

15th April 2026

To: Statutory Planning Department

City of Melville

10 Almondbury Road

Booragoon WA 6154

RE: Development Application for Short-Term Rental Accommodation (STRA) at 241 Marmion Street, Palmyra

Dear Planning Team,

Please accept this application for development approval to utilise the existing single dwelling at **241 Marmion Street, Palmyra** as Short-Term Rental Accommodation (STRA).

Proposal Overview

The proposed short-term rental accommodation (STRA) will accommodate a maximum of four guests. Management will be overseen by _____ a local resident of the Beaconsfield and Palmyra area who will utilise the property as a primary residence during periods without bookings. _____ will remain available 24/7 to ensure guest adherence to the Code of Conduct and to maintain the property's positive contribution to the safety and amenity of the Palmyra community.

Operational Management

The following management strategies have been developed in accordance with *Local Planning Policy 1.21 – Short-Term Accommodation* and are attached to this application:

- **Management Plan:** Outlining check-in/out procedures and 24/7 contact details for adjoining neighbours.
- **Guest Code of Conduct:** Which will be prominently displayed within the dwelling to enforce "Quiet Hours" (10:00 PM – 7:00 AM) and professional guest behaviour.
- **Waste Management Plan:** Detailing the use of the City's 3-bin FOGO system and the owner's commitment to managing bin placement and hygiene.

- **Complaints Management Procedure:** Ensuring a rapid response (within 30–60 minutes) to any concerns raised by residents.

Parking and Amenity

As shown on the attached **Site Plan** ([Appendix 6](#)), the dedicated on-site parking bay is provided for guest use, ensuring no additional parking pressure is placed on the local street or verge.

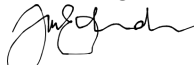
I respectfully request a waiver for the requirement of a formal Traffic Impact Statement (TIS).

The proposed STRA is limited to a maximum of 4 guests and 1 vehicle, resulting in a traffic footprint significantly lower than the WAPC Volume 4 threshold. To ensure maximum safety on Marmion Street, guests are strictly instructed via the **Parking Management Plan** to **reverse into the driveway upon arrival**. This operational requirement ensures that all guests exit the property in a **forward gear**, providing optimal visibility and safe integration with the District Distributor road. Given these management controls, the proposal presents no increased risk to road safety or efficiency compared to the existing residential use.

There are no structural changes or additional signage proposed as part of this application.

I have also attached the **Certificate of Title, Survey-Strata Plan** and the required **Site and Floor Plans**. I look forward to your assessment of this proposal. Should you require any further information, please do not hesitate to contact me.

Kind Regards,



STRA Operational Management Plan

Property Address: 241 Marmion St, Palmyra

Applicant:

Date: 15th April, 2026

1. Purpose of the Management Plan

This Management Plan has been prepared to support a Development Application for short-term accommodation within the City of Melville. It outlines the operational, safety, and community-impact measures that will ensure the property is managed responsibly, maintains neighbourhood amenity, and complies with the City's Local Planning Policy for Short Stay Accommodation.

2. Property Description

- **STRA Registration:** STRA61571EQ8TTXZ
- **Type of dwelling:** Renovated 1950s cottage, single dwelling
- **Certificate of Title:** SP76119 - See [Appendix 8](#)
- **Site Plan:** See [Appendix 6](#).
- **Zoning:** Residential R20
- **Maximum number of guests:** 4 guests
- **Parking:** 1 onsite bay in driveway on property
- **Outdoor areas:** Small backyard; no outdoor entertainment after 10pm; small front yard - not suitable for entertaining
- **Surrounding context:** Residential single dwelling at back of survey-strata property which is a hosted STRA. Adjoining residential properties on both sides.

3. Intended Use

The dwelling will be used exclusively for short-term accommodation for guests who are individuals, couples, families, or professionals seeking quiet, respectful stays. The property will not be used for parties, events, or large gatherings. All operations will comply with the City of Melville's requirements for maintaining neighbourhood amenity.

4. Guest Management - See also [Appendix 1](#)

4.1 Booking and Screening

- All bookings occur through verified platforms requiring ID verification.
- Guests must agree to house rules before booking confirmation.
- No bookings will be accepted for parties or events, in line with City of Melville expectations.

