

HOLIDAY HOMES APPLICATION CHECKLIST:

Development application form (2 pages)



Floor Plan of the House



- Large holiday homes (7 or more guests) must have a minimum of 4 bedrooms and 2 bathrooms and be on a property of 1,500m² or larger.
- Areas to be used by guests.

Site Plan

A site plan showing the extent of the property and detailing:



- Location of the house, driveways and any other guest facilities.
- Location of the wastewater disposal (septic) system.
- Areas to be used by guests.
- Minimum 2 car parking bays for a property accommodating up to 6 guests.
- Minimum 3 car parking bays for a property accommodating up to 12 guests.
- A property that fronts a sealed road is required to have a sealed crossover.
- A property in the Residential Zone is required to have sealed driveway and parking.

Property Management Plan



Please complete and return a copy of the attached Management Plan template, including:

- Duties of Property Manager
- Guest Code of Conduct
- Property & Emergency Information
- Evacuation Plan – Locality

Electrical Safety Certificate



An Electrical Safety Certificate is required to verify the installation of:

- A minimum of two RCDs protecting all socket outlets and lighting points.
- Hardwired, interconnected smoke alarms and emergency exit lighting.

(see attached advice note for more information)

Fire Safety



- Fire blanket in kitchen area
- Minimum of 1 fire extinguisher at the property

Additional requirements may apply if your property is in a Bushfire Prone Area designated by the WA State Government.

Application fees



Planning application fee (as per current Fees & Charges Schedule)

Please ensure that the landowner's contact details are up to date on the Shire's records.

General Information and Checklist Requirements

IMPORTANCE OF SMOKE ALARMS AND EMERGENCY EXIT LIGHTING IN HOLIDAY HOMES

Emergency exit lighting, which activates when smoke alarms are triggered, is designed to provide an illuminated path to designated emergency exits. This system is crucial for ensuring a safe and quick evacuation, especially for occupants unfamiliar with the building layout.

Imagine this worst-case scenario: An occupant, having booked a holiday home for the first time, is typically unfamiliar with the building's layout. After enjoying a day exploring Denmark, they return to the home and enjoy a selection of local wines, beers and produce, becoming quite inebriated before retiring for the evening. During the night, a portable charging unit with a Lithium Polymer battery overheats and catches fire, filling the home with thick, black, acrid smoke. Visibility becomes almost non-existent.

The occupant, half asleep and still inebriated, awakens to the sound of smoke alarms, and tries to navigate their way out through the thick smoke. However, due to the lack of visible exit paths, they end up in a pitch-black ensuite or adjacent bedroom and succumb to smoke inhalation.

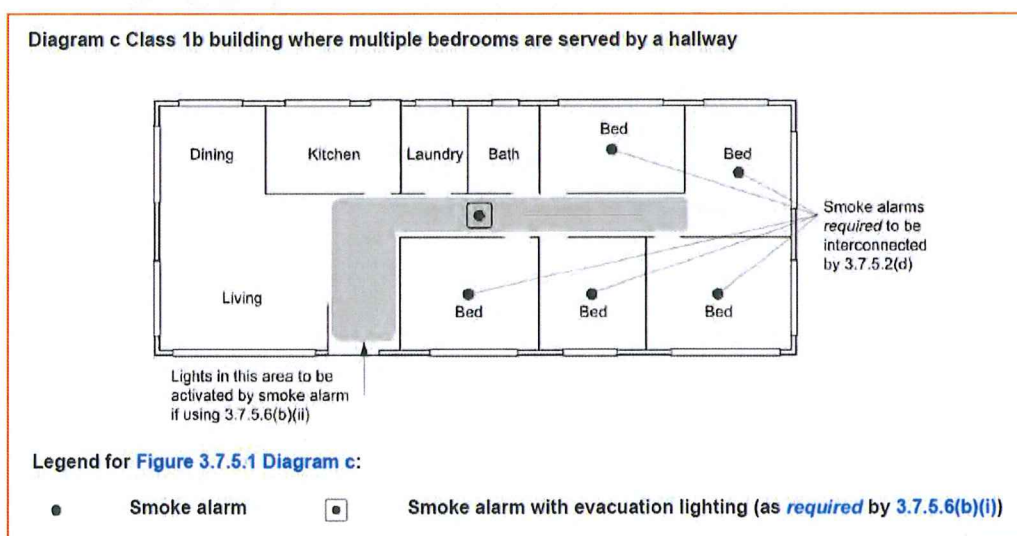
The potential outcome is dire. However, with compliant emergency exit lighting illuminating a clear path to the designated exits, the chances of the occupant becoming trapped and succumbing to the incident are significantly reduced. This highlights the imperative need for compliant emergency exit lighting in your holiday home.

Why Compliance Matters: Emergency exit lighting must be installed by a licensed electrician familiar with the requirements of the Building Code of Australia (BCA). Upon installation, an Electrical Safety Certificate must be provided, confirming that the work complies with BCA standards, including a reference to the relevant clause, detailing the following in the details of work completed section:

WORDING FOR ELECTRICAL SAFETY CERTIFICATE

“Installed hardwired and interconnected AS3786 compliant smoke alarms and emergency exit lighting that conforms with the requirements of the BCA 2019 Volume 2 Amendment 1 Parts 3.7.5.4 and 3.7.5.6, and Figure 3.7.5.1 Diagram c”

This is how it should appear on-site and be detailed in your site plan submitted to the Shire:



Example of Fire Evacuation Plan to be provided with every Holiday Home application

