



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

Managing Director.

ADVERTISING COPY ONLY

These plans are for advertising of this development application only. These plans are subject to change and may not reflect the final issued as part of the final decision of the application. These plans are not to be reproduced, copied, shared or distributed without the consent of the applicant of this development application.

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

NOTE:
Sub-Division Title By Client

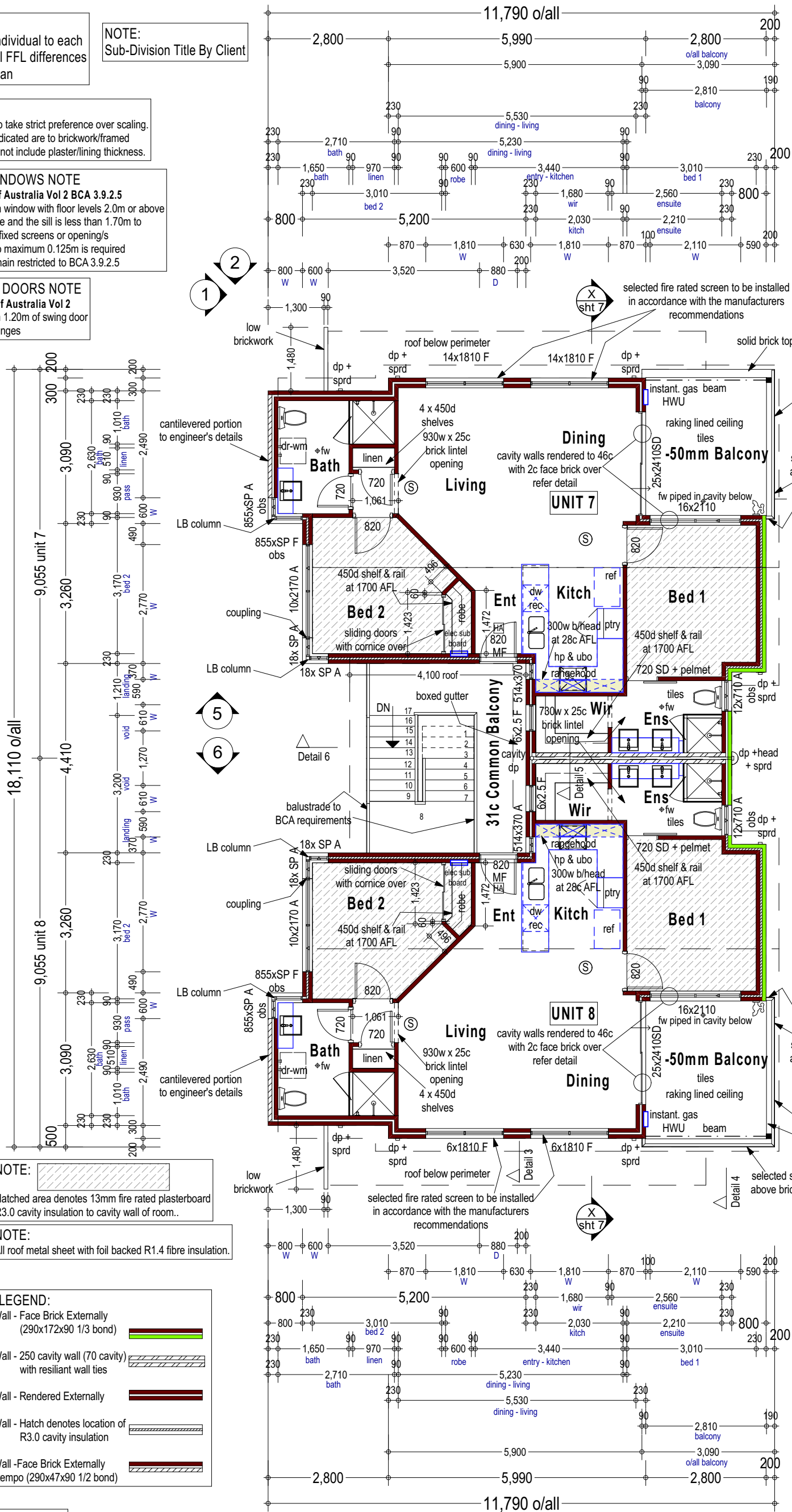
NOTE:
*Dimensions are to take strict preference over scaling.
*Dimensions as indicated are to brickwork/framed walls only and do not include plaster/lining thickness.

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



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

WALL LEGEND:

- Cavity Wall - Face Brick Externally (290x172x90 1/3 bond)
- Cavity Wall - 250 cavity wall (70 cavity) with resilient 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)

FLOOR AREAS
UNIT 5 : 92.07m ²
UNIT 6 : 92.07m ²
UNIT 7 : 75.40m ²
UNIT 7 BALCONY : 10.24m ²
UNIT 8 : 75.40m ²
UNIT 8 BALCONY : 10.24m ²
Total : 355.42 m ²
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.
03 OF 16
SCALE
AS SHOWN
DATE
SEPT 2019
DRAWN
C.C.

