



## APPLICATION GUIDE

This fact sheet provides an overview of the Planning, Local Law and Rating requirements for someone wishing to commence the Short-term accommodation (STA) use within their property.

## HOW IS IT REGULATED

### Planning

How a property operates an STA determines the assessment pathway, including:

- Lodging a Development Application for a Material Change of Use (Short-term Accommodation), or
- A Confirmation of Existing Use Rights application, or
- An application for Accepted Development under the Home-based Business provisions

### Local Laws

Under the Local Law, running a STA property requires an annual Licence. This Local Law Licence sets out the rules the property must adhere to including but not limited to the number of guests, noise expectations and parking requirements.

The Licence is only required while the property is actively being used for STA and Council will inspect the premises as part of the application and renewal process.

### Rates

The adopted Revenue Statement sets the differential rating categories for all properties including STA (transitory accommodation).

This helps ensure that properties contribute appropriately to the cost of local infrastructure, facilities and services.

	Defined use	Planning Approval	Local Law Licence
<b>Non-Hosted Accommodation</b>	A <i>Short-term accommodation (dwelling)</i> use involves letting out all or part of the house/ unit for short-term accommodation, not exceeding 3 consecutive months, where the owner/ long term resident does not reside in the property.	<p>Planning approval is required in all zones. Available pathways include:</p> <ul style="list-style-type: none"> <li>• Lodging a Development Application for a Material Change of Use (Short-term Accommodation), or</li> <li>• A Confirmation of Existing Use Rights application, or</li> <li>• An application for Accepted Development under the Home-based Business provisions</li> </ul>	An annual STA Local Law Licence is required for all properties undertaking the use.
<b>Hosted Accommodation</b>	A <i>Home Based Business</i> involves letting part of the dwelling for short-term rental whilst a long-term resident <u>resides within the dwelling.</u>	An application for Accepted Development application (Home Based Business) is required.	<p>A Shared Facility Accommodation Licence is required where facilities are shared such as bathrooms, dining, lounge, laundry, cooking or recreational areas.</p> <p>If facilities are not shared, a STA Local Law Licence is required.</p>

## WHAT ARE THE ASSOCIATED FEES, CHARGES AND RATES

Fees and charges apply to planning and local law applications. Following commencement of the use, Council General Rates and charges for the premises will also be updated to reflect its commercial use. If ceasing the use, it is important to notify our team through lodgement of a [‘Notice of Objection - Differential Rates Category’ form.](#)

Fees set out below are based upon 2025/26 Fees and Charges. View our Fees and charges schedule and Rating information [here.](#)

## WHERE TO NEXT

Utilise our Short-term Accommodation Self Assessment tool via the QR code below to find out your specific circumstances, applications required and potential fees and charges. Contact Council for more information on historic planning approvals on 1300 972 753 or [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au).

