

The Standard Application Package was approved by the Minister for Planning to provide a simple pathway for seeking approval for the use of existing homes or habitable buildings for Visitor Accommodation during the transition to the statewide Tasmanian Planning Scheme. It comprised an Application for Planning Permit and a building self-assessment form.

Once the statewide scheme has been formally introduced in a Council area, only the building self-assessment form portion of the Standard Application Package applies. Planning permission is instead sought under the Tasmanian Planning Scheme

Completed building self- assessment forms must be lodged with the relevant permit authority.

Application for Planning Permit

As of 13 February 2023 Waratah-Wynyard Council formally transitioned to the Tasmanian Planning Scheme. Before completing a building self- assessment form applicants should contact Council's Planning Department to see what, if any, planning permits are required.

If a permit is required, applicants will need to use the standard Council planning application form. Planning application forms can be accessed via the following link:

<https://www.warwyn.tas.gov.au/download/292/planning-development/7231/application-for-a-planning-permit.pdf>

Building self-assessment form

The building self-assessment form is mandated under the *Director's Determination – Short or Medium Term Visitor Accommodation*, issued by the Director of Building Control under section 20(1)(e) of the *Building Act 2016*, and effective from 1 July 2018.

This Determination applies only to existing dwellings or residential premises where a fee is being charged for the use of short or medium term visitor accommodation.

The building self-assessment form must be completed in the following situations where the property is used or intended to be used as visitor accommodation:

- owner occupiers of residential premises of more than four bookable rooms, or
- investment properties or shacks (not occupied by the owner) that have a gross floor area of not more than 200m² used for visitor accommodation.

The building self-assessment form requires the owner or occupier to declare that the property meets the minimum building standards with respect to an occupancy permit, plumbing, and essential building services.

The Determination and the building self-assessment form apply, irrespective of the planning requirements. The planning and building requirements are mutually exclusive. If any premises intended to be let for short-term visitor accommodation is a lot in a strata title scheme, and any other premises in that scheme are occupied as a residence by long term residents, the proponent is not permitted to use the building self-assessment process, unless the premises is located within Activity Area 1.0 Inner City Residential (Wapping) under the Sullivans Cove Planning Scheme 1997.

Director's Determination – Short or Medium Term Visitor Accommodation Section 20(1)(e) of *Building Act 2016*

This building self-assessment form must be completed in the following situations where the property is used or intended to be used for visitor accommodation, and a fee is being charged for such use:

- owner occupiers of residential premises of more than four bookable rooms, or
- investment properties or shacks (not occupied by the owner) that have a gross floor area of not more than 200m² per lot used for visitor accommodation.

The completed form must be lodged with the relevant Permit Authority.

If any premises intended to be let for short-term visitor accommodation is a lot in a strata title scheme, and any other premises in that scheme are occupied as a residence by long term residents, the proponent is not permitted to use the building self-assessment process, unless the premises is located within Activity Area 1.0 Inner City Residential (Wapping) under the Sullivans Cove Planning Scheme 1997.

To: *Permit Authority*

council@warwyn.tas.gov.au"/>

Owner / Occupier details:

(Only an owner or occupier may complete this form)

Owner / Occupier:
(Delete one not applicable)

Postal Address: Phone

Email address:

Address of Property used or intended to be used for Visitor Accommodation:

Street Address:

Certificate of Title Reference No.

Owner / Occupier Declaration:

I/we, as the owner / occupier of the property, declare that the property meets the following minimum building requirements, as set out below:

	<i>Name: [print]</i>	<i>Signed</i>	<i>Date</i>
Owner/Occupier: <i>(Delete one not applicable)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>

)

Occupancy Permit:

(Must tick one)

The owner or occupier is to declare that –

- (a) if an occupancy permit has been issued, the premises is fit for occupation consistent with that permit, and the maximum number of occupants stated on the permit will not be exceeded;

OR

- (b) an occupancy permit or occupancy certificate was not required (as the premises was constructed / altered before 1994).

Plumbing:

(Must tick (a) or (b) and (c) or (d))

The owner or occupier is to declare that –

- (a) the premises is connected to a reticulated sewerage system; OR

- (b) the premises is connected to an on-site wastewater management system that:
- is in good working order and will be maintained to perform to the same standard as it was designed; and
 - has a land application distribution area designed, installed and in good serviceable condition; and
 - the maximum number of occupants of the premises the system is designed for is not exceeded; and
 - there is a maintenance contract in place for the servicing of the system.

- (c) the premises is connected to a reticulated drinking water supply system;

OR

- (d) a private drinking water supply (including from a tank, well, dam, etc.) is provided for the premises that meets the requirements of the *Public Health Act 1997*.

Essential Building Services:

(Must tick one)

The owner or occupier is to declare that –

- (a) regarding Essential Building Services, the premises has an approved schedule of maintenance, and fire safety features are maintained in accordance with Part 7 (regulations 72 to 78) of the *Building Regulations 2016* and the Director's Maintenance of Prescribed Essential Building Services Determination;

OR

- (b) the premises is not required to have an approved essential maintenance schedule, but the following fire safety features are installed and maintained in accordance with manufacturer's instructions:

- a smoke alarm with a 10-year non-removable lithium battery, or
- a hard wired smoke alarm (and are interconnected where there is more than one alarm fitted);

- (c) if any storey of the premises contains a bedroom –

- (i) installed in every corridor, or hallway, situated in the storey, that is associated with a bedroom; and
- (ii) if there is no corridor, or hallway, situated in the storey, that is associated with a bedroom, between that part of the premises containing the bedroom and the remainder of the premises; and

- (d) in any other storey of the premises that does not contain a bedroom.

- (e) If multi-storey premises are let for visitor accommodation:

- i. emergency evacuation lighting is provided; and
- ii. exits are provided that are clearly marked and mapped for the visitor.