

Irwin Shire Council – Planning & Development  
11-13 Waldeck Street, Dongara WA 6525

24/09/2025

To Whom It May Concern,

Re: Application for approval of unhosted short-term rental accommodation at 4 Gem Way,  
Dongara WA 6525

In accordance with the Short-Term Rental Accommodation Local Planning Policy, I provide the following application and detailed management plan for review and approval of shortterm rental accommodation at 4 Gem Way, Dongara WA 6525 – hereafter referred to as "the property".

#### Short Term Rental Accommodation Local Planning - Policy Measures

##### 5.1 Location

The property is situated close to the following tourism amenities & attractions:

Dongara Irwin Race Club / Racecourse	250m
Dongara Bakery	1km
Dongara Town Park	1km
Irwin River Lookout & Heritage Trail	1km
Seaspray Beach & Café	1.2km

Dongara IGA	1.3km
Dongara Hotel Motel	1.4km
North Shore Beach	1.8km
The Priory Hotel	2.0km
Dongara Denison Drive in	3.5km
Recreation Centre	3.7km
Ocean Drive Boardwalk & Ladder	3.5km
Grannies Beach	3.8km
Dongara Golf Course	3.8km

The property is well-positioned to minimise impacts to local traffic and residents as the property is accessed off North West Coastal Highway via Waldeck Street & Pickering/North Shore Drive – the latter of which borders the racecourse.

## 5.2 Number of Guests

The 4-bedroom, 2-bathroom property will be advertised to accommodate a maximum of 8 guests which is in line with room configurations/furnishing – and policy requirements to ensure maximum number of guests does not exceed 12.

## 5.3: Complaints Management

As the property manager, I will be contactable by phone, email and/or online (Airbnb) app. In the event I am to be away and uncontactable, a locally based property manager will be

appointed to provide this service with contact details to be provided to guests and neighbours, 24hrs prior to check in.

A record of complaints, including details of how the complaint was managed – will be provided when submitting a renewal application.

#### 5.4 Guest Check-In and Check-Out Procedures

Keys will be accessible via a secure lockbox with check-in from 3pm and checkout by 11am. All check-in information, including directions to property, property manager contact details etc. will be provided to guests 24hrs prior to check in.

#### 5.5 Access and Parking

The property has four parking bays consisting of the following:

- Secured garage (2x vehicle capacity),
- Tandem parking (parking behind another vehicle) in the driveway for a maximum of one vehicle (in line with policy),
- Gravel area on the northeast of garage provides capacity for another vehicle including boat, trailer or caravan. This area is referred to as “setout point” on site plan.

All of the above bays are contained entirely on-site without use of verge/crossover areas. Refer to attached site plan.

#### 5.6 Signage

A sign displaying the property manager's name and contact details will be installed on or near the secure lockbox. Guests will also receive this information electronically 24hrs prior to check in.

#### 5.7 Waste Management

As a rateable residential property, the Shire of Irwin provides weekly kerbside collection of 1x 240 litre rubbish bin, which will be available at the property for guest usage. Guests will be advised of the scheduled collection day for this property (Fridays) and expected to manage this process if the duration of their stay coincides with a scheduled collection. If waste management becomes an issue, an additional bin/service will be purchased as outlined on the Shire of Irwin website: [Waste Services - Shire of Irwin](#)

#### Article 5.8: Management Plan Details

- Noise and anti-social behaviour: guest reservations will be managed via the Airbnb application with terms and conditions outlining restrictions e.g. “quiet hours” from

10pm to 7am each day and strict prohibition of parties/events – will need to be accepted to secure reservation. To ensure guest suitability, guest Airbnb profiles & host reviews will be vetted and all adult guests intending to stay must be added to the booking. Anyone under 18yrs will not be permitted to stay without a parent or guardian. Regular feedback will also be sought from neighbours to ensure minimal impact.

- Pets: Pets will be permitted with management requirements and restrictions around noise, outlined in the T&Cs as per above.
- Day-to-Day Management: reservations will be managed via the Airbnb application, cleaning & gardening will be undertaken by the property owner, key access including after hours, managed via a secured key lockbox (with codes changed after every booking) – and waste management as per 5.7 above.
- Fire management/emergency response plans: Emergency Services information & contact numbers will be provided to guests in a guidebook via email and in a hardcopy folder at the property. \*RCDs installed upon construction of dwelling in 2011 and mainspowered smoke alarms installed in 2021 – all of which will be tested to ensure compliance prior to first booking. Complaints management as per item 5.3

#### 5.9 Application Information

Please refer to attached site plan for 2-car garage and additional overflow parking in areas marked as “driveway” and “setout point”. The floorplan is also attached displaying safety equipment e.g. smoke alarms marked as “SA” - to complete this submission.

#### 5.10 Fees

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

#### 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.

#### 5.12 Further Information

- Under the Short-Term Rental Accommodation Act 2024, the property will be registered upon approval of this application.
- The property has residual current devices (RCDs) and smoke alarms installed in accordance with the Electricity Regulations 1947.
- The property does not have a swimming pool or spa therefore compliant safety barriers are not applicable.