4.2 Check-In and Check-Out

- **Self Check-in:** After 1400 hours via secure lockbox.
- **Self Check-out:** By 1100 hours.
- Guests receive a digital arrival guide including:
 - House rules
 - Parking instructions
 - Waste and recycling information
 - Emergency contacts
 - City of Melville noise and amenity expectations

4.3 Maximum Occupancy

- Strictly limited to 4 guests
- No unregistered visitors without prior approval.

5. Noise and Neighbourhood Amenity - See also [Appendix 1](#)

5.1 Noise Control

- Quiet hours: **10pm–7am**, consistent with the Environmental Protection (Noise) Regulations 1997.
- No outdoor music or socialising after 10pm.
- Noise expectations are communicated:
 - In the listing
 - In the Arrival guide
 - On a small sign inside the property

5.2 Neighbour Consideration

- Guests are asked to minimise noise when arriving or departing.
- No parties, gatherings, or group events at any time.
- The property manager will respond promptly to any neighbour concerns.

6. Parking and Traffic Management - See also [Appendix 3](#)

- Guests may only use the designated onsite parking bay located in the driveway on the property. Only one car is permitted.
- Clear parking instructions are provided in the Arrival Guide and on the booking platform, including a request to **reverse into the designated parking bay** upon arrival, allowing a safe and easy departure in a forward gear onto Marmion Street.
- For more details, see [Appendix 3 - Parking Management Plan](#)

7. Waste and Recycling Management - See also [Appendix 4](#)

- Guests are instructed on correct bin usage in line with the City's **FOGO (Food Organics Garden Organics)** system.
- Bins will be placed out and returned by the property manager on scheduled collection days.
- Any excess waste will be removed by the manager to prevent overflow or nuisance.
- For further details, see [Appendix 4 - Waste Management Plan](#)

8. Safety and Security

8.1 Safety Equipment - See [Appendix 7](#)

The property includes:

- Hard wired smoke alarm
- 2 x RCD's - see attached Electrical Safety certificate
- Fire extinguisher and fire blanket
- First aid kit
- Clear evacuation information

8.2 Security Measures

- Exterior lighting at entry points - automatic lights for entry pathway and sensor light on porch entry
- Secure lockbox with regularly updated code
- All windows and doors fitted with functional locks

8.3 Emergency Information

Guests receive:

- Emergency contact numbers
- Evacuation instructions
- Location of safety equipment
- City of Melville emergency services information

9. Property Maintenance

- The host ensures a meticulous cleaning regime is conducted between each guest stay to maintain the highest standards of hygiene and presentation
- Quarterly safety and maintenance inspections
- Regular garden and outdoor area upkeep
- Prompt repairs for any reported issues

10. Complaints and Incident Response - See also [Appendix 2](#)

10.1 24/7 Contact

A nominated property manager is available 24/7:

Name:

Phone:

10.2 Complaints Management Procedure

- Neighbours may contact the manager directly with concerns.
- The manager will respond within **30 minutes** and take immediate action if required.
- All complaints will be logged and made available to the City of Melville upon request.

10.3 Guest Misconduct

- Breaches of house rules may result in immediate termination of the stay.
- Serious incidents will be reported to local authorities.

11. House Rules (Provided to Guests) - See also [Appendix 1](#)

- No parties or events
- No excessive noise, especially after 10pm
- Maximum 4 guests only
- No smoking inside
- Use only designated parking bay - one car allowed
- Respect neighbours and community expectations
- Follow FOGO and recycling instructions

12. Alignment with City of Melville Objectives

This short-term accommodation:

- Supports local tourism and small businesses
- Provides high-quality accommodation for visiting individuals, couples, families or professionals
- Maintains a low-impact presence consistent with residential zoning
- Contributes positively to the neighbourhood through high standards of care and maintenance

13. Declaration

I, _____ confirm that this Management Plan accurately reflects the operational procedures for the short-term accommodation at 241 Marmion Street, Palmyra and that I will ensure compliance with all City of Melville regulations and conditions of approval.

Signature:  _____

Date: 15.04.2026

APPENDIX 1: Guest Code of Conduct and House Rules

1. Respect for Neighbours

The property, 241 Marmion St, Palmyra, is located in a quiet residential area. Please respect our neighbours by keeping noise to a minimum at all times. Outdoor areas (backyard patio and front porch) are not to be used for loud gatherings.

2. Quiet Hours

In accordance with local regulations, "**Quiet Hours**" are strictly enforced between **10:00 PM and 7:00 AM**. During this time, music and loud conversation must cease to ensure the peace and comfort of adjoining residents.

