

Daniel Ritchie &
Kate Fisher

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Port Denison, 6525
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3rd May, 2025

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

Dear Sir/Madam,

Re: Application for Approval of Short-Term Rental Accommodation at 140 Point Leander Drive, Port Denison WA, 6525.

Please find attached completed application for development approval for short term accommodation at our property, 140 Point Leander Drive, 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
Port Denison Bowling Club	100m
Skate Park/Pump Track	500m
Irwin Recreation Centre/ Football Oval	400m
Dongara Drive in Cinema	200m
Southerlys Tavern	1.1km
Port Store	1.2km
Golf Course	1.3km
Grannies Beach	1.0km
Marina Foreshore	1.2km
South Beach	2.3km
Denison Boat Ramp	1.4km
Moreton Terrace (Main street in Dongara)	2.1km

Article 5.2: Number of Guests

The Property is advertised to accommodate 12 guests, consistent with policy requirements. This number is appropriate given the property's configuration of 4 bedrooms. Bedroom 1: 1x queen bed, Bedroom 2: 1x queen



bed, Bedroom 3: 2x single beds, 1 double bunk, Bedroom 4: 1x single bed, 1 single bunk. The property has 1 bathroom and 1 toilet, also consists of an open plan kitchen, living and eating area. Outdoor area is a large covered area with another dining table, barbecue and outdoor lounge setting.

Article 5.3: Complaints Management

- **Contactable Manager:** Kate Fisher – 0408246230 or Daniel Ritchie – 0400244705 are the designated managers for the property and will be available via phone or message on the above phone numbers.
- **Proximity Management:** In the event of a complaint, incident or emergency, guests are instructed to contact Daniel Ritchie or Kate Fisher. One or both of us will attend the property to deal with the matter.
- **Complaint Handling:** All complaints from guests, 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 Procedure

Guests will be provided clear instructions for:

- Check in from 2pm
- Check out by 10am

Keys are accessible via a secure locked box at the back door of the property.

Article 5.5: Access and Parking

The property has ample parking out the back. Please refer to **Appendix B** for the site plan indicating location of parking areas. The property is large enough to accommodate guests who may bring boats, trailers or caravans.

Article 5.6: Signage

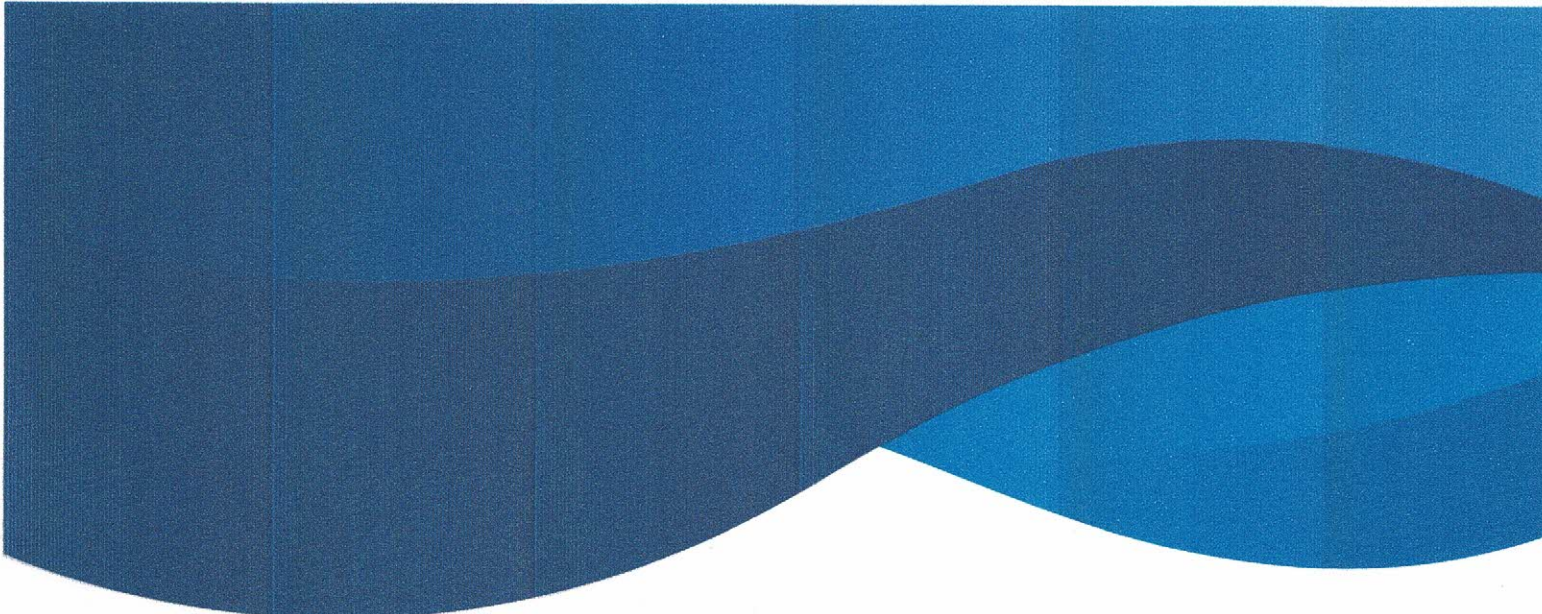
A sign displaying the manager's name and contact details will be installed in a visible location at the property, likely on the meter box at the front corner of the house. Guests receive directions to the property within the 24 hours prior to check in. They are also provided with any other relevant information regarding checking into the property.

