
3rd December 2024

Irwin Shire Council – Planning Department
11-13 Waldeck Street
Dongara, 6525

Dear Sir / Madam,

Re: Application for Approval of Unhosted Short-Term Rental Accommodation at 22 Sea Ripple Avenue, Port Denison WA, 6525.

Please find attached completed application for development approval for short term accommodation at our property 22 Sea Ripple Avenue, Port Denison, hereafter referred to as “The Property”. In accordance with the *Short-Term Rental Accommodation Local Planning Policy*, prepared under Schedule 2, Part 2 of the deemed provisions in the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Shire of Irwin Local Planning Scheme No. 5*, I provide the following detailed management plan for review and approval.

Article 5.1: Location

The Property is situated in an area of high tourism amenity as detailed below, many of which are within walking distance:

Attraction	Distance from The Property
South Beach	750m
Marina Foreshore	850m
Denison Boat Ramp	850m
Southerly’s Tavern	900m
Port Store	1.0km
Grannies Beach	1.7km
Dongara Denison Drive in	2.5km
Golf Course	3.5km
Illegal Tender	8.5km

The Property is well-positioned to minimise interface issues, as the surrounding area includes a mix of residential and tourist accommodations. Sea Ripple Avenue is directly accessed via Kailis Drive, limiting impacts to local traffic and residents of Port Denison. The Property backs on to bushland.

Article 5.2: Number of Guests

The property is advertised to accommodate a maximum of 3 families and up to 10 guests, consistent with policy requirements. This number is appropriate given the property's configuration of 3 king bedrooms, 1 master retreat with a king and a set of bunks, 3 bathrooms, and 3 living / entertaining spaces. The maximum occupancy and configuration ensure adequate space and facilities for all guests.

Article 5.3: Complaints Management

- **Contactable Manager:** I am the designated manager for the property and will be available 24/7 via phone on 0498 130 629. Additionally, we have engaged the services of registered local property manager Brigette Taylor at Boutique Realty.
- **Proximity Management:** In the event of a complaint, incident, or emergency, guests and neighbours are instructed to contact me immediately, after emergency services have been engaged (where required). I will attend the property to deal with the matter, or in the case that urgent attendance is required under one hour, I will engage Brigette to attend.
- **Complaint Handling:** All complaints from guest, neighbours and the Public will be logged including details of resolution, and records will be submitted with renewal applications as required.

Refer to **Appendix A** for the Complaints Register.

Article 5.4: Guest Check-In and Check-Out Procedures

Guests will be provided clear instructions for:

- Check-in from 3pm
- Check-out by 10am

Keys are accessible via a secure lockbox, and assistance is available for late arrivals.

Article 5.5: Access and Parking

The property has six (6) on-site parking bays. Side access along the western side of the lot spans 39.06m from rear boundary to front verge which will reasonably accommodate 5.5m parking bay spaces, leaving plenty of room for access and egress. One of these parking bays is within a lock up garage.

Parking is contained entirely within the property boundary, with no use of verge or garden areas.

Existing vehicle access points meet local government standards and will be maintained to remain compliant.

Please refer to **Appendix B** for the site plan displaying parking spaces.

Article 5.6: Signage

A sign displaying the manager's name and contact details will be installed in a visible location at the property. Guests receive detailed directions to the property within the 24 hours before their check in time of their booking, which includes directions to the property and contact details for assistance during check in.

Article 5.7: Waste Management

As a rateable property, waste is collected kerbside weekly. Guests are instructed to contact me if the rubbish bin becomes full, and I have a family member who resides around the corner who I pay to collect the bin and dispose of the waste at the local tip. This family member is also paid to place the bin on the kerb weekly to ensure collection remains consistent.

Should waste management become an issue, we will purchase an additional bin for The Property, as detailed on the Shire of Iwin website.

Article 5.8: Management Plan Details

- **Amenity Impacts:** Noise and anti-social behaviour will be monitored through booking rules which guests agree to before they request a reservation. These include quiet hours between 11pm – 7am and prohibition of parties or events. This is also managed through ongoing communication with our neighbours, with whom we have a longstanding close relationship with.
- **Pets:** Pets may be booked at the property for an additional fee. Guests are advised of requirements for managing their pet whilst staying and upon vacating The Property. Any complaints related to noise will be dealt with in accordance with section 5.3 above.
- **Daily Management:** Our Airbnb listing is managed through the reservation request method. As such, we vet each booking request by reviewing the guest profile, reviews, and by advising guests that each adult staying at the property must be added to the booking or we will cancel the reservation. Persons under 18 years of age are not permitted without a parent or carer.

Keys are available through the fixed lockbox onsite, with codes changed each month.

Cleaning services are provided by local business Kara's Cleaning Services, with back up services in place. Guests are offered mid-stay linen or cleaning services for a nominal fee. Gardening and waste disposal services are designated to family members who are paid for these activities.

All information is provided to guests in our property guidebook; Guests receive a copy of this via email, and there is a copy in the property, along with a folder of local information. Please refer to **Appendix C** for a copy of the current guidebook.

- **Emergency Response:** Fire safety plans and equipment are in place, including mains powered smoke alarms located in the hallways adjacent to bedrooms, as well as RCD installations. These have recently (2024) been tested and certified compliant by Dongara Drilling and Electrical.

A 2.5kg ABE Dry Powder Fire Extinguisher is located in the kitchen area, as well as a fire blanket. Exit signage is posted on all external exit doors, and an emergency evacuation map is laminated and posted in the kitchen.

