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AGENDA

Development Advisory Unit Meeting

NOTICE OF MEETING

I respectfully bring to the attention of Committee Members that a Development Advisory Unit Meeting will be held in the City of Melville Civic Centre, 10 Almondbury Road, Booragoon on Monday, 16 November 2026 commencing at 9:30 AM.

Kate Bainbridge

Manager Development Approvals

The City of Melville acknowledges the Bibbulmun people as the Traditional Custodians of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders past, present and future.

Use the City of Melville Council Meetings YouTube channel to watch the live stream or access the recordings of public Council meetings.

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Development Advisory Unit

1. **The DAU is not a decision making forum – it is an operational meeting to inform the recommendation to the Manager Statutory Planning on Development Applications and other planning proposals.**

2. **Should any Elected Member wish to discuss the content of any item included as part of the attached agenda, please contact Kate Bainbridge, Manager Statutory Planning and Building. Contact should be established as soon as possible after the publication of the agenda to the City of Melville website. Contact details are as follows: Tel 9364 0626 or via the Elected Members Portal.**

3. **Should an Elected Member propose that an item on this agenda be referred to Council for determination, a request to that effect must be made to the Chief Executive Officer (CEO). This request shall be made in accordance with the requirements set out by DAU Terms of Reference contained within Local Planning Policy LPP 1.1 'Planning Process and Decision Making'.**

4. **Should any applicant or adjoining property owner object to any proposal included as part of this DAU agenda, then an opportunity exists to request that the application be determined by Council. All such requests should be referred to an Elected Member of Council for the Ward within which the development application is located. An Elected Member may request that the application be determined by Council. Any call up request from an Elected Member shall be made in accordance with the requirements set out by DAU Terms of Reference contained within Local Planning Policy LPP 1.1 'Planning Process and Decision Making'.**

5. **In the absence of any referral request, a decision on any application included as part of this DAU agenda can take place under delegated authority to the Manager Statutory Planning and Building, after midday on the second Monday after the Friday publication of the minutes to the City's website. In the event that the DAU Agenda is not published to the City's website until the Monday after the DAU meeting, a decision on the application can still take place the following Monday.**

DISTRIBUTED: 23 November 2026

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Contents

1. Attendance and apologies 4
2. Business 4
3. Outcomes 4
4. Items 5

UP26/133 Change of Use from Multiple Dwellings to Unhosted Short Term Rental Accommodation at Lots 5, 6, 7 and 8 (Nos. 5/560, 6/560, 7/560 & 8/560) Canning Highway, Attadale 5

5. Outcomes following call up period 13
6. Closure 13

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1. ATTENDANCE AND APOLOGIES

In Attendance

Officer	Role
Troy Cappellucci	Principal Statutory Planner
Liam Johnson	Senior Statutory Planner
Cameron Sturges	Senior Statutory Planner
Nathan Mazzega	Acting Senior Statutory Planner
Matt Byrne-McLean	Statutory Planner

Apologies

Kate Bainbridge	Manager Development Approvals

2. BUSINESS

	Matters for Consideration	Notes from Meeting
UP26/133	DA-2025-170/B – Change of Use from Multiple Dwellings to Unhosted Short Term Rental Accommodation, 5/560, 6/560, 7/560 & 8/560 Canning Highway, Attadale	

3. OUTCOMES

The following items are to have recommendations created and included in the next agenda:

- Nil

The following items are to be deferred to the next DAU and represented with more information:

- Nil

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4. ITEMS

UP26/133 Change of Use from Multiple Dwellings to Unhosted Short Term Rental Accommodation at Lots 5, 6, 7 and 8 (Nos. 5/560, 6/560, 7/560 & 8/560) Canning Highway, Attadale

Ward	Bicton – Attadale – Alfred Cove
Category	Operational
File Number:	UP26/133
Responsible Officer:	Manager Development Approvals
Voting Requirements:	Simple Majority
Officer Disclosure of Interest:	Nil
Application Number:	DA-2025-170/B
Applicant:	Keith Baird
Owner:	Ewe Huat The (deceased), Yuk Hoe The (executor) and
Proposal:	Change of Use from Multiple Dwellings to Unhosted Short Term Rental Accommodation
Attachments:	1. Development Plans and Management Plan

COUNCIL'S ROLE

Quasi-Judicial: When the Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice.

SUMMARY

- The City has received an amendment development application to allow the permanent approval of a change of use from Multiple Dwellings to Unhosted Short Term Rental Accommodation at Lot 6 (No. 5), Lot 5 (No. 6), Lot 7 (No. 7) and Lot 8 (No. 8) 560 Canning Highway, Attadale.
- The subject sites were previously granted individual development approvals for a temporary period of 12 months only to operate as Unhosted Short Term Rental Accommodation via the following development applications that were determined through the Development Advisory Unit (DAU) process (approval decisions issued on 19 June 2025 as item was not called up to Council)
- The subject application is a result of development application that was lodged (DA-2025-170/A) to amend the above-mentioned temporary approvals, to a permanent approval for all four units under a single development application, which was refused by the City on 9 October 2026 due to objections being received which raised valid concerns in relation to the impact of the land use on and amenity of the locality.
- Noting that there was not opportunity for the proponent to respond to the concerns raised by submitters and the previous decision went through the City's DAU process previously, the City has noted that an administrative review of the decision is required which this application facillitates.
- The subject site is within the Mixed Use zone and afforded R50 density code under the City of Melville Local Planning Scheme No 6 (LPS6). Under LPS6, within the Mixed Use zone, Unhosted Short Term Rental Accommodation is classified as a 'D' Use. This means that the

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use is not permitted unless the local government has exercised its discretion by granting development approval.

- The subject development application has been assessed against Local Planning Policy Scheme No.6 (LPS6), relevant local planning policies including Local Planning Policy 1.21 – Short-Term Rental Accommodation (LPP 1.21).
- Public consultation was undertaken as part of DA-2025-170/A between 9 September till 25 September 2026 in accordance with the provisions of Local Planning Policy 1.1 – Planning Processes and Decision Making (LPP 1.1) and LPP1.21 to assist the City in determining the appropriateness of the Unhosted Short Term Rental Accommodation land use at the subject site.
- In response, the City received one submission of objection, which therefore needs to be considered as part of this subject application. The main objection was regarding the complaints management within the Site Management Plan (SMP) and guests smoking on the balcony which affected their amenity. As a result of the objection received, the applicants submitted a revised SMP to address the concerns to make all of the units smoke free in and outside of the dwellings and propose the installation of smoke detecting alarms and also have noise monitors to notify the host so that guests can be contacted immediately. This revised SMP was referred to the objector as part of this subject application and the objector upheld their original submission.
- Accordingly, the subject application was discussed in accordance with Local Planning Policy 1.1 – Planning Processes and Decision Making (LPP 1.1) at the Development Advisory Unit (DAU) meeting held on 16 November 2026.
- At the above DAU meeting, it was noted that modifications to the SMP that include the installation of smoke detecting alarms and the stipulation of no-smoking in or outside of the dwellings enhance the proposed use's compatibility with the Mixed-Use zone objectives of LPS6 and the development standards contained within LPP 1.21, as well as address the objection received from the previous development application.
- It is recommended that the development application is approved subject to conditions, including a condition to enforce the site management plans submitted by the applicant for each un-hosted short term rental accommodation to appropriately mitigate potential adverse effects of the operation of the use along with a condition to limit the amount of persons to use the Unhosted Short Term Rental Accommodations to four people at any given time.