Article 5.7: Waste Management

As we pay rates on the property, waste is collected weekly from the roadside. Guests are provided information on when to put the bin out for collection. Daniel Ritchie and Kate Fisher will also ensure that the bin is put out for collection weekly.

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. Daniel Ritchie and myself, Kate Fisher, often frequent the house to water plants, access items in the shed and general maintenance of the property. Guests are aware that we access the property and might be around. This allows us to monitor what is happening at the property.
- **Pets:** We have a "No pets" policy at the house.

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- **Daily Management:** Our Airbnb listing is managed through the reservation request method. As such, we vet each booking request by reviewing the guest profile and looking at past reviews from other Airbnb hosts.
 - **Keys:** Keys are available through the fixed locked box onsite, with codes changed regularly.
 - **Cleaning/Gardening:** Cleaning services are provided by local business, Flawless Housekeeping Services, with myself, Kate Fisher, as a back up cleaner if Flawless Housekeeping Services is unavailable. Lawn mowing and gardening services are provided by local business, Saltbush Lawns and Gardens. The cleaning of all linen, towels, etc. is provided by local business, Dongara Denison Laundry.
 - **Emergency Response:** Appropriate fire safety devices (smoke alarms) are installed in the house. All socket outlets and lighting are protected by at least two RCDs, there is mains powered smoke alarms installed and all comply with WA Building Regulations. An Electrical Safety Certificate was issued on 11/04/2024 by local business, Kirkland Electrical Services. Please see attached Electrical Safety Certificate. All emergency phone numbers are provided to guests in a guest book found in the house.

Article 5.9: Application Information

A site plan showing parking allocation, internal floor plan indicating bedrooms (**Appendix C**), Electrical Safety Certificate and this management plan comprise this submission.

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 of the property (STRA6525VFG07Z4R) is displayed on our Airbnb 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 on any of the above, please do not hesitate to contact me, Kate Fisher, on 0408246230 or turtledovemarine@outlook.com

Thank you for considering this application.

Yours sincerely,



Kate Fisher and Daniel Ritchie

Complaints Register
Craypot Cottage



Date and time the complaint was made	Description of the complaint	When the complaint was observed (date and time)	Activities that may have contributed to the complaint	Action that was taken to resolve the complaint	Date when the complaint was resolved



Main house

Room for 3 cars

Shed

Plenty of room for cars/
boats/trailers/caravans

1.45 ha