with the State?”

DO YOUR DUE DILIGENCE

Especially important if you are thinking of buying a property specifically to operate as a Holiday Home.

BEFORE YOU SPEND MONEY	
CHECKLIST ITEM	STATUS
Confirm the property's zoning and whether a Holiday Home can be considered at the site.	☐
Check whether the dwelling is an approved residential building and whether the rooms you intend to use as bedrooms are approved habitable rooms.	☐
Check the existing Building approval history for additions, conversions, enclosed verandahs, garages, sheds or other works.	☐
Confirm the number of guests you want to accommodate.	☐
Confirm the number of bedrooms and bathrooms available to guests.	☐
Check that the required onsite parking can be provided.	☐
Check whether the property is connected to reticulated sewer or relies on onsite wastewater.	☐
Check the capacity and approval status of the existing wastewater system.	☐
Check the source of drinking water. If using rainwater, consider tank capacity, quality, storage and maintenance.	☐
Check whether the property is in a Bushfire Prone Area and whether additional bushfire information will be required.	☐
Consider noise, privacy, parking, rubbish and outdoor entertaining impacts on neighbours.	☐
Consider whether strata by-laws, covenants, lease conditions or other private restrictions affect the proposed use.	☐
Check insurance arrangements with your insurer before commencing short-stay use.	☐

STANDARD VS LARGE HOLIDAY HOMES

The Shire's current requirements are deliberately simple: guest numbers drive several important requirements.

STANDARD HOLIDAY HOME	
CHECKLIST ITEM	STATUS
Approved residential building.	☐
Minimum two onsite car parking bays.	☐
Hard-wired smoke alarms and exit-path lighting as required by the Shire.	☐
Fire extinguisher and fire blanket in the kitchen.	☐
Completed Property Management Plan with local property manager and guest Code of Conduct.	☐

LARGE HOLIDAY HOME - 7 to 12 GUESTS

Larger Holiday Homes accommodating 7–12 guests must generally be on a site of at least 1,500 m², have at least 4 bedrooms and 2 bathrooms, provide at least 3 onsite car parking bays, and have outdoor living areas and parking appropriately screened from neighbouring properties.

WASTEWATER MATTERS

For a Large Holiday Home, the increased occupancy must be supported by an onsite wastewater system with sufficient capacity for the proposed use. Environmental Health may require the existing system to be upgraded. Depending on the site, system and proposed loading, this may involve a Secondary Treatment System (STS), Aerated Wastewater Treatment System (AWTS) or another approved system. An STS is not automatically required in every case.

MAXIMUM OCCUPANCY

The approved maximum number of must be supported by the dwelling, parking, wastewater capacity and other applicable requirements.

Do not advertise or accommodate more guests than the approved maximum.

PARKING, ACCESS & NEIGHBOUR AMENITY

These are some of the most visible impacts of a Holiday Home.

PARKING	
CHECKLIST ITEM	STATUS
1 – 6 guests: minimum 2 onsite parking bays.	☐
7 – 12 guests: minimum 3 onsite parking bays.	☐
Parking must be located and constructed in accordance with the applicable site and zoning requirements.	☐
Vehicles must not obstruct access, verges, footpaths, neighbouring properties or emergency access.	☐
Parking and outdoor living areas for Large Holiday Homes must be appropriately screened from neighbours.	☐

DRIVEWAYS & CROSSOVERS

The Shire of Denmark require a sealed or paved driveway and parking area for properties in the Residential Zone, and a sealed or paved crossover where the property fronts a sealed road. Rural and other zones may have different construction standards.

NEIGHBOUR AMENITY

- Noise and anti-social behaviour must be actively managed.
- Outdoor entertaining areas should be located and managed to minimise disturbance.
- Guests should not use neighbouring verges or roads for overflow parking.
- Rubbish and recycling arrangements must prevent bins and waste from becoming a nuisance.
- A local property manager must be available to respond to complaints.