OFFICER RECOMMENDATION

That the Development Advisory Unit recommend approval of the change of use from Multiple Dwellings to Unhosted Short Term Rental Accommodation, subject to the following conditions:

Conditions:

1. This Development Approval requires development to be undertaken in accordance with the submitted application and site management plan stamped as approved with any amendments to the site management plan to require prior written approval of the City.

2. Use of the subject property for Unhosted Short Term Rental Accommodation is limited to a maximum of six persons at any given time.

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PURPOSE

The purpose of this report is to provide an outline of the key matters of consideration for the proposed development, outline where discretion is required to be exercised and appropriateness of this discretion against the relevant performance criteria and provide an officer recommendation.

STRATEGIC ALIGNMENT

Outcome	3	Sustainable, connected development and transport infrastructure across our City.
	4	Economic prosperity and vibrant resilient communities and businesses.
Objective	3	Sustainable and Connected Development
	3.1	Facilitate enhanced and sustainable urban development and amenity.
	3.4	Protect and promote the City's character and heritage.
	4	Vibrant and Prosperous
	4.1	Facilitate vibrant activated local places and centres.
	4.2	Increase awareness of Melville as a tourism and eco-tourism destination.

BACKGROUND

This report relates to a development application for a change of land use at Lot 6 (No. 5), Lot 5 (No. 6), Lot 7 (No. 7) and Lot 8 (No. 8) 560 Canning Highway, from Residential (Multiple Dwellings) to Unhosted Short Term Rental Accommodation. Under Local Planning Scheme No. 6) LPS6, the proposed use is a 'D' (Discretionary) land use within the Mixed-Use zone, and therefore requires the exercise of discretion as to the appropriateness of the use within the zone. The subject application has been assessed against the relevant provisions of LPS6, relevant local planning policies including Local Planning Policy 1.21 – Short Term Rental Accommodation (LPP 1.21).

Two previous decisions have been issued for the subject units. Firstly, DA-2025-170, DA-2025-171, DA-2025-172 and DA-2025-173 for the above-mentioned four properties, were granted temporary approval for a period of 12 months through the DAU process, via a DAU meeting held on 19 May 2025 (approval decisions issued on 19 June 2025 as item was not called up to Council) to be converted from multiple dwellings to Unhosted Short Term Rental Accommodation.

On expiry of the above determinations, DA-2025-170/A was lodged for all four units under a single application and was refused under delegation by the City on 9 October 2026.

A new development application (DA-2025-170/B – the subject of this DAU report) was subsequently lodged as a result of identification that administrative review of the previous decision was required because the original approvals were determined via the City's DAU process (DA-2025-170, DA-2025-171, DA-2025-172 and DA-2025-173) and the applicant needed opportunity to respond to objections received.

The previous amendment application was advertised to the adjoining properties in accordance with LPS6, LPP1.1 and LPP1.21, and one submission of objection was received. In response to the objections, the applicant was provided with a summary of the submission concerns and subsequently submitted an updated SMP as part of this application. The updated SMP was sent to the objector for their consideration, however the objector has elected to maintain their objection.

Following consideration of that objection, the application has progressed through the City's DAU process with a recommendation that the proposed change of use be supported, subject to conditions. It is further noted that the City did not receive any complaints and no compliance matters were raised during the 12-month temporary approval period from 19 June 2025 to 19 June 2026.

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The original development application in relation to Unhosted Short Term Rental Accommodation (DA-2025-170) at the subject site was referred to Main Roads Western Australia (MRWA) due to a portion of the subject site being located within the primary regional road reservation of Canning Highway as shown in Figure 2 below. MRWA in their referral response supported the proposal subject to the following advice:

> '*This property is affected by land reserved in the Metropolitan Region Scheme and will be required for road purposes at some time in the future.'*

As the subject application does not propose any physical changes to the site, re-referral to MRWA was not required in the determination of this application.



Figure 1: Aerial image of Subject Site

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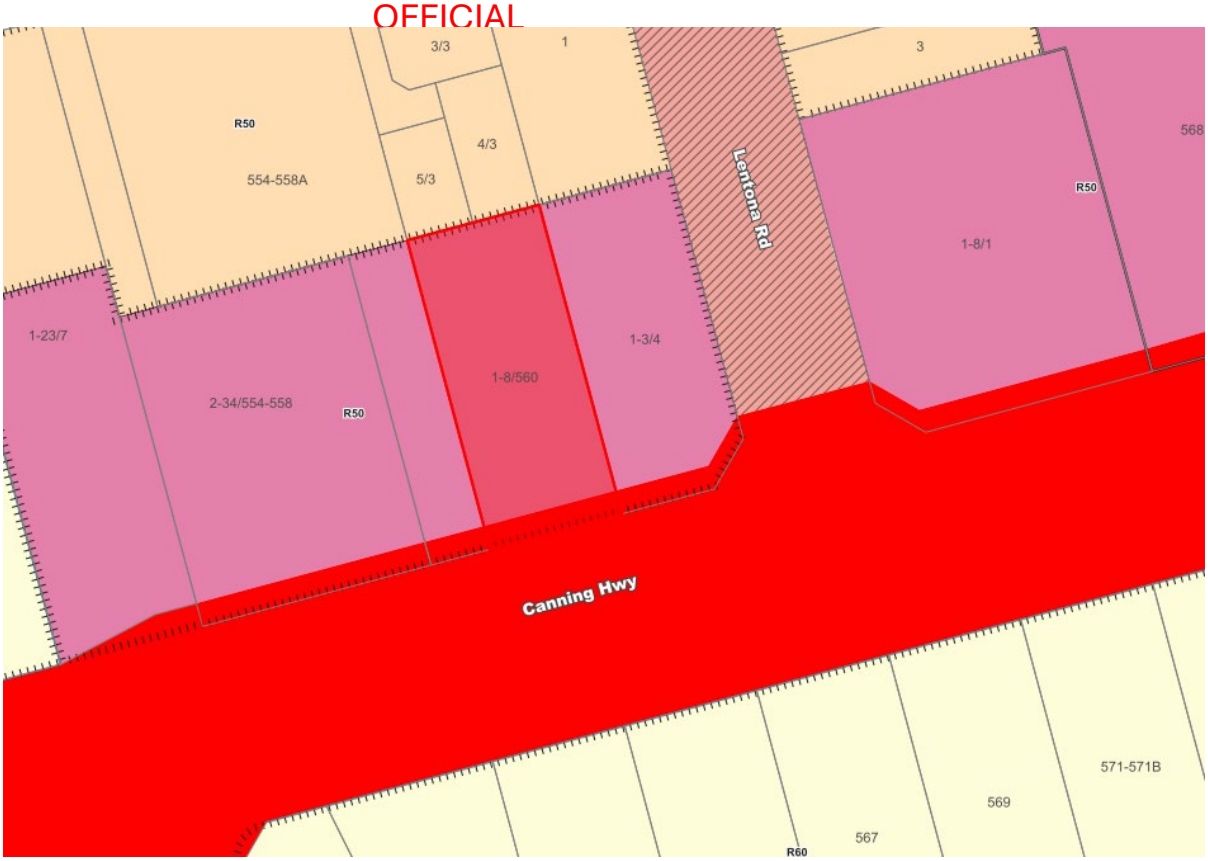

Figure 2: LPS6 Zoning map context with subject site marked in red

Scheme Provisions

MRS Zoning		Urban
LPS Zoning		Mixed Use
R-Code		R50
Use Type		Unhosted Short Term Rental Accommodation
Use Class		D

Site Details

Lot Area		947m^2
Retention of Existing Vegetation		N/A
Street Tree(s)		N/A
Street Furniture (drainage pits etc.)		N/A
Site Details		Existing Multiple Dwellings

CONSIDERATION

This application has been assessed against the provisions of the LPS6, the R-Codes and relevant Local Planning Policies. The proposal complies with all the relevant development requirements except for those matters listed below, for which a performance assessment is required.

