

SIGN TO BE DISPLAYED AT THE FRONT OF THE SHORT-TERM LET PROPERTY

The sign must be placed at the front of the property in a location that can be easily viewed by the public.

The sign must be made of durable weather proof materials.

There are no colour requirements for the sign, however black or dark lettering with a lighter background in muted tones is preferred.

Please ensure that you keep to the following dimensions when having your sign made:

- Sign size must be 0.2m²
- Preferred dimension 0.4m x 0.5m
- Minimum letter height of 50mm



Advice note for properties within a community titles scheme (body corporates):

Where a property forms part of a community titles scheme, the approval holder must notify the body corporate of the approval. Each unit will have an individual approval number that will be linked to a “main approval number” allocated to the body corporate.

The main approval number allows for a single approval notice (sign) to be placed on the property as opposed to multiple signs for each individual approved unit.

The main approval number will be allocated to the body corporate when the first unit on the property is given approval.

The main approval sign will cover all future short stay let approvals on the property.

The main approval sign is required at the front of the property in a location that can be easily viewed by the public. The main approval sign must identify:

- the main approval number allocated to the body corporate; and
- the complaints hotline number.

The body corporate should also provide a list of all individual short stay let approved units and approval numbers in the building’s common foyer / entry area or provide regular updates to unit owners of recent approvals. A floor plan showing which units have an approval may also be helpful for residents.

If a complaint is made regarding a unit on the property, the hotline operator will prompt the caller for a unit number which will be identified from the list of approved units. The responsible contact person for that unit will be notified to deal with the complaint.