NEIGHBOURS ARE PART OF THE PROCESS

Holiday Home applications are typically referred to adjoining landowners for comment for new applications. The approved Property Management Plan may also be provided to neighbours, including the nominated property manager's contact details.

BUILDING SAFETY

A Holiday Home does not simply become a different building because it is advertised online.

THE SHIRE'S HOLIDAY HOME FIRE-SAFETY APPROACH

The Shire does not automatically require every existing dwelling to undergo a full building-classification change and complete Class 1b retrofit simply because it is proposed as a Holiday Home.

Instead, Building Services applies the relevant Class 1b fire-safety provisions to the Holiday Home operation, having regard to the dwelling's configuration and layout.

CHECKLIST ITEM	STATUS
Hard-wired, interconnected smoke alarms installed in every bedroom and passageway on all floors, as required by the Shire.	☐
Emergency exit-path lighting installed to illuminate designated exit paths.	☐
Smoke alarms and designated exit-path lighting activate together.	☐
Fire extinguisher provided in the kitchen.	☐
Fire blanket provided in the kitchen.	☐
Emergency exits and evacuation routes identified on the floor plan.	☐
External taps / garden hose locations identified on the fire and emergency plan.	☐
Electrical work completed by a licensed electrician.	☐
Electrical Safety Certificate supplied to with your application.	☐
Existing bedrooms and other habitable areas have appropriate building approval.	☐

WHY THE EXTRA FIRE SAFETY?

Holiday guests are unfamiliar with the building. The Shire's approach is intended to provide a clear, coordinated warning and illuminated escape path without automatically imposing the full cost of a wholesale Class 1b building upgrade on an otherwise compliant dwelling.

WATER & WASTEWATER

This is the section that can make or break a Holiday Home proposal on an unsewered or rainwater-serviced property.

POTABLE WATER

Guests must have access to a clean and suitable supply of potable drinking water. If the property relies on rainwater for drinking and food preparation, the tank, roof catchment, gutters, screens, plumbing and storage arrangements must be maintained so the water remains suitable for its intended use. If water is carted to the property, use a suitable drinking-water source and appropriate water-carting arrangements.

CHECKLIST ITEM	STATUS
Identify the drinking-water source: reticulated / rainwater / other.	☐
If rainwater is the drinking-water supply, confirm tank capacity and condition.	☐
Confirm roof and gutter catchment is suitable and maintained.	☐
Ensure tank openings are protected from contamination and vermin.	☐
Where untreated rainwater or other private water is used for drinking, ensure it is appropriately filtered and treated, including UV disinfection where applicable, before being supplied for drinking.	☐
Keep drinking-water plumbing clearly identified where non-potable water is also present.	☐
Use a licensed plumber for all regulated plumbing work.	☐
Have a contingency arrangement for loss or contamination of the drinking-water supply.	☐

ONSITE WASTEWATER

If the property is not connected to reticulated sewer, the onsite wastewater system must be approved and capable of handling the proposed occupancy and wastewater loading. The Shire's Holiday Home policy specifically requires Large Holiday Homes to be limited in guest numbers according to the capacity of the septic system.

CHECKLIST ITEM	STATUS
Identify the existing wastewater system and its approval status.	☐
Confirm the system's design capacity and current approved use.	☐
Confirm the proposed guest occupancy is compatible with the system.	☐
Identify any need to upgrade, alter or replace the system before operation.	☐
Obtain Environmental Health approval for any proposed wastewater alteration or upgrade.	☐
Use an approved wastewater system product.	☐
Provide the required site, system and loading information where an application is required.	☐

OTHER THINGS TO CHECK

Not every property will trigger every item, but applicants should know they exist.

POOL OR SPA

A pool or spa associated with a Holiday Home may be treated as an aquatic facility under WA Health legislation because it is being operated as part of a short-stay business. Separate Health requirements may apply in addition to Building and pool-barrier requirements.