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Local Planning Scheme and Local Policy Requirements

City of Melville Local Planning Policy 1.21 – Short Term Accommodation

Development Requirement	Deemed to Comply Requirement	Proposed	Comments
Clause 2 – Site Characteristics 2.2 – Other Zones	Mixed use zones and the non-residential zones of activity centres are preferred for short term rental accommodation uses. These locations are likely to have less impact on residential amenity and provide good access to services such as shopping centres, workplaces, and public transport.	Subject site for Unhosted Short Term Rental Accommodation located within a Mixed Use Zone.	Refer to the comments section below for discussion on the suitability of this use.

The City is satisfied that the change of use to Unhosted Short Term Rental Accommodation can be supported for the following reasons:

- There are no permanently tenanted dwellings on the subject site mitigating impact of shared use of common areas such as driveways;
- There is centralised management of the dwellings;
- The subject four dwellings are limited in terms of how many people can be accommodated and as such, limiting the maximum occupancy to four people further reduces the potential of antisocial behaviour or large gatherings occurring at the site;
- The location of the short-term accommodation within the Mixed Use Zone, along Canning Highway is appropriate due to being within walking distance of restaurants, cafes and other commercial businesses, including a high frequency bus routes on Canning Highway to Perth and Fremantle; and
- Any further amenity impact on adjoining properties from the use being situated to the rear of the parent lot is minimised for the following reasons;
    - The primary outdoor living area (OLA) (primary potential noise source) of subject sites has minimal exposure to adjoining properties, being segregated from primary OLA of all adjoining neighbours; and
    - Each dwelling has two dedicated car parking spaces.

City of Melville Local Planning Scheme No. 6

In accordance with the provisions of Table 3 – Zoning Table of the LPS6, 'Unhosted Short Term Rental Accommodation' has a 'D' land use permissibility within the Mixed Use zone, which means that the use is not permitted unless the local government has exercised its discretion by granting development approval.

In considering the discretionary nature of the use proposed, it is necessary to take into consideration the zone objectives table of LPS6, the other matters for consideration under Clause 67 of the Deemed Provisions of the Regulations and any relevant state and local planning policies.

The objectives of the 'Mixed Use' zone where the subject site is located are as follows:

- *To provide for a wide variety of active uses on street level which are compatible with residential and other non-active uses on upper levels;*
- *To allow for the development of a mix of varied but compatible land uses such as housing, child care, and appropriate land uses which do not generate nuisances detrimental to the amenity of the district or to the health, welfare and safety of its residents;*

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- *To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality;*
- *To ensure the design and landscaping of development provides a high standard of safety, convenience and amenity and contributes towards a sense of place and community;*
- *To provide for a compatible mix of commercial and residential uses which complement the adjacent activity centres and will contribute towards the development of a vibrant and attractive place to live and work; and*
- *To ensure the nature, form and scale of any non-residential development is such as not to prejudice the commercial services provided for within the designated activity centres, recognising the strategic significance of such centres with reference to their accessibility and co-locational synergies.*

The proposed Unhosted Short Term Rental Accommodation use satisfactorily responds to the relevant Mixed Use zone objectives of LPS6 for the following reasons:

- The use is compatible with the intended mixed-use character of the locality with an integration of residential and non-residential activities. The site's location along Canning Highway also provides convenient access to the surrounding urban area and established activity centres, and the proposal offers accommodation for visitors, tourists and other short-term guests;
- The proposal provides four self-contained dwellings that offer an alternative form of accommodation within the Mixed Use zone for visitors, tourists, business travellers and others requiring temporary accommodation. The use is unlike more intensive commercial or entertainment uses, is not expected to generate significant noise, odour or other disturbances and hence more compatible with residential land uses. It is therefore considered compatible with the established urban and mixed-use environment and is not expected to unreasonably impact adjoining properties subject to the proposed improvements to manage noise and smoking;
- Potential impacts associated with short-term accommodation, including noise, visitor behaviour, waste management and vehicle movements, can be appropriately managed through operational measures conditioned as part of the development approval;
- The site's frontage to Canning Highway, a Primary Regional Road, also provides an appropriate location for accommodation within an established urban transport corridor, rather than introducing additional visitor accommodation into quieter residential streets.
- The development provides a convenient accommodation option for visitors and short-term guests, with access to existing transport infrastructure, local services and surrounding commercial and recreational facilities. Appropriate building design, landscaping, lighting, and pedestrian and vehicle access arrangements will contribute to the safety, functionality and visual amenity of the development, while the provision of quality accommodation will support the economic vitality of the locality by attracting visitors who use nearby businesses and services;
- The proposed short-term accommodation will provide a complementary accommodation offering within the Mixed Use zone, supporting the broader commercial and residential functions of the surrounding area; and
- The development will provide accommodation for visitors, tourists, business travellers and other temporary guests. The location along Canning Highway provides convenient access to surrounding commercial centres, employment opportunities, services and facilities.

ENGAGEMENT

Advertising Required	Yes
Neighbour's Comment Supplied	Yes
Reason	Required pursuant to LPP 1.1 and Clause 64 of the Regulations

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Support/Object	One objection

The table below summarises the comments raised in the objection received during the advertising of DA-2025-170/A, together with the City's response. As part of the subject application, the City notified only that objector of the proposal and requested they provide any additional detail in relation to their submission. As a result, the submitter that put in the objection on the previous development application advised they wanted to uphold their objection and provided no additional comments for consideration.

Summary of Submission	Support / Objection	Officer's Comment	Action (Condition / Uphold / Not Uphold)
Concerns regarding the proposed use on the basis that guests of the short-term rental units are adversely affecting their amenity, health and safety through second-hand cigarette smoke, discarded cigarette butts creating a fire risk, noise and late-night disturbances, and overlooking from the balcony, and that these issues cannot be resolved as incidents are typically reported only after guests have vacated.	Objection	The concerns raised in the objection are considered to be satisfactorily addressed by the revised SMP, which requires all units to be advertised as smoke-free and provides for noise and smoke monitors on the balconies that alert the host immediately, enabling guests to be contacted in real time. No complaints or compliance matters were recorded during the temporary approval period issued (19 June 2025 till 19 June 2026) and the SMP measures will be enforced by a recommended condition of approval. Therefore, the objection is considered suitably addressed. In addition, see justification of the proposed land use against LPP1.21 and LPS6 above.	Not upheld

SUSTAINABILITY IMPLICATIONS

There are direct no sustainability implications presented as part of this report.