3. Occupancy Limits

The property is approved for a maximum of **4** guests only. No additional visitors or "unregistered" guests are permitted on the premises at any time without prior written consent from the host.

4. No Parties or Events

Parties, functions, or commercial gatherings are strictly prohibited. Breach of this rule will result in immediate eviction with no refund.

5. Parking

Guests must use the designated parking in the driveway provided on-site. Please do not park on the street verge, across neighbours' driveways, or in a manner that obstructs local traffic.

For your safety and ease of departure, we kindly request that you **reverse into the designated parking bay** upon arrival, allowing you to exit the property in a forward gear onto Marmion Street.

6. Waste Management

All rubbish must be placed in the appropriate bins provided.

- **Green Waste (Green lid):** Emptied on **Tuesday morning 6.30am.**
- **General Waste (Red lid):** Emptied fortnightly on **Tuesday morning 6.30am.**
- **Recycling (Yellow lid):** Emptied fortnightly on **Tuesday morning 6.30am.**

There is a guide available inside the house on the fridge.

Guests are **not** responsible for placing bins on the verge. The Host / Owner / Property Manager will visit the property the evening before collection to move bins to the curb and return them to the storage area promptly after emptying.

7. Smoking & Pets

- Smoking is **strictly prohibited.**
- Pets are **not allowed.**

8. Compliance

Failure to comply with these rules may result in a formal complaint being lodged with the City of Melville, leading to the immediate termination of your stay with no refund.

APPENDIX 2: Complaints Management Procedure

1. Prevention of Anti-Social behaviour

1.1 Noise Control Rules

- Quiet hours: **10pm–7am**, consistent with the Environmental Protection (Noise) Regulations 1997.
- No outdoor music or socialising after 10pm.
- Noise control rules are communicated:
 - In the online listing
 - In the Arrival guide sent directly to the guest
 - On a small sign inside the property

1.2 Neighbour Consideration

- Guests are asked to minimise noise when arriving or departing.
- No parties, gatherings, or group events at any time.
- The property manager will respond promptly to any neighbour concerns.

2. Primary point of contact

- **Availability:** Tara Edwards (Owner/Host/Property Manager) will be available **24/7** via phone to receive and resolve complaints.
- **Visibility:** This contact number will be clearly displayed on a small sign at the front of the property and provided directly to all **adjoining neighbours**.

2. Response Timeframes

- **Urgent Matters:** For complaints regarding noise, antisocial behaviour, or parking obstructions, Tara Edwards will respond within **30 to 60 minutes**.
- **Non-Urgent Matters:** General enquiries or maintenance issues will be acknowledged within **4 hours** and addressed within **24 hours**.

3. Escalation and Resolution Steps

- **Step 1 (Immediate Contact):** Upon receiving a complaint, the manager will contact the guests immediately via phone or in person to rectify the issue.
- **Step 2 (Warning):** Guests will be issued a formal warning that their stay may be terminated if the behaviour continues.
- **Step 3 (Eviction):** If the disturbance persists or is severe, the manager reserves the right to evict the guests immediately.

4. Complaints Register

- A "Complaints Log" will be maintained for the life of the rental. Each entry will record:
 - The date and time of the complaint.
 - The name and contact details of the complainant (if provided).
 - The nature of the issue (e.g., noise, parking).
 - The specific action taken and the final outcome.
- This register will be made available to the City of Melville upon request.

5. Neighbour Relations

- Adjoining owners will be encouraged to contact the manager directly in the first instance.
- A follow-up call or email will be sent to the complainant within **48 hours** of the resolution to ensure they are satisfied with the outcome.

APPENDIX 3: Parking Management Plan

1. Allocated Parking Bays

The property provides **one (1) dedicated on-site parking bay** for exclusive guest use. This oversized bay is situated on the primary driveway directly in front of the shed.

The area is of sufficient dimensions to accommodate a single large vehicle (e.g., an SUV or 4WD) while ensuring adequate space for safe maneuvering.

For your safety and ease of departure, we kindly request that you **reverse into the designated parking bay** upon arrival, allowing you to exit the property in a forward gear onto Marmion Street.



2. Guest Requirements

- **Maximum Vehicles:** Guests are permitted a maximum of **1** vehicle on-site.
- **No Verge Parking:** Guests are strictly prohibited from parking on the street verge, lawn, or landscaped areas.
- **Driveway Access:** Guests are permitted to use the property's driveway and strictly prohibited to use the neighbour's driveway which belongs to the property located directly behind this STRA.

