

5/Feb/2025

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

Dear Sir/ Madam,

Re: Application for Approval of Un-hosted Short-Term Rental Accommodation at 8 Fletcher St, Port Denison WA, 6525, registration number **STRA6525T7VBIWU5**.

Please find attached completed application for development approval for short term accommodation at my property, 8 Fletcher St, 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	600m
Marina Foreshore	300m
Denison Boat Ramp	450m
Southerly's Tavern	450m
Port Store	500m
Grannies Beach	950m
Dongara Denison Drive in	1.7kms
Golf Course	2.7km

The Property is well-positioned to minimise interface issues, as the surrounding area includes a mix of residential and tourist accommodations. 8 Fletcher St is directly accessed via Gerge St (turns into Kailis Drive) limiting impacts to local traffic and residents of Port Denison

Article 5.2: Number of Guests

The property is advertised to accommodate a maximum of up to 5 guests, consistent with policy requirements. This number is appropriate given the property's configuration of 2 x Bedrooms / 2 x Bathroom / 2 x living areas. Currently each bedroom contains 1 x queen bed. Note: 1 x queen bed may be substituted with 3 x singles if requested by guests. 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 0429 188 237. Additionally, we have engaged the services of an additional Manager / Care taker of Tim and Andrea Campbell.
- 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 Tim and Andrea Campbell

- **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 2pm

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 four (4) on-site parking bays. Side access along the eastern side of the lot spans 40m from rear boundary to front verge which will reasonably accommodate 5.5m parking bay spaces, leaving plenty of room for access and egress. Two of these parking bays is within a lock up garage

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

Waste is collected kerbside weekly. Guests are instructed to contact me if the rubbish bin becomes full, and I'll have a family member / handyman who resides in town to collect the bin and dispose of the waste at the local tip. Those helping with waste disposal 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 Irwin 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 10pm - 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 (not preferred) 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. Spare sets of

keys can be located with the Tim and Adrea Campbell

- Cleaning services are provided by local business Flawless House keeping 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 Local Gardening Service providers and family members who are paid for these activities.
- Emergency Response: Emergency evacuation map (Appendix C) and safety equipment are in place, including mains powered smoke alarm located in the hallway adjacent to bedrooms, battery operated smoke alarms are installed throughout (tested Feb 2025) as well as RCD installations.
 - A Fire blanket is located next to the stove in the kitchen. Emergency evacuation map is laminated and posted in the kitchen.
 - An emergency assembly area (muster point) is designated at the front of the property and guests are required to assemble here in the case of an emergency situation.

All information is provided to guests via email or through the booking application prior to checking in;

Article 5.9: Application Information

A site plan showing parking allocation (**Appendix B**), internal floor plan (**Appendix D**) displaying safety equipment locations and emergency information and this management plan comprise this submission. Appendices containing supplementary details.

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

Article 5.12: Compliance with Further Requirements

- The property is registered under the Short-Term Rental Accommodation Act 2024. The registration number (**STRA6525T7VBIWU5**) 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 0429 188 237 or simon.t.campbell@gmail.com

Thank you for considering this application. Yours sincerely,

Simon Campbell
Property Owner/Manager

Appendix B – Parking Plan

-- Map Viewer Plus --



Created: 3 February 2025 from Map Viewer Plus: <https://map-viewer-plus.app.landgate.wa.gov.au/index.html> 1:282

Author:

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