LEGISLATIVE AND POLICY ALIGNMENT

This proposal has been assessed in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), LPS6, LPP 1.1, LPP1.21, and the Residential Design Codes Volume 1 (Part C). The requirements of the Regulations and LPP 1.1 necessitated the advertising of this application. Based on the original 12-month temporary approval determinations for Unhosted Short Term Rental Accommodation at the site being determined via the City's DAU process (DA-2025-170, DA-2025-171, DA-2025-172 and DA-2025-173) the previous refusal decision issued for DA-2025-170/A should have also been determined via DAU. Therefore, this application provides an administrative review to enable us to go through the DAU process prior to determination at either Council if called-up or by officers under delegation if not called up.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the City relating to this proposal.

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CONSEQUENCE

This application is proposed to be approved under delegation as per the officer recommendation through the DAU Process. However, should Elected Members have an alternative view, the DAU 'call-up' procedures provide opportunity to call this matter up for formal Council consideration at the next available Council meeting following call up.

BRIEFING FORUM – FURTHER INFORMATION

This section may be updated following the Agenda Briefing Forum to include any Elected Members questions and responses, or requests for further information.

4. OUTCOMES FOLLOWING CALL UP PERIOD

This section will be updated following the closure of the call up period – please refer to the DAU Terms of Reference for further information.

5. CLOSURE

10:00 AM

This information is provided from TechnologyOne ECM

COVERING LETTER

August/2025

City of Melville
10 Almondbury Road, Booragoon 6154

UNITS 5,6,7&8 / 560 CANNING HIGHWAY, ATTADALE.

The owner of this property is seeking approval to offer Short-Term Accommodation.

The reason for applying for Change of Use is that this unit is part of a commercial/residential complex, situated on Canning Highway. Long-term tenants find it difficult live with business activity nearby during the day and the noise of a constant flow of traffic on Canning Highway.

The owner has also experienced damage and maintenance issues with Long-Term rentals. As Short-Term accommodation the property will be checked after every guest and any repairs attended to immediately.

If approval is granted, the property will be managed by Home2BNB.

We specialise in Short-Term Accommodation management and have procedures in place to ensure neighbours and surrounding property owners are not adversely affected.

Guests must agree to a strict Code of Conduct during their stay and only park in designated areas.

We install noise monitors in most properties to alert us if guests are making excessive noise. We then deal with any disturbance immediately by contacting the guests. If they continue to disturb neighbours the Terms of Occupancy give us the authority to insist they vacate the property.

We also use specialised software to automatically check each guest's rating with Short-Stay Web Sites. If they have previously caused disturbances or damage we do not accept the booking.

This software also requires guests to provide additional identification information which is automatically checked and verified before each booking is confirmed.

Attached is a detailed Management Plan and associated information to enable the City of Melville to assess this application to allow the owners to provide short-term accommodation to people visiting the area for business or holidays.

Yours Sincerely

[redacted]

APPLICANTS COPY

This information is provided from TechnologyOne ECM

APPLICANTS COPY

WALL LEGEND:
Cavity Wall - Face Brick Externally (290x172x90 1/3 bond)
Cavity Wall - 250 cavity wall (70 cavity) with resiliant wall ties
Cavity Wall - Rendered Externally
Cavity Wall - Hatch denotes location of R3.0 cavity insulation
Cavity Wall -Face Brick Externally Contempo (290x47x90 1/2 bond)

NOTE:
Resiliant wall ties to Cavity wall between units.
Cavity wall to be 70mm to this wall only.

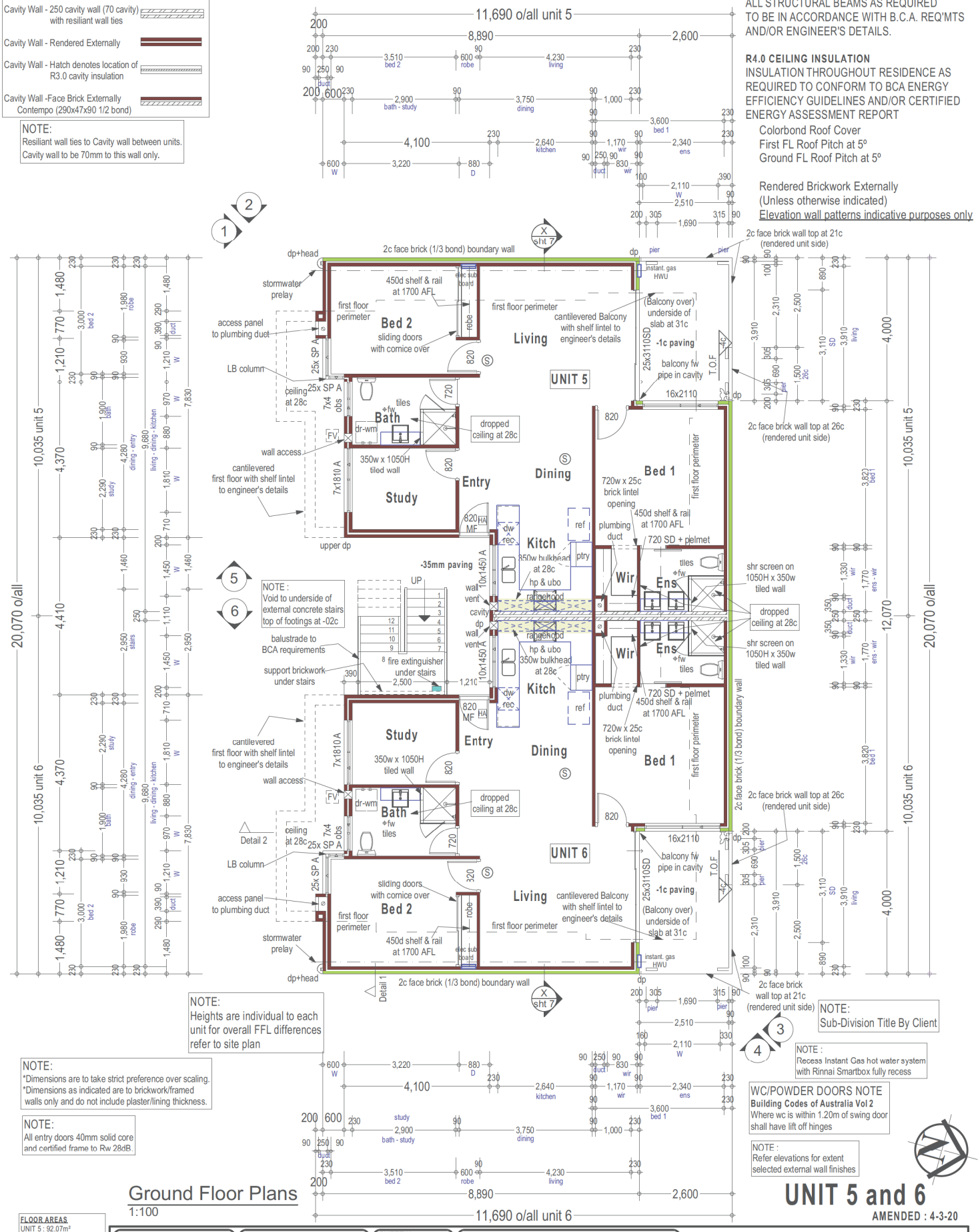
TIMBER ROOF FRAMING IN ACCORDANCE WITH AS 1684 OR TRUSS ROOFING AND/OR FRAMED FLOOR/WALLS IN ACCORDANCE WITH MANUFACTURER'S DETAILS AND/OR ENGINEERING DETAILS.

ALL STRUCTURAL BEAMS AS REQUIRED TO BE IN ACCORDANCE WITH B.C.A. REQ'MTS AND/OR ENGINEER'S DETAILS.

