

3 January 2026

Shire of Irwin Council
Planning Department
11–13 Waldeck Street
Dongara WA 6525

Dear Sir / Madam,

Re: Application for Approval of Short-Term Rental Accommodation
52 Church Street, Dongara WA 6525

Please find attached the completed application for Development Approval for un-hosted short-term rental accommodation at our property located at 52 Church Street, Dongara, 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, we provide the following management information for Council’s review and consideration.

Article 5.1: Location

The Property is situated within the Dongara townsite, an area recognised for its strong tourism appeal and proximity to local amenities. The Property is located within convenient distance of:

- Dongara town centre
- Cafés, retail outlets, and essential services
- Foreshore and recreational facilities
- Irwin River mouth
- Local walking and recreational trails
- Local attractions supporting tourism activity in the Shire

The surrounding area comprises a mix of permanent residential dwellings and visitor accommodation. Church Street is an established residential street with direct access to key local roads, ensuring minimal impact on traffic flow and neighbouring properties.

Article 5.2: Number of Guests

The Property is a four-bedroom dwelling and will be advertised to accommodate a maximum of twelve (12) guests. The bedroom configuration is as follows (refer Appendix A):

- Three (3) double bedrooms
- One (1) bedroom with twin bunk beds
- One (1) sofa bed available in the lounge area if required

This configuration provides flexible accommodation suitable for families and small groups while ensuring adequate internal space and amenities for guest comfort. The maximum occupancy limit will be clearly stated in all advertising and booking documentation and strictly enforced in accordance with policy requirements.

Article 5.3: Complaints and Emergency Management

Contactable Manager / Emergency Contact:

The owners, [REDACTED], will act as the primary emergency contacts for the Property and will be available by phone at all times while guests are in residence.

As the owners do not reside locally, a local property manager will be engaged to attend the Property for any urgent matters requiring physical attendance. Details of the local manager will be provided to the Shire prior to commencement of operations or upon request.

Proximity Management:

In the event of a complaint, incident, or emergency, guests and neighbouring residents will be instructed to contact the owners directly after emergency services have been engaged where required. The local manager will attend the Property promptly where on-site intervention is required.

Complaint Handling:

All complaints received from guests, neighbours, or members of the public will be recorded, including details of investigation and resolution. Records will be retained and made available to the Shire of Irwin upon request and submitted with renewal applications where required.

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

Guests will be provided with clear written instructions prior to arrival, including:

- Check-in: from 3:00 pm
- Check-out: by 10:00 am

Access to the Property will be managed via a secure electronic lock with PIN code access, removing the need for physical keys. Assistance will be available for guests as required.

Article 5.5: Access and Parking

The Property provides ample on-site parking entirely within the property boundary. (refer Appendix B)

- Undercover parking is available for up to four (4) vehicles
- Additional on-site space is available to accommodate up to six (6) further vehicles, including boats, caravans, trailers, and similar recreational vehicles

All guest vehicles will be required to park on-site, with no use of verge areas, footpaths, or neighbouring properties. Parking arrangements will be clearly communicated to guests prior to arrival to minimise any impact on the surrounding area.

Article 5.6: Signage

A sign displaying the owners' name and contact details will be installed in a visible location at the property. Guests will receive detailed directions to the property and relevant contact and check in details prior to arrival.

Article 5.7: Waste Management

As a rateable property, waste management is collected kerbside weekly. Where kerbside capacity is exceeded, waste will be removed by the maintenance contractor and disposed of at the Irwin Transfer Station. Waste will not be permitted to accumulate on site.

Article 5.8: Management Plans

Amenity Impacts

Noise and anti-social behaviour restrictions will be outlined in the house rules which guests will agree to when requesting a reservation. These will include a quiet time between 11pm-7am and prohibition of events or parties. We will also keep communication open with the neighbours.

Pets

Pets may be kept at the Property (outside only) if pre-arranged. Guests will be advised of requirements for managing their pets through the house rules. Any complaints related to noise will be dealt with in accordance with Article 5.3 above.

