

	Short Term Visitor Accommodation Procedure <i>Procedure No. ENVPR 07</i>	Version No:	3
		Responsible Officer/s:	Manager Development Services
		Classification:	Administration
		Issued:	25 July 2016
		Next Review:	September 2029

1. Overview

The following is an information document intended to provide guidance for persons wishing to establish and operate short term visitor accommodation (**Accommodation**) within the District Council of Grant (**Council**) area.

- 1.1 In the instance of any ambiguity, inconsistency, conflict or discrepancy between this Procedure and the applicable development approval (s), the development approval (s) will take precedence.
- 1.2 In the instance of any ambiguity, inconsistency, conflict or discrepancy between this Procedure and applicable legislation, then the legislation will take precedence.

2. Definitions

In the absence of any definition not referenced in this document, the definition used is to be consistent with that used in relevant legislation, which is in force at the time.

Accommodation	Premises in which temporary or short-term accommodation is provided to visitors on a commercial basis. This Policy is not applicable to approved hotel or motel accommodation.
Short-term	a period of time that does not exceed three (3) months

3. Procedure

3.1. Submitting an Application

The commencement of a Short Term Visitor Accommodation enterprise, requires development approval, pursuant to the *Planning Development & Infrastructure Act 2016* and Planning Development & Infrastructure (General) Regulations 2017.

Development Applications can be submitted on the eplanning Portal via www.plan.sa.gov.au.

Applicants seeking development approval should provide the following information:

- Site plan (min scale 1:500) showing the location of all buildings and structures, either existing and /or proposed on the site and showing vehicle access points and car parking area;
- Internal alterations (if any) to existing building;
- Plans showing layout and use of all rooms within the building(s);*
- Whether there will be permanent resident(s) on the site, including detail of numbers of permanent residents and their location within the building;
- Number of guests that can be accommodated;*,
- Private open space available for residents and guests;

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- Outline potential impacts on nearby sensitive land uses and provide details of how these will be managed (eg the separation distance s to adjoining residences, likely impacts to nearby residences from noise, light spill, loss of privacy);
- Details of signage including height, width, wording and colours, location of sign, type of structure (if free standing), and materials for sign and supporting structure (if not affixed to a building) , ;
- Details of any proposed food services for guests*;
- Fire Safety compliance;
- Code of Conduct or “House Rules” *;

*indicates further details/specific requirements referenced below.

3.2. Land Use

It should be noted that this Procedure does not support or encourage the establishment of two (2) or more permanent dwellings on a single parcel of land. Where an approved Accommodation establishment closes and ceases to operate, then the approved use of the building(s) and/or room(s) shall cease. Formal development approval will be required for future use.

General Requirements

The maximum number of bedrooms per site/allotment/residence to be used for the purpose of Accommodation must not exceed four (4).

The maximum number of occupants per Accommodation establishment shall not exceed twelve (12) at any one time, including the permanent occupant(s) of the dwelling.

Where the total number of occupants will exceed the occupant capacity of the current wastewater system, advice should be sought from Council’s Environmental Services Department as wastewater system up-grades may be required.

Accommodation is intended for short term occupation, and as such the maximum period of stay is restricted to a maximum of three (3) months by the same guests, unless otherwise agreed to by Council.

A Code of Conduct or “House Rules” is required to be submitted to Council as part of an application for development approval of an Accommodation establishment. This document must detail the expected standard of behaviour of guests, in order to manage anti-social behaviour and potential conflict between guests, residents and neighbours., This document must remain on display in a prominent position within the premises.

3.3. Planning Standards

3.3.1. Parking

No on-street parking is permitted. All vehicle parking associated with the short term visitor accommodation land use should be provided on the site of the development. Parking spaces should be provided at the rate

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prescribed by the Planning and Design Code (Code), specific to the applicable planning zone identified within the Code. All designated parking spaces must be behind the building line. Conversion of the front garden or lawn into a carpark will generally not be permitted.

Parking should be accessible for guests without inconvenience to neighbours or the general public, nor pose a risk to safety.

3.3.2. Signage

One sign is permitted on the property to indicate the availability of Accommodation at the site, which may include the name of the Accommodation and the name and telephone number of the proprietor or contact person.

In residential and township areas, the sign should not exceed 0.36 square metres in area and should be in a style in keeping with the architectural features of the house and visual character of the area.