R4.0 CEILING INSULATION
INSULATION THROUGHOUT RESIDENCE AS REQUIRED TO CONFORM TO BCA ENERGY EFFICIENCY GUIDELINES AND/OR CERTIFIED ENERGY ASSESSMENT REPORT

Colorbond Roof Cover
First FL Roof Pitch at 5°
Ground FL Roof Pitch at 5°

Rendered Brickwork Externally
(Unless otherwise indicated)
Elevation wall patterns indicative purposes only



Ground Floor Plans
1:100

UNIT 5 and 6
AMENDED : 4-3-20

FLOOR AREAS
UNIT 5 : 92.07m²
UNIT 6 : 92.07m²
UNIT 7 : 75.40m²
UNIT 7 BALCONY : 10.24m²
UNIT 8 : 75.40m²
UNIT 8 BALCONY : 10.24m²
Total : 355.42 m²

UNIT 5 PERIM : 43.05m
UNIT 6 PERIM : 43.05m
UNIT 7 PERIM : 40.89m
UNIT 8 PERIM : 40.89m

NOTE : Gutters and Downpipes to comply with **AS/NZS 3500.3 or 3500.5** as per BCA Vol Two **Part 3.5.2**

Ⓢ Denotes smoke detector alarm

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SHEET No. 02 OF 16
SCALE AS SHOWN
DATE SEPT 2019
DRAWN C.C.

PROPOSED DEVELOPMENT

LOT 27 (#560) CANNING HWY
ATTADALE

© copyright
SAPPHIRE HOMES
REG 12105
ABN 47 120 819 123

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APPLICANTS COPY

NOTE:
Heights are individual to each unit for overall FFL differences refer to site plan

NOTE:
Sub-Division Title By Client

NOTE:
*Dimensions are to take strict preference over scaling.
*Dimensions as indicated are to brickwork/framed walls only and do not include plaster/lining thickness.

BEDROOM WINDOWS NOTE
Building Codes of Australia Vol 2 BCA 3.9.2.5
Openable bedroom window with floor levels 2.0m or above an adjoining surface and the sill is less than 1.70m to the floor surface a fixed screens or opening/s portion restricted to maximum 0.125m is required
Awning windows chain restricted to BCA 3.9.2.5

WC/POWDER DOORS NOTE
Building Codes of Australia Vol 2
Where wc is within 1.20m of swing door shall have lift off hinges

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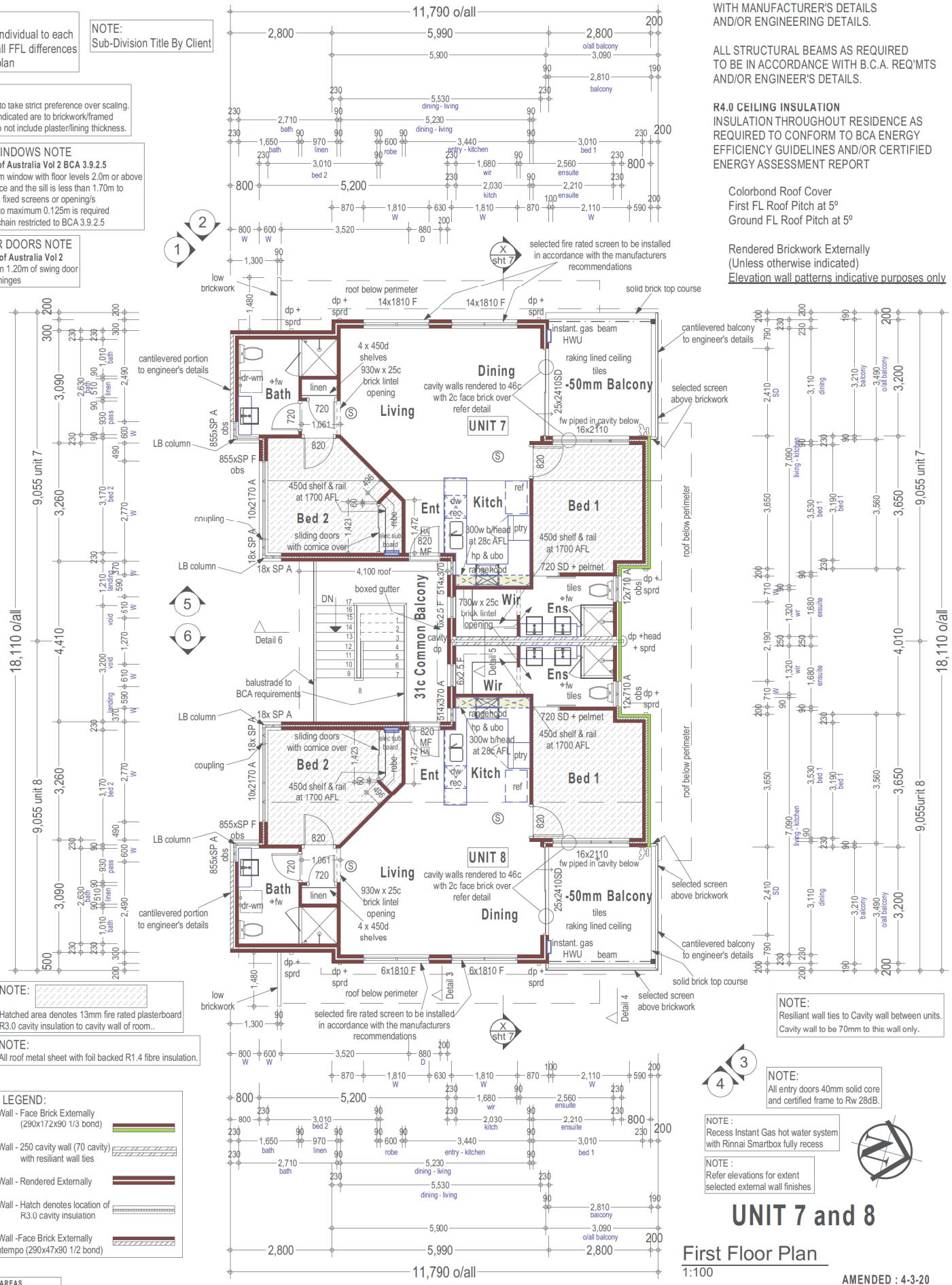
First FL Roof Pitch at 5º
Ground FL Roof Pitch at 5º

Rendered Brickwork Externally
(Unless otherwise indicated)
Elevation wall patterns indicative purposes only



NOTE:
Hatched area denotes 13mm fire rated plasterboard R3.0 ceiling insulation to cavity wall of room..

NOTE:
All roof metal sheet with foil backed R1.4 fibre insulation.

NOTE:
Resiliant wall ties to Cavity wall between units. Cavity wall to be 70mm to this wall only.

NOTE:
All entry doors 40mm solid core and certified frame to Rw 28dB.

