

Date: October 25th 2025

06 NOV 2025

To:
Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

**Subject: Application for Permission to Operate Short-Term
Accommodation – 14 Plester Street, Port Denison**

Dear Sir/Madam,

I am writing to formally apply for permission to operate **short-term accommodation** at **14 Plester Street, Port Denison WA 6525**, under the management of 


The property is a double-storey coastal residence that accommodates up to **nine guests**, providing high-quality lifestyle accommodation for families and small groups visiting the Dongara–Port Denison area. The proposed use aligns with the Shire's tourism and economic objectives by offering additional visitor accommodation while maintaining community standards and neighbourhood amenity. The residence offers a portfolio of business an

We will ensure full compliance with the **Shire of Irwin Short-Stay Accommodation Guidelines**, including:

- Adherence to local planning, fire, and safety requirements.
- Provision of smoke alarms, fire extinguisher, fire blanket, and first-aid kit.
- Implementation of a **comprehensive emergency evacuation plan** and display of local emergency contacts within the property.
- Strict house rules covering guest behaviour, noise control, parking, and waste disposal.
- 24-hour management contact availability for any issues that may arise.

The property will operate with the following accommodation stipulations:

- **Base rate:** \$275 per night for two guests.
- **Additional guests:** \$50 per person per night thereafter.
- **Maximum occupancy:** Nine guests.

- **Check-in/check-out:** Managed through Airbnb and other platforms along with direct communication with guests.

An **Emergency Evacuation and Safety Plan** for 14 Plester Street is attached to this application for your reference.

We kindly request that the Shire of Irwin consider this application favourably and grant permission to operate the property as short-term accommodation. Please contact me should further information, inspections, or documentation be required.

Thank you for your consideration of this application.

Yours faithfully,
(signed)

A solid black rectangular box used to redact the signature of the sender.

**HOLIDAY HOME ACCOMODATION
PROPERTY MANAGEMENT PLAN**

PORT DENISON

WA 6525

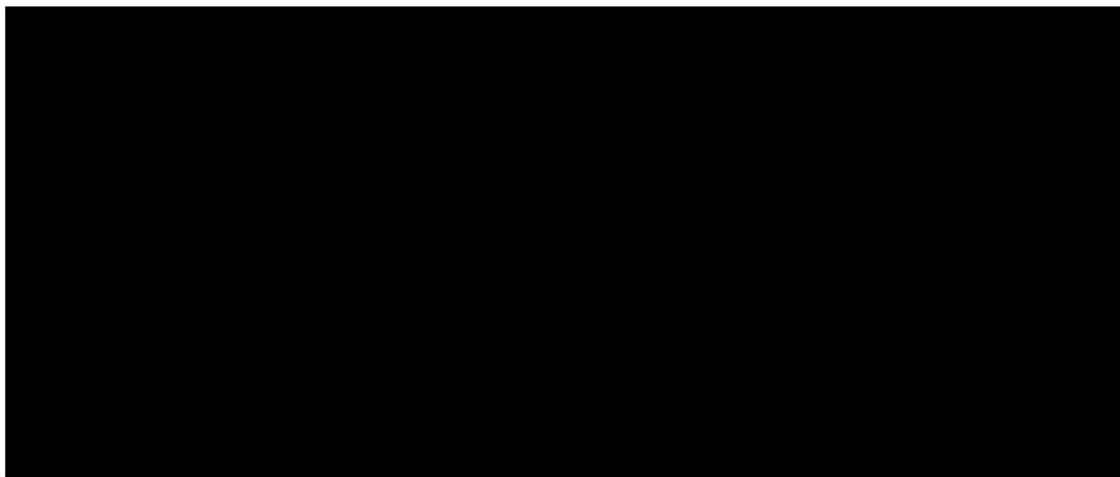
TRADING NAME

DRIFTWOOD BEACH HOUSE

ADDRESS

14 PLESTER STREET

PORT DENISON WA 6525



BOOKING PLATFORM

AIRBNB / STAYZ / SHIRE OF IRWIN
FACEBOOK / INSTAGRAM

The property manager is responsible for the day to day management of the property

Responding to complaints

- Receiving and responding to complaints from guests, neighbours and or other members of the public to the satisfaction of the Irwin Shire Council.
- Complaints made about guest behaviour before 1pm are to be responded to within a two-hour period, including attendance at the property where necessary. All other complaints are to be responded to within a reasonable timeframe, generally within 24-hour period.
- Maintaining a register of public complaints (including date, nature of complaint, contact details, action taken and providing this to Shire and Police upon request.

Property Maintenance

- Ensuring that the property is maintained in accordance with the Irwin Shire Fire Management and any Bushfire Management plan.
- Ensuring the premises is cleaned and bed linen is refreshed upon vacation of tenants.
- Ensuring the property grounds are maintained in good condition and for purpose of holiday letting.
- Provision of dedicated rubbish and recycling collection bins and ensuring correct disposal of all waste.