3. Large Vehicle Restrictions

- Due to the layout of the driveway, the property cannot accommodate caravans, trailers, or large commercial trucks.

4. Communication & Enforcement

- **Pre-Arrival:** Guests receive a digital "Arrival Guide" 48 hours before check-in, which includes a photo of the designated parking area.
- **Monitoring:** The Owner / Property Manager will monitor parking via periodic drive-by inspections to ensure compliance.
- **Penalties:** Failure to park in designated areas or obstructing neighbours' access will result in a formal warning and potential termination of your stay with no refund.

APPENDIX 4: Waste Management Plan

1. Bin System & Collection Schedule

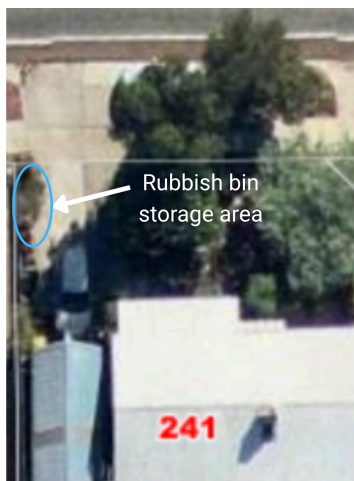
The property utilises the City of Melville's standard residential kerbside collection service:

- **FOGO (Lime Green Lid):** 240L bin for food organics and garden organics, collected **weekly**.
- **Recycling (Yellow Lid):** 240L bin for paper, cardboard, glass, and plastic, collected **fortnightly**.
- **General Waste (Red Lid):** 140L bin for non-recyclable waste, collected **fortnightly**.

Bins are collected every Tuesday morning at 6.30am.

2. On-Site Storage

- **Bin Storage Area:** All bins are stored in a designated area located alongside the driveway.



- **Internal Sorting:** To encourage correct sorting, the kitchen is equipped with three separate colour-coded bins and a FOGO kitchen caddy with compostable liners.

3. Guest Expectations & Instructions

- **Information Pack:** The "House Manual" includes a clear guide on "**What Goes in Which Bin**" and identifies the specific collection day for the property.
- **Bin Placement:** Guests are **not** responsible for placing bins on the verge. The Host / Owner / Property Manager will visit the property the evening before collection to move bins to the kerb and return them to the storage area promptly after emptying.

4. Hygiene & Maintenance

- **Cleaning:** Bins are inspected and professionally cleaned by the host between stays as part of the meticulous cleaning regime to prevent odours and pests.
- **Excess Waste:** Guests are strictly prohibited from leaving excess bags of rubbish outside the bins. Any overflow will be removed by the property manager immediately upon guest departure.

5. Verge Collections

- The property's annual bulk and garden organics verge collections will be managed exclusively by the owner via the [City of Melville's booking system](#). Guests are prohibited from placing any items on the verge.

APPENDIX 5: Strata Consent & Statement of Compliance

To: Statutory Planning Services, City of Melville

From: The Strata Company for **SSP 76119**

Date: 15th April 2026

**RE: Consent for Development Application – Short-Term Rental Accommodation (STRA)
at Lot 1, 241 Marmion St, Palmyra**

Dear CoM Planning team,

We, the undersigned, being the authorised representatives of the Strata Company for the above-mentioned survey-strata scheme, hereby provide formal consent for the owner of **Lot 1 - SSP 76119** to lodge a Development Application for a "Change of Use" to Short-Term Rental Accommodation (STRA).

Statement of Compliance

In accordance with the City of Melville's requirements and the *Strata Titles Act 1985*, we confirm that:

1. **By-law Review:** We have reviewed the current strata by-laws and management orders for this scheme. There is no existing by-law that prohibits the use of individual lots for short-term rental accommodation.
2. **Management Plan:** We have sighted the proposed **STRA Management Plan** and **Guest Code of Conduct**. We are satisfied that the proposed management measures appropriately address potential impacts on the common property and the amenity of other residents.
3. **Common Property:** The driveway CP3 is for exclusive use for the owner of Lot 2, 241a Marmion St, Palmyra (as outlined in the by-laws) and the guests are not permitted to use this. It was once common property, but is not so anymore.

Authorisation

This consent is provided by:

APPENDIX 6: Site Plan



APPENDIX 7: Floor Plan