NOTE :
Recess Instant Gas hot water system with Rinnai Smartbox fully recess

NOTE :
Refer elevations for extent selected external wall finishes

WALL LEGEND:
- Cavity Wall - Face Brick Externally (290x172x90 1/3 bond)
- Cavity Wall - 250 cavity wall (70 cavity) with resiliant wall ties
- Cavity Wall - Rendered Externally
- Cavity Wall - Hatch denotes location of R3.0 cavity insulation
- Cavity Wall -Face Brick Externally Contempo (290x47x90 1/2 bond)

UNIT 7 and 8

First Floor Plan

1:100

AMENDED : 4-3-20

FLOOR AREAS
UNIT 5 : 92.07m²
UNIT 6 : 92.07m²
UNIT 7 : 75.40m²
UNIT 7 BALCONY : 10.24m²
UNIT 8 : 75.40m²
UNIT 8 BALCONY : 10.24m²
Total : 355.42 m²

UNIT 5 PERIM : 43.05m
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NOTE :
Gutters and Downpipes to comply with **AS/NZS 3500.3 or 3500.5** as per BCA Vol Two **Part 3.5.2**

Ⓢ Denotes smoke detector alarm

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SHEET No. 03 OF 16
SCALE AS SHOWN
DATE SEPT 2019
DRAWN C.C.

PROPOSED DEVELOPMENT

LOT 27 (#560) CANNING HWY
ATTADALE

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REG 12105
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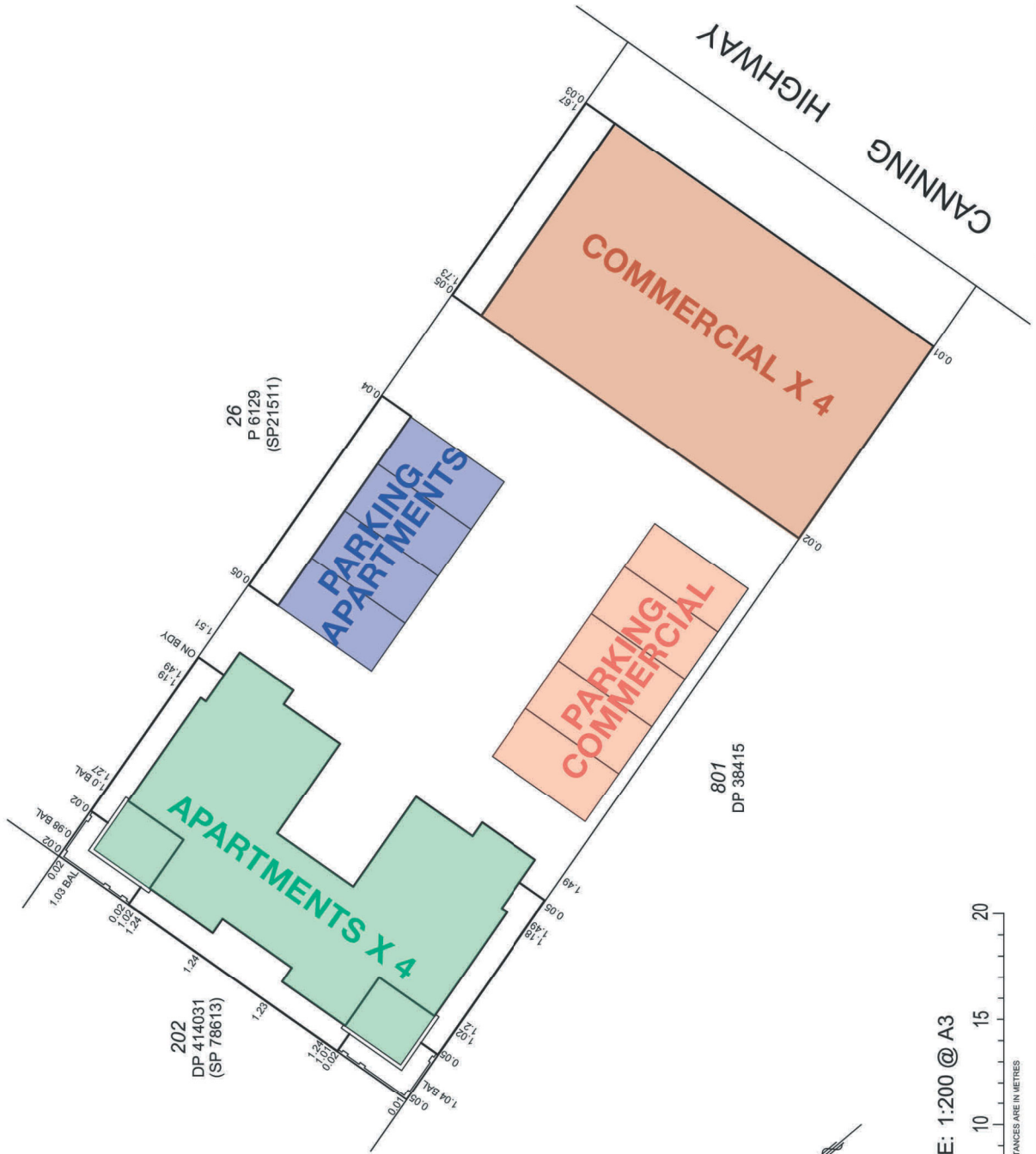

LOCATION PLAN

SCALE: 1:200 @ A3

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STRATA PLAN 82737

VERSION NUMBER 1

SHEET 2 OF SHEETS 4

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Document Set ID: 7480733
Version: 2, Version Date: 27/08/2026
Print Date: 27 August 2026 1:23 pm
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MANAGEMENT PLAN. 560 CANNING HIGHWAY ATTADALE EXTENSION OF APPROVAL. SHORT TERM ACCOMMODATION

UNIT 5. DA-138955. UNIT 6. DA-138956
UNIT 7. DA-138958 UNIT 8. DA-138959

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Prepared for: The City of Melville. July 2026



Document Set ID: 7480778
Version: 2, Version Date: 27/08/2026
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MANAGEMENT PLAN.
PROPERTY DESCRIPTION/USE

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560 Canning Highway is a commercial/residential complex. The building facing Canning Highway is the commercial section and behind it are four residential units and car parking.

Each unit has two bedrooms, one bathroom, a living/dining area, kitchen and study.

There is parking for two vehicles in carports allocated to each unit.

A maximum of four people will be allowed to stay in each unit during each booking.

Bookings will be for a minimum of three nights and a maximum of ninety nights.

The location on Canning Highway will appeal to tourists and corporate guests who need short-term accommodation with easy access to public transport and a major road artery while they are staying in the area.



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MANAGEMENT PLAN.
INTRODUCTION

This Short-Term Accommodation Management Plan has been prepared to demonstrate to the City of Melville that if a change of use to Short-Term Holiday Home is approved for Units 5,6,7 and 8/560 Canning Highway Attadale, the properties will be professionally managed to minimise any adverse impact on neighbours and nearby residents.

Home2BNB has specialised in managing short-stay accommodation for several years and manages properties throughout the Perth Metropolitan area.

We have learnt from experience and have the procedures in place to ensure guests comply with a Strict Code of Conduct.

We use specialised software during the booking process to screen guests and only accept guests with a 5 star rating from AirBNB.

This software also requires guests to provide detailed identification information which is verified prior to bookings being accepted.

These additional checks flag potentially undesirable guests and discourages any anti-social behaviour.

If approved, guests will be able to book a stay via short-stay accommodation websites such as Airbnb and Stayz.

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MANAGEMENT PLAN.
COMPLAINTS MANAGEMENT

Complaints will be resolved via the Manager.

If neighbours believe guests are not being respectful of the Code of Conduct, they can contact the Manager 24 hours a day, 7 days a week via telephone, text, email or the messaging apps associated with short stay web sites.