CHECKLIST ITEM	STATUS
Pool / spa identified in the application.	☐
Pool safety barrier complies with current requirements.	☐
Building approval for the pool / spa is current.	☐

WASTE & CLEANLINESS

- Provide adequate rubbish and recycling capacity for the approved guest numbers.
- Arrange collection if the property is not serviced by the Shire's kerbside collection.
- Keep bins from becoming a nuisance to neighbours.
- Maintain the property, grounds and guest facilities in a clean and safe condition.
- Replace linen and clean the property between stays.

BEDROOMS & OCCUPANCY

Do not create additional sleeping rooms by using garages, sheds, enclosed verandahs, studies or other areas unless those areas have approval for habitable use. Guest numbers should match the approved arrangement.

HEALTH IS NOT AN AFTERTHOUGHT

Planning approval does not automatically approve a wastewater upgrade, potable water arrangement, pool operation or other Health matter. Where Health approval is required, deal with it as a separate approval.

BUSHFIRE & EMERGENCY PLANNING

Denmark is a bushfire-prone environment. A Holiday Home needs a plan that guests can actually understand.

IF THE PROPERTY IS IN A BUSHFIRE PRONE AREA

CHECKLIST ITEM	STATUS
Confirm the property's Bushfire Prone Area status.	☐
Determine whether a BAL assessment is required for proposed building work.	☐
Consider whether the property and its access routes are suitable for short-stay occupancy during bushfire conditions.	☐
Prepare a clear emergency evacuation / locality plan.	☐
Identify the nearest suitable evacuation route and main arterial road.	☐
Provide current emergency information for guests.	☐
Consider how guests will receive urgent bushfire warnings.	☐

EMERGENCY EVACUATION PLAN

The Shire's Property Management Plan framework requires a locality plan showing the nearest Emergency Evacuation Point for the property and the primary route for evacuating the area, with the route leading to a main arterial road.

DO NOT CONFUSE THE PLANS

A property emergency plan for guests is not necessarily the same thing as a formal Bushfire Emergency Evacuation Plan required under bushfire planning controls. If a formal bushfire assessment identifies additional requirements, those must be addressed separately.

GET YOUR DUCKS IN A ROW

Use this before lodging your Planning application.

APPLICATION	
CHECKLIST ITEM	STATUS
Completed Development Application Form.	☐
All landowner details and signatures completed as required.	☐
Certificate of Title / relevant title information available.	☐
Current Planning and Building approval information checked.	☐
Application fee ready for payment.	☐
Property Management Plan completed.	☐
Local property manager nominated.	☐
Guest Code of Conduct completed.	☐
Maximum number of guests stated.	☐

PLANS & PHOTOS	
CHECKLIST ITEM	STATUS
Scaled site plan showing property boundaries and dimensions.	☐
Dwelling and all relevant structures shown on the site plan.	☐
Onsite parking bays shown and dimensioned.	☐
Driveway and crossover shown.	☐
Outdoor living / guest areas shown.	☐
Effluent disposal system shown where the property is unsewered.	☐
Floor plan showing all rooms and bedrooms.	☐
Smoke alarms and exit-path lighting shown.	☐
Fire extinguisher and fire blanket locations shown.	☐
External taps / garden hoses shown.	☐
Internal and external photographs provided where requested.	☐

SUPPORTING INFORMATION	
CHECKLIST ITEM	STATUS
Electrical Safety Certificate provided.	☐
Evidence of wastewater capacity / Health approval where relevant.	☐
Potable water arrangements explained where rainwater is the drinking supply.	☐
Bushfire information / BAL assessment provided where applicable.	☐
Pool / spa information and Health requirements addressed where applicable.	☐
Strata / covenant / private restriction issues checked where relevant.	☐

WHAT HAPPENS AFTER YOU LODGE?

Knowing the process makes it much easier to manage expectations.

