

HOUSE MANAGEMENT PLAN

Unhosted Short-Term Rental Accommodation

50 Kookynie Loop, Baldivis WA 6171

Prepared for: City of Rockingham

1. Background

This House Management Plan has been prepared in support of a Development Application for the operation of an Unhosted Short-Term Rental Accommodation (STRA) at 50 Kookynie Loop, Baldivis WA 6171. The plan demonstrates how the property will be responsibly managed to protect neighbouring residents while providing quality accommodation for visitors.

2. Objectives

Ensure responsible operation, protect residential amenity, prevent parties and anti-social behaviour, provide complaint management procedures, maintain safety and cleanliness, and comply with City of Rockingham requirements.

3. Property Details

Four-bedroom dwelling with a maximum occupancy of six guests. The property is intended for families, couples, professionals and holiday visitors. The property is not to be used for parties, functions or events.

4. Management Arrangements

Property Manager: [REDACTED]. The manager will be available to respond to guest enquiries, complaints, emergencies, maintenance issues and neighbourhood concerns during guest stays.

5. Guest Screening and Bookings

All bookings will be managed through recognised booking platforms. Guest identity verification and payment verification will be completed prior to check-in where available. Bookings associated with parties or events will be declined.

6. Occupancy Limits

The maximum number of guests permitted at the property at any one time is six. Only registered guests may stay overnight.

7. Parking Management

Four on-site parking bays are available: two within the garage and two on the driveway. Guests will be instructed not to park on verges, footpaths or neighbouring properties.

8. Check-In and Check-Out

Standard check-in is from 3:00 pm and check-out is by 10:00 am. Access is provided via a secure key lockbox. Guests receive detailed arrival instructions prior to arrival.

9. House Rules

Strictly no parties, events or functions. Quiet hours apply between 10:00 pm and 7:00 am. Excessive noise, anti-social behaviour and unauthorised visitors are prohibited. No pets are permitted.

10. Waste Management

Guests will be provided with instructions regarding rubbish and recycling. Bins will be presented and returned in accordance with City of Rockingham collection schedules.

11. Complaint Management

Complaints will be acknowledged as soon as practicable. The manager will investigate, contact guests if required, and implement corrective action. Serious breaches may result in termination of the booking.

12. Maintenance

The property will be inspected and cleaned between guest stays. Any identified maintenance issues will be addressed promptly to maintain safety and presentation standards.

13. Safety and Security

The property includes compliant smoke alarms, fire safety equipment, emergency contact information and exterior lighting. Entry is controlled through a secure lockbox system.

14. Emergency Procedures

Guests will be provided with emergency contact details, including Police, Fire and Ambulance (000), and instructions regarding evacuation in the event of an emergency.

15. Neighbour Amenity

The operator is committed to maintaining positive relationships with neighbours. Guests are required to respect surrounding residents at all times.

16. Conclusion

The owner and manager are committed to ensuring that the property operates responsibly, safely and with minimal impact on neighbouring residents while providing high-quality accommodation.