A Register of Complaints will be maintained by the Manager and available for inspection by an authorised Council Officer.

The complaints register will contain the following information:

1: The date and time of the complaint;
2: The name and address of the complainant;
3: The nature of the complaint;
4: Investigations carried out;
5: Action taken; and
6: Response provided to complainant.

A copy of this Management Plan can be made available to neighbours. Neighbours will also be provided with the contact details of the Manager and owner.

Neighbours can to be provided with the following:

1: A copy of the Code of Conduct;
2: A copy of the complaints management procedure;
3: Contact details which allows neighbours to engage with the Manager in the event of anti-social behaviour, particularly after hours.

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MANAGEMENT PLAN.
COMPLAINTS MANAGEMENT

Complaints are divided into two categories, the process for each is detailed below:

Level 1: Complaint (minor noise disturbance and/or complaint)

In the event of a Level 1 complaint the following procedure is to be adopted:

1: The neighbour is encouraged to contact the Manager;

3: The Manager will contact the guests within one hour to advise them of the complaint and remind them of their obligations under the Code of Conduct.

4: If the issue is not resolved and a further complaint is received within 12 hours, the Manager or an appointed security firm will attend the site;

5: In the event of a further complaint being received and the complaint validated, the guests will be evicted in accordance with the Code of Conduct.

Level 2 Complaint (major noise disturbance)

Guests are encouraged to enjoy their time on the property, but as specified in the Code of Conduct, parties are not permitted and noise should be minimised after 9pm and before 7am.

If a Level 2 complaint is received, the following procedure is to be adopted:

1: The Manager or security firm will attend the premises within one hour of the complaint to verify if this is a major noise disturbance or party;

2: If the complaint and the issue is deemed to be a level 1 complaint then the procedure for Level 1 shall be followed.

3: If the complaint is verified as a Level 2 complaint, the guests will be evicted in accordance with the Code of Conduct.

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MANAGEMENT PLAN.
CHECK-IN / CHECK-OUT

Check-In

At the time of booking online, guests must review and agree to accept the house rules which specifically state:

1: No visitors.

2: Quiet house after 9.00 pm

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Check-In from 3:00pm - 9:00 pm

Guests are provided with a code for keypad entry into the property.

Check-Ins are not permitted after 9.00 pm.

If guests arrive at the property after 9.00 pm they should contact the manager who will meet them at the property to assist with entry to minimise any disturbance to neighbouring properties.

Check-out

Check-out time is before 10:00 am on the day of departure, unless other arrangements have been made with the Manager.

In the event that the Manager grants approval for check-out before 7.00am, guests are to ensure that noise is kept to a minimum to avoid disturbing neighbours.



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MANAGEMENT PLAN.
ON-SITE REGISTER/MAINTENANCE

On-site register.

A register of all occupants will be kept by the Manager and be available for inspection by an authorised Council Officer, and shall contain:

1: The full names and usual place of residence of all occupants

2: The dates of arrival and departure of the occupants.

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Maintenance.

Maintenance will be managed by the Manager.

Maintenance will preferably be performed at a time between occupancy unless it is urgent and requires attendance at time of occupancy.

Other than in the case of an emergency, any maintenance contractors or staff will be engaged to attend during normal business hours to minimise disruptions to neighbours.



MANAGEMENT PLAN.
GUEST GUIDE

A guide containing the following information shall be prepared for guests and kept in a folder on each premises:

1: Manager name and contact details.
2: Code of Conduct.
3: Procedure in the event of the house alarm activating.
4: Wi-Fi Device name and password.
5: Key lockbox code.
6: TV Information.
7: Air Conditioner operation.
8: Location of the first aid kit.
9: Extra towels and sheets.
10: Hot water systems operation.
11: Rubbish bin location and procedure for collection of rubbish bins.
12: Check-in time.
13: Check-out time.
14: Local restaurants and shopping.
15: Local parks and recreation services.
16: Other major attractions.
17: Important contact numbers.
18: Any other information as required.

Manager's Guide and Responsibilities.

A guide documenting tasks and processes will be retained by the Manager for the following:

1: General hosting (Including liaisons with clients, providers and Local Government);
2: Cleaning information between occupants;
3: Procedure for bin collection;
4: Laundry requirements;
5: Garden preventative maintenance; and
6: Building preventative maintenance.

The Manager shall maintain:

The Register of Complaints as referred to in this Management Plan;

A register of all occupants referred to in this Management Plan;

MANAGEMENT PLAN.
CODE OF CONDUCT FOR GUESTS

The Code of Conduct is provided at the property to ensure that guests know and comply with specific behaviour governing their permission to enter and occupy the properties.

The Code of Conduct will be displayed in a conspicuous place in each property so that it can be easily viewed by guests.

General Principles

Short-Term Accommodation is a unique experience and the guiding principles of this Code of Conduct are:

1: Treat the property as if it is your own home.

2: Respect your neighbours.

3: Leave it in the appropriate condition as it was upon occupation.

General Requirements

1: Guests must comply with this Code of Conduct and instructions from the Manager during their stay.

2: Guests must notify the Manager of any disputes or complaints from neighbours as soon as practicable.

Noise and Residential Amenity

1: Guests must not create noise which is offensive or has the potential to create a nuisance to occupiers of neighbouring properties especially between 9pm and 7am Monday to Saturday and 9pm – 9am on Sunday and public holidays, during arrival and departure, and at any time throughout the occupancy.

2: Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from the security deposit or bond under the terms and conditions.

3: Guests must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of the neighbours and the local community.

Visitors

1: A ‘No visitor’ policy applies

Gatherings and Functions.

Strictly prohibited.

Parking.

Parking for two vehicles in the designated carports.

MANAGEMENT PLAN.
CODE OF CONDUCT FOR GUESTS

Waste Management

1: Rubbish and recycled goods are to be disposed of in accordance with the usual practice at the property in the allocated bins, and excess rubbish must not be left in a public area.
2: Rubbish and recycling arrangements at the property are in the form of a bin for general rubbish and a bin for recycled goods as per the City of Melville Guidelines.

3: Bins should not be placed on the verge before 12pm on the day before collection day.

The Manager is to check by 6pm on the evening prior to collection day that the bins have been placed on the verge. In the event that bins are not placed on the verge by 6pm on the evening prior to collection day, the Manger will place the bins on the verge.

The Manager is to check by 6pm on the day of collection that the bins have been brought onto the property and are not on the verge. In the event that bins are still on the verge at 6pm on the day of collection, the Manger will bring the bins back on the property.

Security.

1: Whenever guests are absent from the property they must close and lock all windows and doors to maintain security and prevent rain and water damage.

2: At all other times, doors and windows should be secured as a general security measure.

3: The mains electricity RCD's (Residual Current Devices) are located in the meter boxes.

Outdoor Areas.

1: Guests are to respect the privacy of neighbours when utilising outdoor areas.

2: Guests are to also minimise noise when in the outdoor areas.

Minut Noise Monitors will be installed on the balconies to measure noise levels.

Smoking.

Smoking is not permitted. Inside or outside the units, including the balconies.
Minut Noise Monitors will be installed on the balconies. These monitors also detect cigarette smoke and will send an alert to the host if a guest lights a cigarette.

Pets.

Pets are not permitted.

Motorcycles and Bicycles.

Motorbikes and bicycles are not permitted within the apartments.

Damages and Breakages.

Any damage or breakages must be reported to the Manager.

Compliance.