In rural and semi-rural areas, the sign should not exceed two (2) square metres in area and should be designed and placed so as not to detract from its surroundings.

Signage should not be internally or externally illuminated, without development approval obtained by lodging a development application.

3.4. Health and Building Standards

3.4.1. Animals

While pet friendly policies (excluding guide/assistance dogs) at properties may differ from site to site, relevant South Australian health legislation including regulations and guidelines need to be considered.

Generally, animals are prohibited from guest rooms, any dining room and any kitchen, however accredited guide and assistance dogs are excepted.

In any event, the premises and furnishings are to be kept clean and free from vermin.

3.4.2. Toilet and bathroom

Toilet and bathroom facilities are required for guests, with direct access required to these facilities. The guest facilities must be separate facilities from those used by the permanent and/or usual residents of the house or dwelling.

Carpet is not permitted in bathrooms.

3.4.3. Kitchen

The kitchen used for the preparation and/or storage of food for visitors must be, in a serviceable condition, clean, hygienic and well maintained. The kitchen must generally comply with the standard and requirements of the *Food Act 2001*, Food Regulations 2017 and Food Standards Code. Private kitchen facilities may also be provided for guests. This may include tea/coffee making facilities, bar fridge, sink and small hotplate/oven.

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3.4.4. Accessibility

The provision of amenities for people with disability must be considered., eg: suitable access from visitor parking or drop off area to and within the Accommodation facility.

3.5. Fire Safety

3.5.1. General

The National Construction Code (the NCC) specifies varying requirements for smoke detectors, emergency lighting and access/egress, depending on individual buildings and use.

3.5.2. Doors and Windows

Locks provided to guest rooms must be able to be opened from the inside by a single-handed action without the need for a key. Deadlocks requiring an internal key release are prohibited and must not be used on doors to guest rooms or external doors.

There must be no bars or restrictions to egress from windows.

Emergency instructions for action in the event of a fire must be placed in a prominent position in each guest room or self-contained building.

3.6. Inspection

An authorised Officer of Council may inspect the premises at any time with reasonable notice to the operator, to determine that satisfactory standards are being observed and to ensure compliance with this Procedure.

3.7. Compliance with Other Legislation

3.7.1. Alcohol

As the provision or service of alcohol is governed by Consumer and Business Services (CBS), if you are considering providing alcoholic beverages for guests, please contact CBS for further information and to obtain relevant permits.

3.7.2. Business Name

For business name registration requirements, please refer to the Australian Securities and Investment Commission.

3.7.3. Taxation

Information in relation to an Australian Business Number (ABN), ABN registration and the Goods and Services Tax (GST) is available from the Australian Taxation Office.

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3.7.4 Promotion

Operators of accommodation establishments are encouraged to register their business on the Australian Tourism Data Warehouse website and with the Port MacDonnell Community Complex and other Visitor Information Centres within the region to facilitate promotion to visitors.

4. Responsibilities

The Manager Development Services will be responsible for the implementation and monitoring of this Procedure.

5. References

Any references to legislation and/or documents will include any amendments, supplements and updates and/or augmented from time to time.

5.1. Legislation

National Construction Code 2022

Planning Development & Infrastructure Act 2016 (SA)

Planning Development & Infrastructure (General) Regulations 2017 (SA)

South Australian Planning and Design Code

Food Act 2001 (SA)

Food Regulations 2017 (SA)

South Australian Public Health Act 2011

Australia New Zealand Food Standards Code June 2025

5.2. Council Policies / Procedures

Development Applications – Checklist for New Dwellings, Dwelling Extensions & Alterations ENV003D

Short Term Visitor Accommodation Policy ENVPOL 07

Directional Signage Policy ADMPOL 08

5.3. Other

Australian Securities and Investment Commission (www.asic.gov.au)

[Road Sign Guidelines - Guide to visitor and service signs](http://www.dit.sa.gov.au) (www.dit.sa.gov.au)

Small Business Commission SA (www.sasbc.sa.gov.au)

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6. Review

This Procedure shall be reviewed by the District Council of Grant at a minimum, once within every four (4) year Council term (or on significant change to legislation or other matters which could affect this procedure

Action	Date	Minute Reference
Adopted by Management Team	25 July 2016	
Minor formatting amendments	4 May 2020	Governance Officer
Amended	8 September 2021	TI Dev Services
Amended	16 February 2022	Management Team
Reviewed	3 February 2026	Senior Management Team