Short-Term Rental Accommodation Checklist

This checklist has been prepared to ensure development applications are complete and contain all required information to allow for the application to be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note **incomplete applications** may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Lodgement of Applications Online

The City encourages customers to lodge development applications online (www.belmont.wa.gov.au, refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgement by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of $100,000 or above. Further information about the online lodgement process can be found in the Planning and Building Application Online Guide.

Minimum required information	Applicant Use Only	Council Use Only
One (1) electronic copy of the complete application is required. Electronic plans should be submitted in **PDF format** and meet the following requirements: • unlocked, no security or passwords • to scale • optimised for minimum file size.		
• **Application for Development Approval form** completed and signed by **all landowners** (registered on the certificate of title) of the land; or is accompanied by a letter of authorisation signed by all landowners of the land. • On the form under the Proposed Development section, next to Description of proposed works and/or land use, please add '*Change of Use' to* and then add the Land Use for example: *Hosted Short Term Rental Accommodation or Unhosted Short Term Rental Accommodation or Tourist and Visitor Accommodation.*		
• Current copy of the **Certificate of Title** (no older than 6 months). *Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (www.landgate.wa.gov.au).*		
• Correct **fee** paid – refer to Schedule of Planning Fees		
• **Site Plan** drawn to an appropriate scale (e.g. 1:200) detailing car parking, access ways, the location of the existing dwelling and the location of the proposed Ancillary Dwelling.		

Document Set ID: 6210295
Version: 1, Version Date: 28/10/2026

Minimum required information	Applicant Use Only	Council Use Only
• **Approval of the Strata Company** to the change of use		
• **Management Plan** for the accommodation		
• A **written submission** detailing how and why the proposed accommodation will be compatible with the adjoining area.		

Disclaimer

This checklist intends to assist applicants in ensuring their development application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required for specific applications such as truck movement plans, traffic reports, colour perspective elevations and acoustic reports.

For larger applications, applications are encouraged to arrange an appointment with a Planning Officer prior to lodgement. ***Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of your application.*** This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

Document Set ID: 6210295
Version: 1, Version Date: 28/10/2026