



Kingborough

COMMERCIAL ACCOMMODATION

- ❖ Commercial accommodation can be defined as short term (not permanent) accommodation for paying guests. Accommodation may be self contained (with full kitchen, bathroom and laundry services) or serviced (laundry service and meals are provided)
- ❖ A planning application is required for all tourist accommodation, including:
 - turning an existing dwelling into a bed and breakfast;
 - self contained tourist accommodation (cabins);
 - renting out a shack as holiday accommodation; and
 - serviced accommodation
- ❖ Each application for a tourist accommodation and associated signage is assessed according to the likely impact on the amenity of adjoining properties and may require public notification.
- ❖ It is recommended to include any proposed signage for the business as part of the one application.

Submitting an Application

When lodging a Development Application for Planning approval with the Council for tourist accommodation with associated signage you will need to supply Council with the following:

- A completed Application for Development/Use form.
- Associated fees.
- A site plan. The site plan must show the location of the dwelling, the proposed location of the sign(s) as well as the guest parking and turning area(s). *(NB. Proposed signage must be within the property's boundaries).*
- A floor plan for the accommodation.
- Elevation plans will be required if the development also proposed building alterations.
- A full copy of the title including the title text, plan and schedule of easements. If you do not have a copy, one can be obtained from Service Tasmania or www.thelist.tas.gov.au
- Details about the proposed sign(s), including, measurements, general look and colour.



- A letter stating the reason for your application, including:
 - Operational times of the accommodation – eg. if it will be all year or seasonal
 - Details of check in/check out times
 - If the accommodation will be self contained or B & B
 - The maximum number of guest the accommodation will be able to accommodate
 - Waste management/removal
 - Details of advertising (web, on site signage only or newspaper, etc)
 - Mention if the application is also for associated signage

Additional Information

- ❖ As each application for commercial accommodation and associated signage is taken on a case by case basis, further information may later be requested to assist with the assessment of the application.
- ❖ Council has a statutory period of either 28 days for a Permitted application or 42 days for a Discretionary application to assess the application. A two week advertising period may be included in the application timeframe depending on the application type.

