

Are you considering converting your dwelling to Short-Term Accommodation?



Here you will find helpful information about the process involved and some important things to consider when changing the use of your dwelling

What documentation do I need to provide?

- Planning application form
- Building self-assessment form
- Site plan of your property inclusive of location of parking spaces
- Floor plan showing exact measurements and total gross floor area proposed for visitor accommodation

How long will my application take to process?

Depending on which planning pathway applies to your application, the assessment timeframes that apply are:

- Permitted – 28 Days
- Discretionary (public advertising 14 day period) – 42 days if no representations are received

What is involved in the process?

- Lodge all required documentation with Council
- The planner undertakes the assessment
- Planning approval issued within either 28 days (permitted) or 42 days (discretionary - if no representations are received)
- Provide planning approval number to register on accommodation platforms to commence use as Short Term Accommodation
- The final step in this process, once a planning permit has been obtained, is to complete the attached Building Self-Assessment form if the gross floor area is 200m² or less, and submit to Council's Permit Authority, to place on your property file.
- If the floor area used for visitor accommodation is over 200m² you may need to engage a building surveyor to obtain a building permit to change the use of the building.

What happens after my approval is issued?

- Once the change of use has been approved, a short-term accommodation varied rate will be added to your rates notice. This is calculated in accordance with the Dorset Council Rates Resolution for the relevant financial year (Section 1.2a)
- If you are intending to split the use of the dwelling between short term accommodation & personal occupation, you are eligible to apply for a rates remission at the end of each financial year. You will need to include evidence to support the number of days advertised and occupied as short term accommodation. Council will then assess the application and where appropriate, will provide a remission for the remaining days to reflect the standard general rate.

More information regarding short and medium term visitor accommodation requirements can be found on the Consumer, Building and Occupational Services (CBOS) website here:

<https://cbos.tas.gov.au/topics/housing/short-and-medium-term-visitor-accommodation>