PROPOSED DEVELOPMENT

**LOT 27 (#560) CANNING HWY
ATTADALE**



REG 12105

**SAPPHIRE
HOMES**

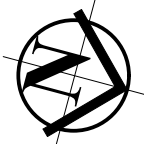
ABN 47 120 819 123

UNIT 7 and 8

First Floor Plan

1:100

AMENDED : 4-3-20



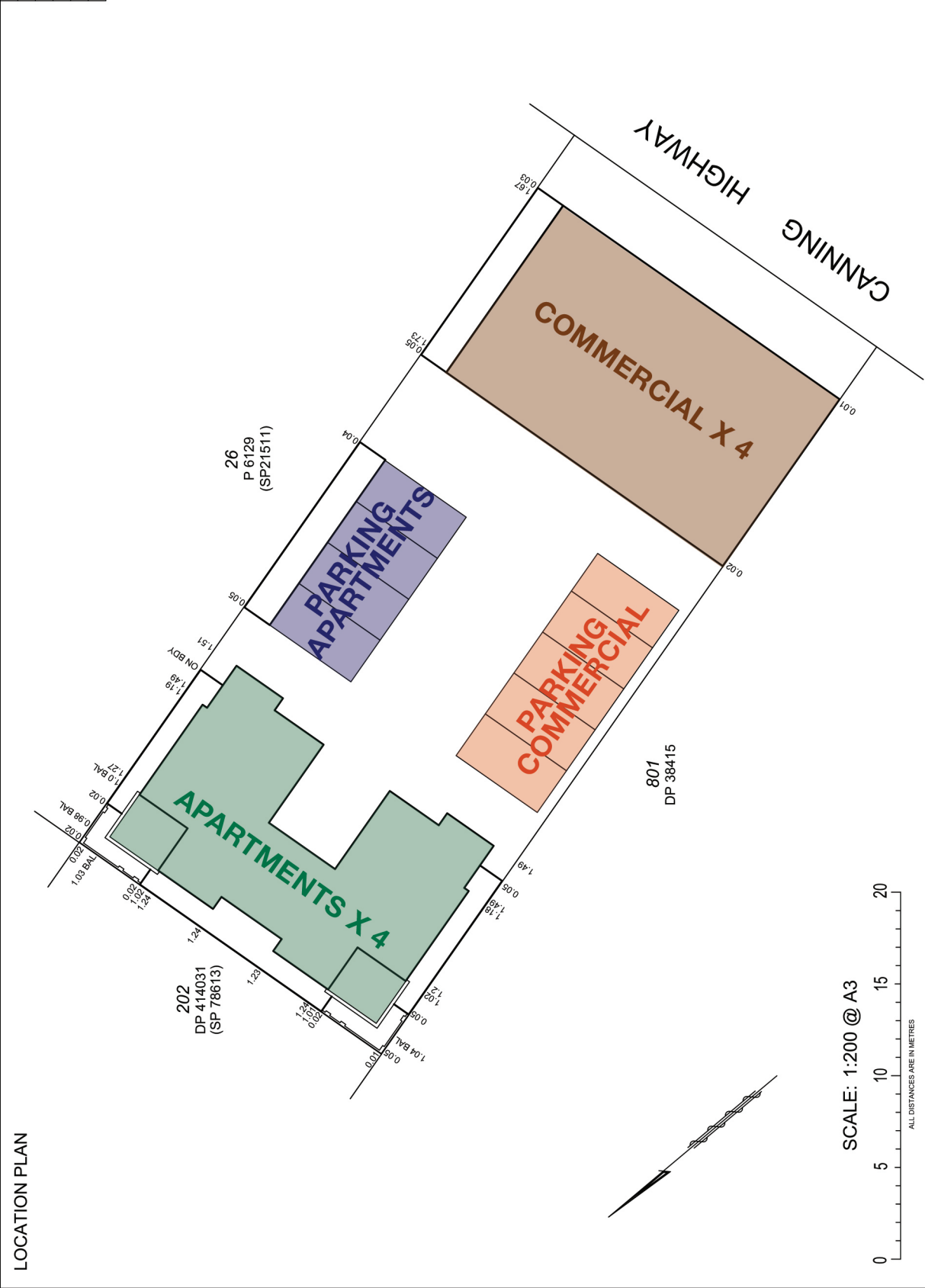
NOTE :
Recess Instant Gas hot water system with Rinnai Smartbox fully recess

NOTE :
Refer elevations for extent selected external wall finishes

NOTE:
Resilient 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.

CLEARANCE	ISSUED	DATE
DRAFTED	CHECKED	DATE
AVGR	AVGR	DATE
LODGE	DATE	
DRAFTED	CHECKED	DATE
AVGR	AVGR	DATE



		SUITE 3, LEVEL 1, 4 RISELEY STREET APPLECROSS, WA, 6153 Ph (08) 9316 8388 Fax (08) 9316 8378 consult@uscom.com.au	SHEET 2	OF 4	VERSION NUMBER 1	STRATA PLAN 82737



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

Prepared for: The City of Melville. July 2026





MANAGEMENT PLAN. PROPERTY DESCRIPTION/USE

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.





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.





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.



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.



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

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.





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.

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



MANAGEMENT PLAN. CODE OF CONDUCT FOR GUESTS

Gatherings and Functions.

Strictly prohibited.

Parking.

1: Parking for two vehicles in the designated carports.

Garbage and Recycling

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 Manager 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 Manager 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.

Smoking.

Smoking is not permitted.

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.



MANAGEMENT PLAN.
MANAGEMENT CONTACT INFORMATION