- Food preparation will not be provided to guests thereby exempting the property from food business registration requirements.

If you require any additional information, please do not hesitate to contact me on [REDACTED]  
[REDACTED]

Many thanks,

[REDACTED]

[REDACTED]



Created: 25 September 2025 from Map Viewer Plus <https://map-viewer-plus.app.landgate.wa.gov.au>


1:250

Author:

0 0 0 0.01 0.01 km

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		A. 14 Panorama Heights	
		Wendina WA 6530	
		P. 0410 145554	
		E. jez@facenorthdesign.com	
JOB No		CLIENT AMY WATSON	
FILE NAME AM-001		PROJECT LOT 742, GEM WAY DONGARA, WA	
DRAWN DATE JS-A 10.05.10		TITLE PROPOSED NEW RESIDENCE SITEPLAN	
CHECKED -		SIZE DRG NO AM-001-4 (3 of 4)	
DATE -			
SCALE 1:100 A3		REVISION 0	



## AREAS

FLOOR AREA = 219.02 m<sup>2</sup>  
 GARAGE AREA = 48.11 m<sup>2</sup>  
 PATIO AREA = 78.70 m<sup>2</sup>  
 26.21 m<sup>2</sup>  
 TOTAL = 372.04 m<sup>2</sup>  
 OVERALL DEPTH = 28.170 m  
 OVERALL WIDTH = 14.910 m

ISSUED FOR  
 COUNCIL  
 APPROVAL

WATERPROOFING TO WET AREAS - PART 3.8.1 BCA  
 LAUNDRY AND WC'S - ENTIRE FLOOR TO BE WATER  
 RESISTANT. ALL WALL/FLOOR JOINTS TO BE  
 WATER PROOFED NOT LESS THAN 25mm ABOVE FFL  
 SHOWER - ENTIRE FLOOR TO BE WATER PROOFED  
 AND NOT LESS THAN 150mm ABOVE A SHOWER  
 FLOOR SUBSTRATE. ALL WALLS WATER RESISTANT  
 TO A HEIGHT OF NOT LESS THAN 1800 ABOVE FFL.  
 BATH AND VANITIES - WATER RESISTANT WALLS TO  
 A HEIGHT OF NOT LESS THAN 150mm ABOVE THE  
 VESSEL AND ALL EXPOSED SURFACES  
 BELOW.

TERMITE RISK MANAGEMENT - PART 3.1.3 BCA  
 TERMITE BARRIER INSTALLED IN ACCORDANCE  
 WITH AS 3660.1 AND BCA, SPECIFICALLY CONCRETE  
 SLAB ON GROUND AS PART OF PHYSICAL BARRIER,  
 CONSTRUCTED TO AS 2870 WITH UNDERSLAB  
 AND PERIMETER CHEMICAL SYSTEM APPLIED BY A  
 TERMITE MANAGEMENT PROFESSIONAL.  
 A DURABLE NOTICE MUST BE PERMANENTLY FIXED  
 TO THE BUILDING IN A PROMINENT LOCATION.

BRICKWORK NOTE:  
 290L x 90W x 162H FACE BRICKS  
 TO EXTERNAL LEAF TO EXTENTS  
 AS SHOWN. BRICKS TO BE LAID  
 IN ONE THIRD BOND

SA - SMOKE ALARM

CEILING HEIGHT  
 C.L. 2700 U.N.O.

CEILING VENTS AND FLOOR WASTES  
 SHOWN DIAGRAMATICALLY ONLY

WATERPROOFING TO WET AREAS  
 TO BE IN ACCORDANCE WITH  
 WATERPROOFING STANDARD AS3740

ALL INTERNAL WALLS TO BE  
 GYPROCK EXCEPT WET AREAS  
 (TOILETS, BATHROOMS & KITCHEN  
 TO BE LINED WITH VILLABOARD)