1: Breach of the Code of Conduct is a breach of The Terms and Conditions of Contract and permission to occupy of the property.

2: The owner and Manager reserve the right, in accordance with the law, to terminate permission to occupy and to evict from the property guests who refuse to follow the Code of Conduct, or who cause a nuisance.

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MANAGEMENT PLAN.
MANAGEMENT CONTACT INFORMATION



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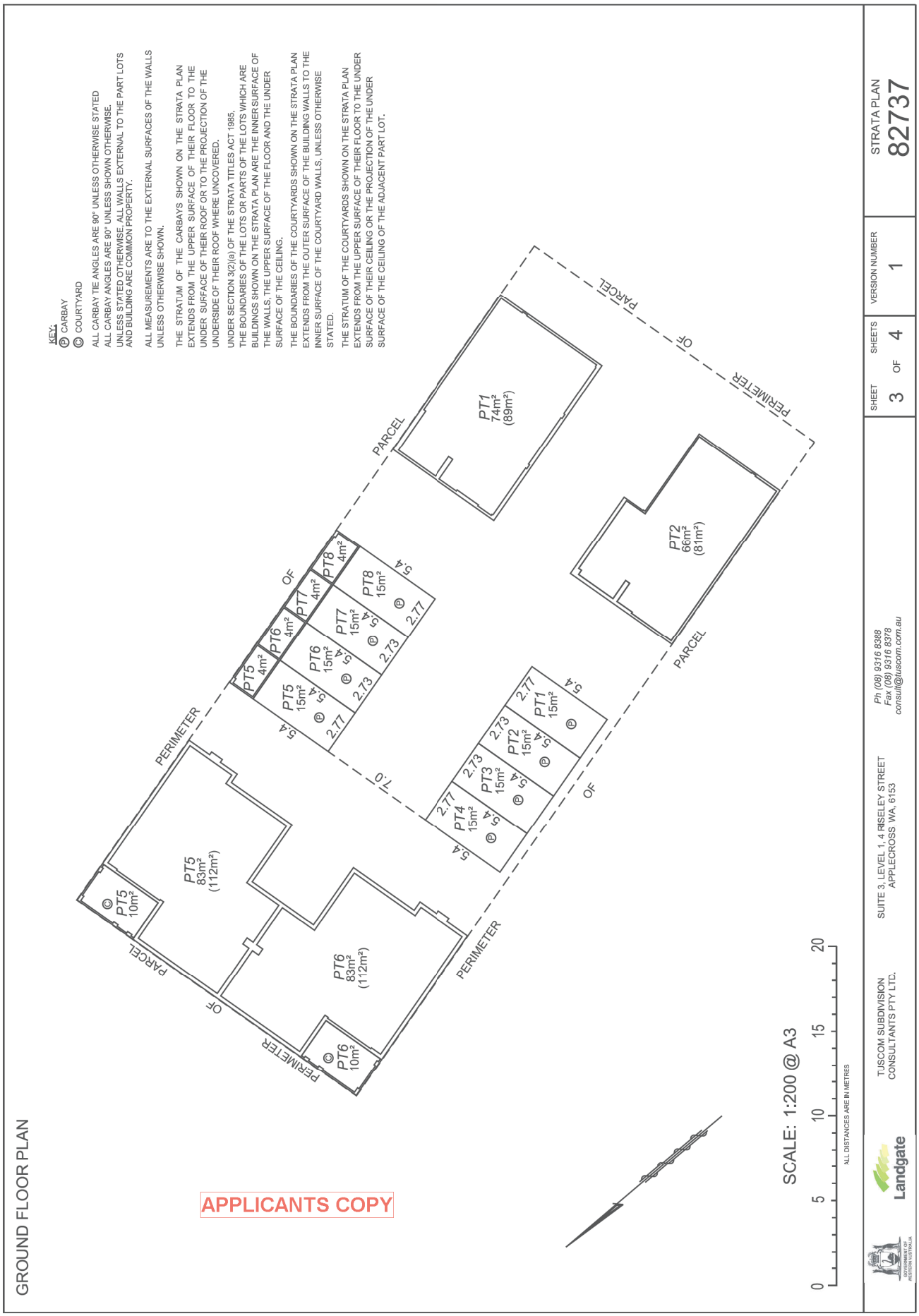

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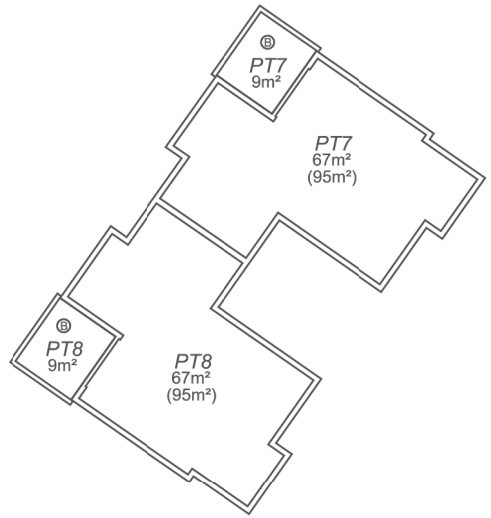
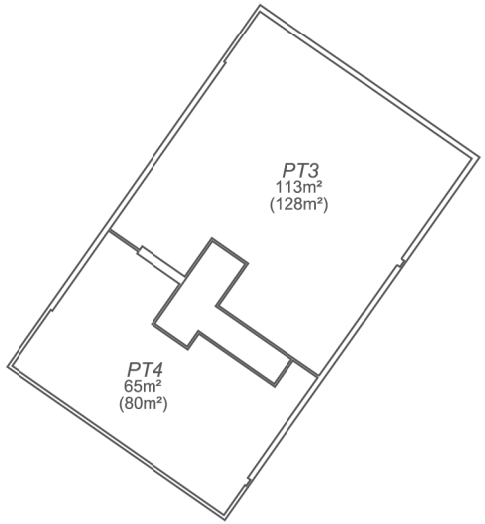
FIRST FLOOR PLAN





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KEY:
Ⓑ BALCONY

UNLESS STATED OTHERWISE, ALL WALLS EXTERNAL TO THE PART LOTS AND BUILDING ARE COMMON PROPERTY.

ALL MEASUREMENTS ARE TO THE EXTERNAL SURFACES OF THE WALLS UNLESS OTHERWISE SHOWN.

UNDER SECTION 3(2)(a) OF THE STRATA TITLES ACT 1985, THE BOUNDARIES OF THE LOTS OR PARTS OF THE LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN ARE THE INNER SURFACE OF THE WALLS, THE UPPER SURFACE OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING.

THE BOUNDARIES OF THE BALCONIES SHOWN ON THE STRATA PLAN EXTENDS FROM THE OUTER SURFACES OF THE BUILDING WALLS TO THE INNER SURFACE OF THE BALCONY WALLS.

THE STRATUM OF THE BALCONIES SHOWN ON THE STRATA PLAN EXTENDS FROM THE UPPER SURFACE OF THEIR FLOOR TO THE UNDER SURFACE OF THEIR CEILING WHERE COVERED OR THE PROJECTION OF THE UNDER SURFACE OF THE CEILING OF THEIR RESPECTIVE ADJACENT BUILDING PART LOT WHERE UNCOVERED.

SCALE: 1:200 @ A3

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GOVERNMENT OF WESTERN AUSTRALIA
Landgate

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4	OF	4	1	82737