Managing Guests

- Ensure the guests are in accordance with local government approval conditions, including the maximum number of guests permitted on the premise and fire restrictions.
- Provision of Code of Conduct for guests while in residence (upon arrival or prior to) arrival of property and displaying Fire and Emergency Evacuation plan specific to the address of residence.

Shire Liaison

- Managing up to date approval and registration of the holiday home with the Shire of Irwin.
- Informing the Shire prior to any changes to trading Name or Management.
- Maintaining a register of all guests who stay at the premises and providing this to the Shire if requested.

GUEST CODE OF CONDUCT

The following code of conduct forms part of the agreed terms of stay at this property:

- **LENGTH OF STAY**

This property requests minimum stay length of three days per booking with no maximum stay length

- **NUMBER OF GUESTS:**

All guests staying at this property are required to be including in initial booking application. No additional guest will be permitted without prior approval of the Property Manager

- **PETS**

This property is secured and suitable for pet stay, however this will require a Pet Bond. Owners are responsible for cleaning of all pet waste. All pets must lodge out doors on house verandah and Owners are notified that pets must be secured on leash when off the property.

- **GUEST PARKING**

Parking of vehicles is permitted in designated area/site on the property (see site plan) but is not permitted on verge or street outside the property.

- **PREMISE CONDITION AND CLEANLINESS**

The premise is to be left in a clean and tidy state on conclusion of visit with all fittings and chattels in their original condition and position. On conclusion of the stay, Guests are to advise the Property manager of any damage or disrepair that has occurred within 24 hours of incident. Any damage repairs or excessive cleaning that is attributable to Guests stay will be paid for by the Guests.

- **RUBBISH AND RECYCLING**

Guests are to contain all rubbish in bins provided. Please contact the Property Manager or visit www.shireofirwin.gov.au for recycling information.

- **NO OPEN FIRES**

No open fires or solid fuel BBQs (e.g wood, charcoal or heat beads) are permitted on the property and any time. Contained gas or electric fires may be used outside provided this occurs in a safe manner, no flammable material is located within 5 metres, an immediate and continuous supply of water is available nearby (e.g garden hose) No hot material is permitted to escape the area and a responsible adults is in attendance at al times.

**Fire blanket is located in Kitchen with Fire Extinguisher,
First Aid Kit is located under the sink.**

- **KEYS**

At the end of the agreed tenancy, Guests agree to close all windows and doors and lock the premise. **Keys are to be left in Lock Box** provided at rear door entry or returned directly to the Property Manager.

- **NOISE CONTROL**

Tennant will be considerate of neighbouring homes and limit noise accordingly, Loud music will not be tolerated after midnight. Pets should be kept on premise without excessive and or constant barking.

If Tennants are found to have contravened any of the above code of conduct responsibilities a verbal warning will be issued. If the contravention is not **rectified immediately or within 2 hours - the accomodation booking may be terminated with 2 hours notice by theProperty Manager.**

No refunds will be made.

Maximum number of guests approved for this address

BEDROOM 1	2 PAX +2
BEDROOM 2	2 PAX +1
BEDROOM 3	2 PAX

*ALL BEDROOMS ARE INDIVIDUALLY AIRCONDITIONED AND FULLY
SUPPLIED WITH ALL LINEN AND TOWELS
HOUSE IS EQUIPED WITH VACCUM AND MOP/BUCKET FOR ANY
INCIDENTAL NEEDS OF GUEST*

RUBBISH / RECYCLING COLLECTION ARRANGEMENTS



RECYCLE RUBBISH COLLECTED BY MANAGER

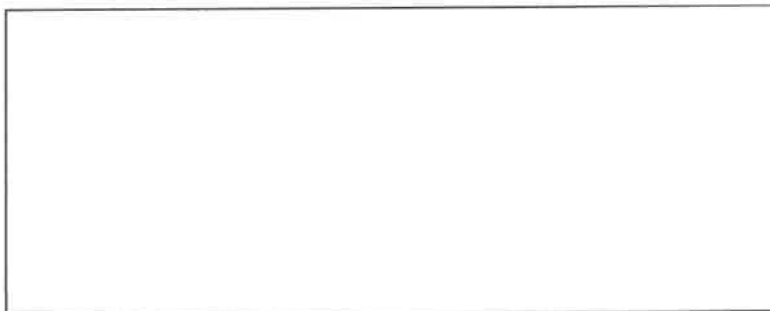


GENERAL RUBBISH COLLECTED BY SHIRE SERVICE

COLLECTION TUESDAY AM



COMMERCIAL COLLECTION SVC WHEN REQUIRED



EMERGENCY EVACUATION PROCEDURES; FOR ALL EMERGENCIES CALL 000

**In the event of a fire or other emergency, evacuation
information may be broadcast or available from the following
sources**