DOWNPIPES TO BE LOCATED  
 AT PLUMBER'S DISCRETION  
 TO SUIT ROOF/WATER VOLUME  
 AND LOCATION OF ROOF MEMBERS

DO NOT SCALE FROM DRAWINGS -  
 DIMENSIONS SHOWN ARE TO BE  
 FOLLOWED AND MUST BE  
 CHECKED ON SITE

Smoke Detectors  
 To be fitted conforming to  
 Building Code of Australia

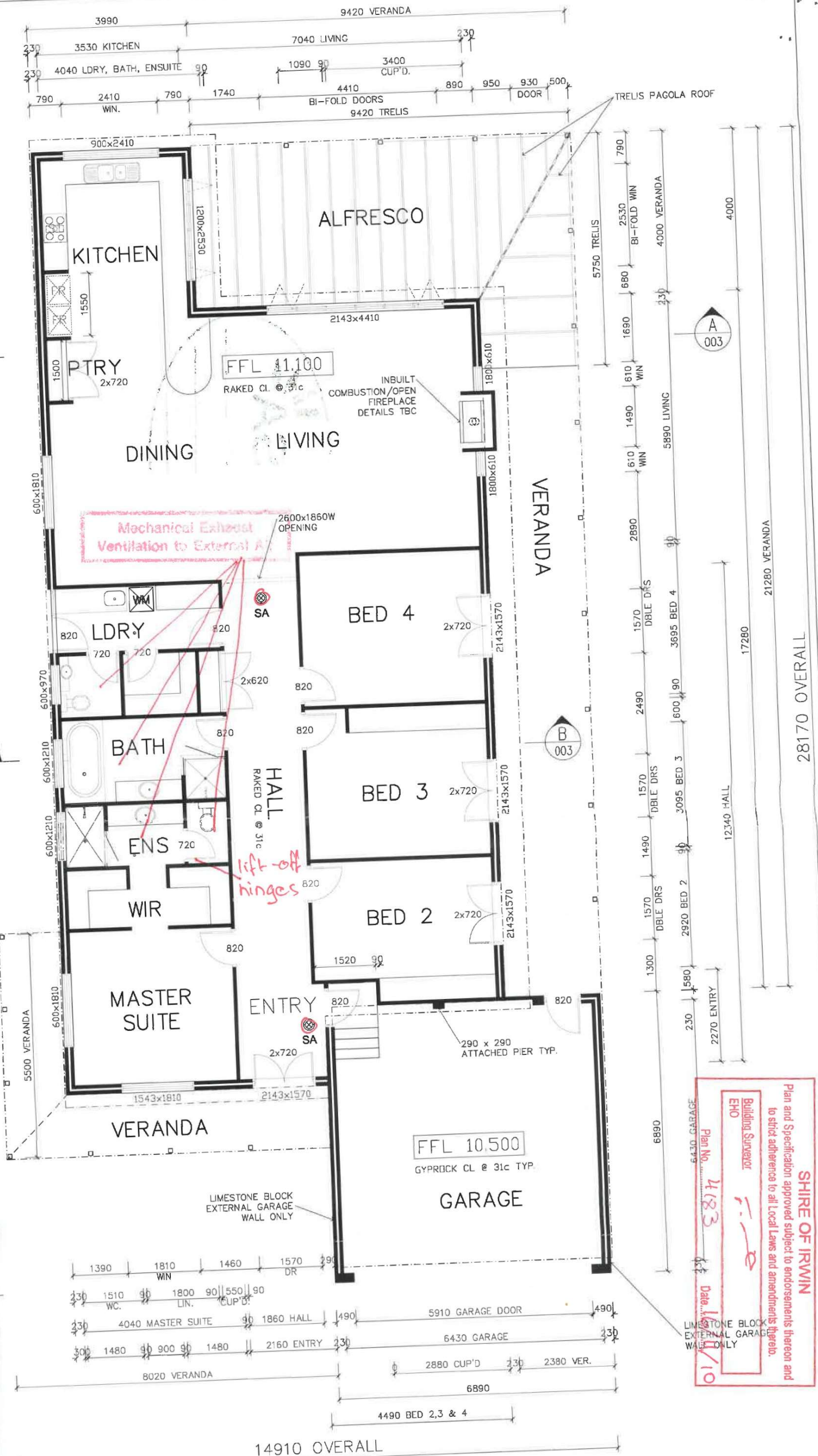
NOTES  
 DO NOT SCALE DRAWINGS - IF IN DOUBT, ASK  
 ALL DIMENSIONS IN MILLIMETERS UNLESS NOTED OTHERWISE.  
 CONFIRM ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORKS.  
 ALL WORKS TO COMPLY WITH LOCAL COUNCIL REQUIREMENTS.  
 BUILDING CODES OF AUSTRALIA AND AUSTRALIAN STANDARDS.  
 DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DETAILS.

GENERAL NOTES:  
 ALL TIMBER CONSTRUCTION TO AS1684.2-2006 TIMBER FRAMING CODES.  
 ALL WET AREAS TO COMPLY WITH AS3740 1994  
 ALL CONCRETE SHALL BE IN ACCORDANCE WITH AS 3600  
 ALL STEELWORK TO BE IN ACCORDANCE WITH AS 4100-1990  
 TERMITE TREATMENT TO BE IN ACCORDANCE WITH AS 3660.1 + BCA REQ.

REV	DATE	FOR COUNCIL APPROVAL	REVISIONS
0	18.10.10		

JOB No	AM-001
FILE NAME	JS-A
DRAWN DATE	10.05.10
CHECKED DATE	
SCALE	1:100 A3

CLIENT	AMY WATSON
PROJECT	LOT 742, GEM WAY DONGARA, WA
TITLE	PROPOSED NEW RESIDENCE FLOORPLAN
SIZE	A3
DRG NO	AM-001 (1 of 4)
REVISION	0



SHIRE OF IRWIN  
 Plan and Specification approval subject to endorsements thereon and  
 to strict adherence to all local laws and amendments thereto.  
 Building Surveyor  
 EHO  
 Plan No. 4/83  
 Date 18/10/10  
 Limestone Block  
 External Garage  
 Wall Only