01	Planning application Submit the completed Development Application, Property Management Plan, plans and all other required supporting information.
02	Initial assessment The Shire checks whether enough information has been provided to assess the proposal.
03	Building & Health review Building Services and Environmental Health matters are considered, including fire safety, wastewater, potable water and other site-specific issues.
04	Neighbour consultation Adjoining landowners will be given the opportunity to comment on the proposal for new applications.
05	Decision The application may be approved with conditions, or refused.
06	Pre-operation requirements Any conditions and required Planning / Building / Health matters must be satisfied before the Holiday Home operates.
07	State STRA registration Register the premises with the WA STRA Register as required.
08	Operate responsibly Operate within the approved guest limit and conditions, maintain the property and respond promptly to complaints.

APPROVAL PERIODS

A new Holiday Home approval is generally issued for one year initially. If the Holiday Home has operated satisfactorily and complied with its approval conditions, renewals are generally issued for three years. Conditions may be reviewed and amended where necessary.

DON'T START EARLY

Do not advertise, accept bookings or commence operating as an approved Holiday Home until the required Shire approval, approval conditions, Building and Health requirements and State STRA registration requirements have been addressed and met.

DRAFT PROPERTY MANAGEMENT PLAN

Complete this section for the proposed property. The final approved plan should be kept available to guests.

PURPOSE

The Property Management Plan explains how the Holiday Home will be managed, how guests are expected to behave, how complaints will be handled and what emergency information will be provided. A copy of the approved plan may be provided to adjoining landowners.

PROPERTY ADDRESS	
HOLIDAY HOME NAME	
OWNER / OPERATOR	
PROPERTY MANAGER	
MANAGER ADDRESS	
PHONE	
EMAIL	
MAXIMUM GUESTS	
NUMBER OF BEDROOMS	
NUMBER OF BATHROOMS	
BOOKING ARRANGEMENTS	
STRA REGISTRATION NO.	

PROPERTY MANAGER RESPONSIBILITIES

- Have day-to-day management of the Holiday Home.
- Respond to guest-behaviour complaints made before 1 am within two hours.
- Respond to any other complaints within 24 hours.
- Liaise with guests for arrival and departure.
- Ensure the approved maximum number of guests is not exceeded.
- Ensure guests are aware of the Code of Conduct and emergency information.
- Keep a register of people who use the premises and make it available to the Shire when requested.
- Maintain the property and grounds to a safe and high standard.
- Ensure cleaning and linen replacement occurs between stays.
- Manage rubbish and recycling arrangements.
- Keep the emergency plan, evacuation route and other required information readily visible in the home.

GUEST CODE OF CONDUCT

The following rules should form part of the booking terms and be available inside the property.

GUESTS

- No unauthorised overnight guests.
- Children must be supervised by a responsible adult at all times.
- Guests must remain within the approved maximum occupancy.

NOISE & NUISANCE

- Do not cause excessive noise, nuisance, disruptive or anti-social behaviour.
- Keep music and outdoor activity at a level that does not disturb neighbours.
- Respect neighbours at all times, particularly during night-time hours.
- Do not hold parties or functions that are inconsistent with the approved Holiday Home use.

PARKING

- Use only the designated onsite parking areas.
- Do not park on lawns, gardens, footpaths, verges or neighbouring land.
- Do not obstruct driveways, accessways or emergency access.

FIRE & OUTDOOR USE

- Follow all fire restrictions and emergency directions.
- No open fires are permitted where prohibited by law or Shire requirements.
- Use barbecues safely and only in appropriate locations.
- Never leave candles, fires or other ignition sources unattended.

PROPERTY, RUBBISH & DEPARTURE

- Keep the property clean and tidy.
- Report damage or disrepair to the Property Manager immediately.
- Use the rubbish and recycling bins provided.
- Lock doors and windows when leaving.
- Return keys as instructed.

ENFORCEMENT

The Property Manager should address breaches promptly. Serious or continuing breaches should result in termination of the booking in accordance with the booking terms and all applicable law.

FIRE & EMERGENCY PLAN

Keep this information readily visible to guests.