Daily Management

Cleaning, gardening, and laundry services for the Property will be provided by local small businesses, supporting the local economy and ensuring the Property is maintained to a high standard between guest stays.

Fire Management/Emergency Response Plans

The Property is fitted with compliant mains powered smoke alarms and RCDs in accordance with the Electricity Regulations 1947. Emergency contact details and evacuation information are displayed within the Property. A fire extinguisher is provided on each level. Driveways and access points are maintained to ensure emergency vehicle access and external areas are kept clear of excessive combustible materials. Emergency procedures are included in the Welcome Information Pack.

Article 5.9: Application Information

Appendix A outlining the bed configuration and Appendix B outlining the undercover parking and showing additional parking available on site, are attached to this application.

Article 5.10: Fees

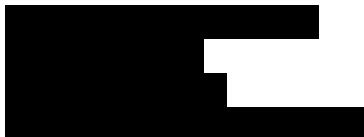
The required application fee, as detailed in the policy, will be paid as required.

Article 5.11: Time Limited Approvals

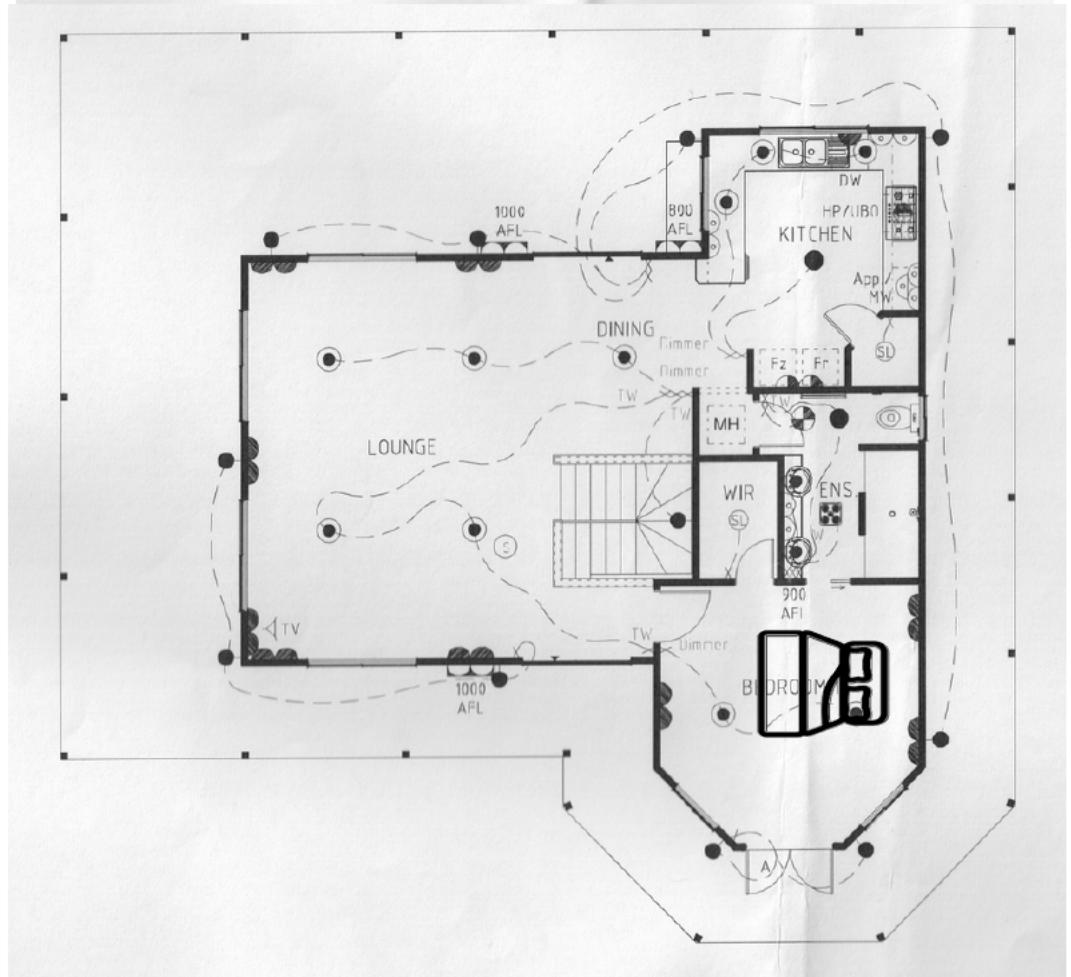
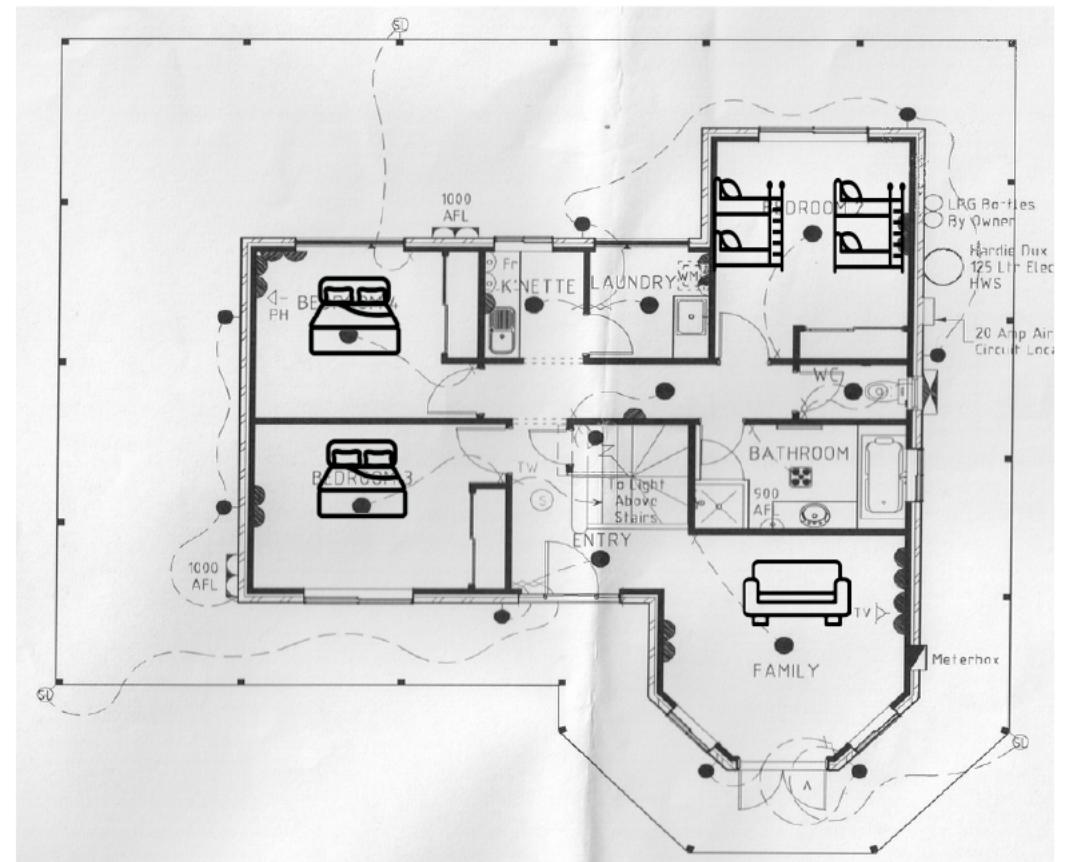
We acknowledge that approval is limited to 12 months and will submit renewal applications annually as required.

We trust the above information satisfies Council's requirements and demonstrates our commitment to the responsible management of the Property as un-hosted short-term rental accommodation.

Yours faithfully,

A large black rectangular box redacting a signature.

Appendix A – Bed configuration



Appendix B – Parking