- **ABC RADIO 630AM / 558AM**
 - **Emergency.wa.gov.au or download the**
 - **EMERGENCY+ App**
 - **13DFES (13 33 37) FOR EMERGENCY INFORMATION**
- Before arriving at the property please make sure you have provided up to date contact details to enable the Property Manager to contact you.
 - An evacuation plan for the property via the nearest main arterial road is attached – please read.
 - In the event of an emergency please follow the direction of the Property Manager and Local Emergency Service Representatives.
 - If any safety risk or concern is identified please contact the property manager immediately.
 - **NO OPEN FIRES ARE PERMITTED AT ANY TIME**

See attached site plan for location of fire extinguishers fire blanket and water sources

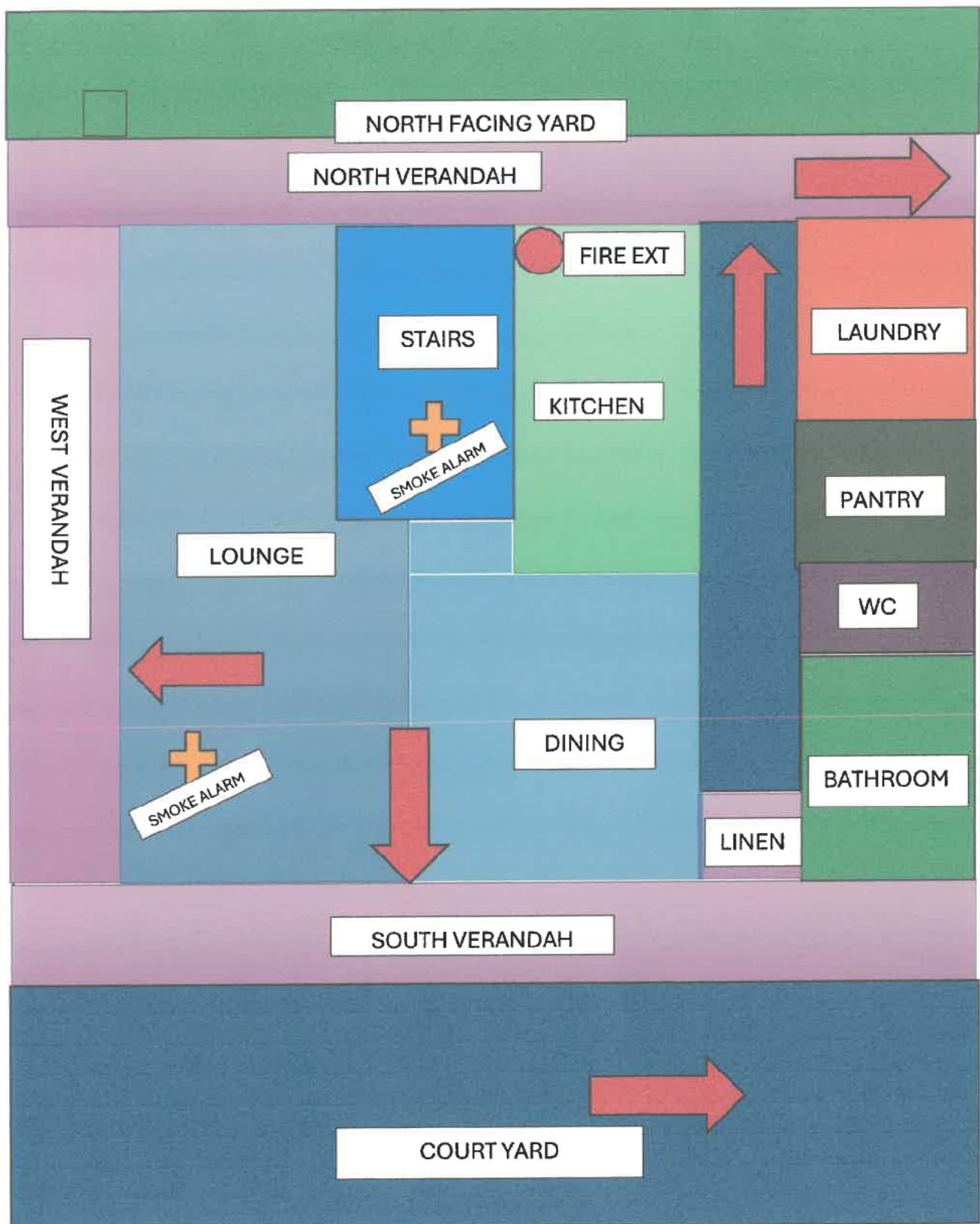
PROPERTY MANAGER CONTACT



SES EMERGENCY ASSISTANCE
DONGARA POLICE
ACCIDENT AND EMERGENCY DONGARA
IRWIN SHIRE RANGER
IRWINSHIRE OFFICE
WATER CORP
SYNERGY
DONGARA VETERINARY CLINIC

13 25 00
0899363066
0899270200
0427110237
0899270000
13 13 75
13 13 53
0899271329

GROUND FLOOR



SECOND FLOOR