EMERGENCY CONTACTS	
ALL EMERGENCIES	000
Property Manager	
Shire of Denmark	(08) 9848 0300
WA Emergency Information	13 33 37
SES Emergency Assistance	132 500
Emergency WA	emergency.wa.gov.au

PROPERTY-SPECIFIC INFORMATION	
Assembly Area / Safe Location	
Primary Evacuation Route	
Alternative Route	
Nearest Main Arterial Road	
Emergency Evacuation Point	
Fire Extinguisher Location	
Fire Blanket Location	
External Tap / Hose Locations	
Other Important Information	

GUEST INSTRUCTIONS
• On arrival, locate the exits, smoke alarms, exit-path lighting and fire equipment. • If a smoke alarm activates, investigate only if it is safe to do so and evacuate if required. • Follow the illuminated exit path and leave the building by the safest available exit. • Call 000 immediately for any life-threatening emergency. • Do not re-enter a building after evacuation until emergency services advise that it is safe. • During bushfire emergencies, follow current Emergency WA warnings and directions rather than relying solely on the property's usual evacuation route.

EXAMPLE - HOUSE FLOOR PLAN

Attach the actual floor plan for the proposed Holiday Home. The example below shows the information expected.

THE PLAN SHOULD SHOW

All rooms and bedrooms, guest areas, smoke alarm locations, emergency exit paths, exit-path lighting, fire extinguisher, fire blanket, external taps / garden hoses, and a 'You Are Here' location. The plan should be clear enough for a guest unfamiliar with the property to understand quickly.



EXAMPLE ONLY - Replace this with the actual Floor Plan for the proposed Holiday Home.

EXAMPLE - SITE PLAN

Attach the actual site plan for the proposed Holiday Home.

THE SITE PLAN SHOULD SHOW

Property boundaries, dwelling and relevant structures, driveway, crossover, onsite parking, outdoor living areas, wastewater system where applicable, relevant access routes and other site features needed to assess the proposal.



EXAMPLE ONLY - Replace this with the actual Site Plan for the proposed Holiday Home.

EXAMPLE - EMERGENCY EVACUATION PLAN

Attach the actual locality plan for the proposed Holiday Home.

THE EVACUATION PLAN SHOULD SHOW

The Holiday Home, the primary evacuation route, nearest suitable Emergency Evacuation Point where applicable, the route to a main arterial road, and an alternative route where appropriate. Keep it simple and legible.



EXAMPLE ONLY - Replace this with an Emergency Evacuation Plan prepared for the actual Holiday Home.

READY TO LODGE?

One last check before you send the application to the Shire.

FINAL CHECKS	
CHECKLIST ITEM	STATUS
The property is suitable for the proposed Holiday Home use.	☐
I know the approved / proposed maximum guest number.	☐
I have provided the required number of onsite parking bays.	☐
Large Holiday Home requirements are satisfied if I propose 7–12 guests.	☐
The dwelling is an approved residential building.	☐
All rooms proposed as bedrooms are approved for habitable use.	☐
Smoke alarms and exit-path lighting requirements have been addressed.	☐
Fire extinguisher and fire blanket are provided.	☐
My wastewater system can handle the proposed occupancy, or I have started the required Health process.	☐
My drinking-water supply is suitable for guests, including a safe potable supply where rainwater is used.	☐
Bushfire requirements have been checked.	☐
My Property Management Plan is complete.	☐
My guest Code of Conduct is complete.	☐
My floor plan, site plan and emergency locality plan are complete.	☐
My property manager is local and understands the response requirements.	☐
I have checked any pool / spa, strata, covenant or other property-specific issues.	☐
I understand that State STRA registration is also required prior to operation.	☐

OFFICIAL INFORMATION

[Shire of Denmark — Holiday Homes](#)

[Shire of Denmark — Holiday Home document centre](#)

[WA Short-Term Rental Accommodation Register](#)

[WA Health — Onsite wastewater systems](#)

[WA Health — Rainwater tanks](#)

[Emergency WA](#)

CONTACT THE SHIRE

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