An emergency assembly area is designated at the front of the property and guests are required to assemble here in the case of an emergency situation.

Article 5.9: Application Information

A site plan showing parking allocation, internal floor plan displaying safety equipment locations and emergency information and this management plan comprise this submission. Appendices containing supplementary details, including a supporting letter from our neighbours at 24 Sea Ripple Avenue (**Appendix D**). Our other neighbour is elderly and not often at number 20 since her husband passed away, however we are trying to contact her to provide a letter of her support also.

Article 5.10: Fees

The required application fee, as detailed in the policy, will be paid upon submission of this application.

Article 5.11: Time-Limited Approvals

I acknowledge that approval is limited to 12 months and will submit renewal applications annually, ensuring all required documentation and evidence of effective management is provided.

Carli & Shae Herbert

15 Quayside Vista
Drummond Cove, 6532
Carli.herbert@gmail.com
0498 130 629

Article 5.12: Compliance with Further Requirements

- The property is registered under the *Short-Term Rental Accommodation Act 2024*. The registration number (STRA6525WL1FH7IC) is displayed on our advertisement and will be displayed on our property signage.
- No food preparation services are offered to guests, thus exempting the property from food business registration requirements.

Should you require additional information or clarification, please do not hesitate to contact me at 0498 130 629 or carli.herbert@gmail.com.

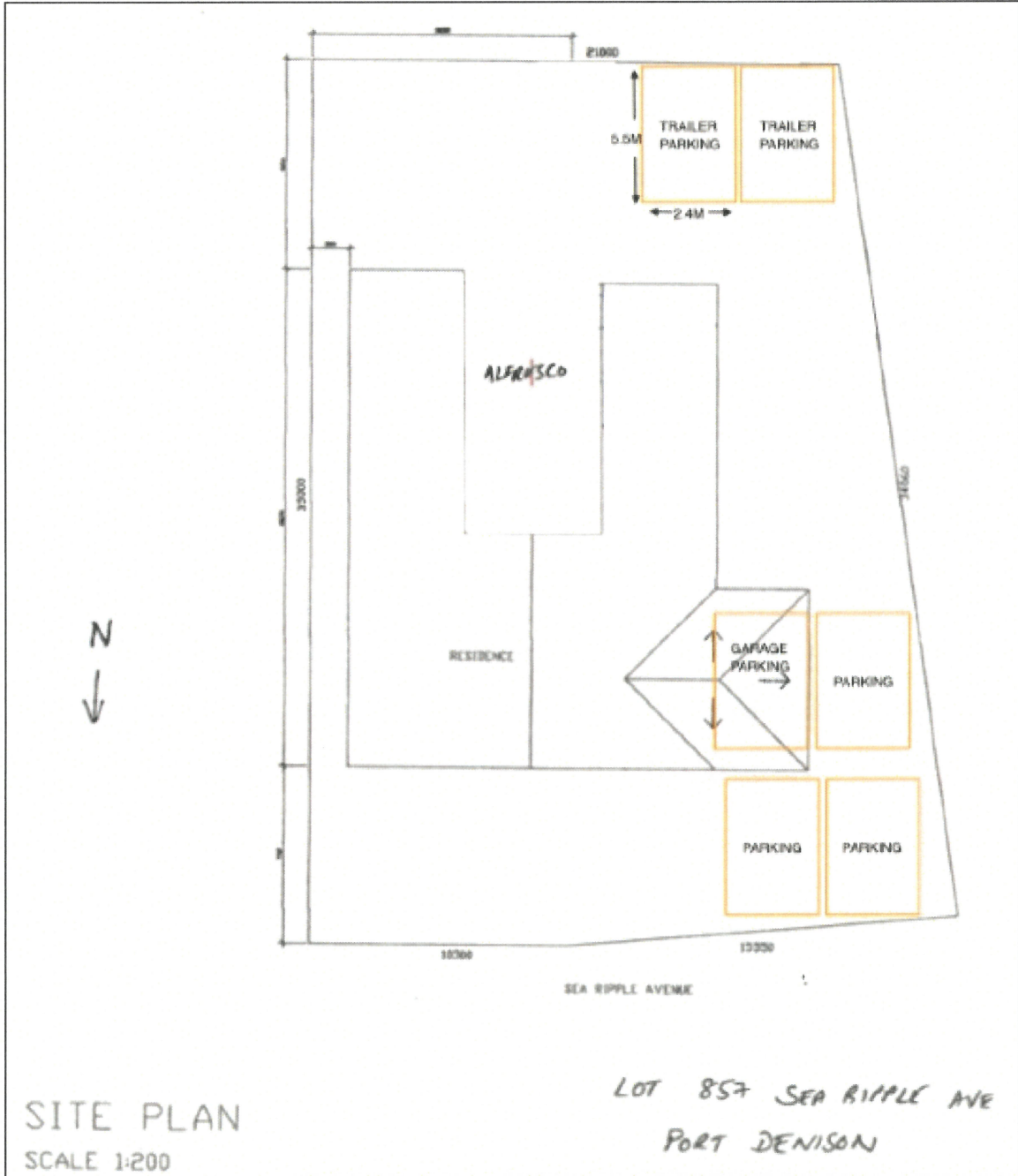
Thank you for considering this application.

Yours sincerely,



Carli Herbert
Property Owner/Manager

APPENDIX B – SITE PLAN DISPLAYING DESIGNATED PARKING BAYS

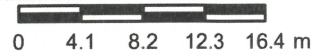




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