15 BERSICA COURT

Planning Information Requirements Checklist

City of Melville – Change of Use to Unhosted Short-Stay Accommodation

Property: 15 Bersica Court, Kardinya
Applicant: Crystal Middleton
Application Type: Change of Use (No Building Works)

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1. Application Form

- Completed application form
- Signed by all landowners
- Description of works provided
- Application Type selected: **Change of Use**
- Development Type selected: **Serviced Apartments** (closest category)

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2. Certificate of Title

- Complete copy of Certificate of Title (issued within last 6 months)
- Includes plan/diagram
- Includes all encumbrances, notifications, covenants

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3. Application Fee

- Minimum Change of Use fee (development value $0)

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4. Site Plan (Google Maps Based)

- North point
- Street name (Bersica Court)
- Lot numbers (Lot 2 and Lot 1)
- Car bays (4) shown
- Car bay dimensions labelled
- Parking location shown on driveway
- Boundaries visible
- Title block included

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5. Floor Plan

- Scaled floor plan provided
- Room layout and dimensions
- Areas labelled
- Doors and windows shown
- Garage, bedrooms, kitchen, dining, bathroom, laundry included

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6. Short-Stay Management Plan

- Maximum number of guests
- Noise management procedures
- Parking management
- Waste management
- Complaints process
- 24/7 contact person
- House rules
- Check-in/out procedures
- Emergency information

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7. Parking Plan

- Four on-site bays shown
- Access shown
- No verge parking

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8. Waste Management Plan

- Bin storage location
- Collection days
- Guest instructions
- Overflow waste procedure

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9. Neighbour Notification

- Courtesy – personally discussed with adjoining owner (15A Bersica Court) and got signed approval

10. Fire & Safety Information

- Smoke alarms
- Fire extinguisher
- Evacuation diagram
- Emergency contact details

11. Additional Notes

- No building works proposed
- No signage or advertising structures proposed
- Advertisement section of form **not applicable**

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DEVELOPMENT APPLICATION PACK

Short-Term Rental Use – 15 Bersica Court, Kardinya WA Prepared for: **City of Melville**

1. Cover Letter – City of Melville

To: Planning Services City of Melville

Re: Development Application – Short-Term Rental Use **Property:** 15 Bersica Court, Kardinya WA

Dear Planning Officer,

Please find enclosed a complete Development Application for approval to use the above property as a short-term rental dwelling. The application includes all required documentation, including a Management Plan, Parking Plan, Waste Plan, Fire Safety Information, Risk Management Plan, Strata Compliance Statement, and a council-optimised Description of Proposal.

The property is a duplex dwelling with independent access, private parking, and no reliance on restricted common property. The use is low-impact, residential in nature, and managed to ensure no nuisance to neighbours or the surrounding community.

We trust the enclosed information demonstrates full compliance with the City of Melville's requirements and the Strata Titles Act 1985 (WA).

Kind regards,

Crystal Middleton (Owner/Applicant)

[redacted]



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8. Waste Management
9. Fire Safety & Emergency Information
10. Emergency Evacuation Plan
11. Risk Management Plan
12. [redacted]
13. Neighbour Notification Note
14. **Strata Compliance Statement**
15. Owner Consent Wording

[redacted]

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2. Property Summary

- **Address:** 15 Bersica Court, Kardinya WA
- **Type:** Duplex (Built Strata)
- **Zoning:** Residential
- **Use Class:** Short-Term Rental / Holiday Accommodation
- **Bedrooms:** 2 ~~with sofa bed (queen)~~
- **Parking:** ~~4~~ 2 on-site bays (exclusive use) . Limiting cond to 2
- **Access:** Private, independent entry. All guest activity is contained within the dwelling and fenced outdoor areas. The property is professionally managed to ensure minimal impact on neighbouring properties. New pedestrian link to Nault Lake Rd with established footpath

3. Description of Proposal ([redacted])

The proposal seeks approval to use the existing 2-bedroom duplex dwelling at 15 Bersica Court, Kardinya as a short-term rental accommodation. No structural works or external modifications are proposed. The use is entirely residential in nature and consistent with the dwelling's existing form and function.

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The property provides four on-site parking bays, private access, and all guest activity is contained within the lot. A comprehensive Management Plan is in place to ensure no adverse impact on neighbouring properties, including strict noise controls, waste procedures, parking instructions, and emergency information.

The proposed use is low-impact, well-managed, and compatible with the surrounding residential environment.

4. Site Plan Description

- The dwelling is centrally positioned on the lot with standard residential setbacks.
- The front driveway accommodates ~~4~~ 2 **off-street parking bays**, ensuring all guest vehicles remain within the property boundary.. Limiting cars to 2
- Access to the dwelling is via the main front entrance.
- Rear outdoor areas are fully fenced and patio screened for privacy from neighbouring properties.
- No external structures are used for guest accommodation.
- Waste bins are stored along the side of the house and moved to the verge only on collection days.

All guest movement, parking, and activity are contained within the property

5. Management Plan

This property operates as unhosted short-term rental accommodation for a maximum of **6 guests**. It is registered under the WA STRA Register. The aim is to provide safe, compliant accommodation while ensuring minimal impact on neighbours and the surrounding residential environment.

a. Guest Numbers

- Maximum ~~6~~ **guests** 4 guests.
- Enforced through booking settings
- Communicated clearly in listing and house rules

6. Noise Management

a. Quiet Hours

- Quiet hours: **9pm–7am** - strictly advised.
- Guests instructed to keep voices low outdoors

b. Prohibited Activities

- No parties or events
- No outdoor amplified music
- No loud behaviour

c. Communication of Noise Rules

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Noise expectations are communicated:

- In the listing
- In pre-arrival messages
- In the house manual
- On a printed reminder inside the property

d. Monitoring & Response

- Guests provide a mobile contact number
- Immediate response to any neighbour concerns
- Guests may be required to vacate for serious breaches

e. Property Design Considerations

- Fully enclosed dwelling
- Fenced outdoor areas
- Guests encouraged to use indoor spaces during quiet hours

7. Parking Management

- ~~4~~ 2 **off-street parking bays** available on the driveway . Limit to 2 (Advise guests in Airbnb).
- Guests must use only these bays
- No verge parking
- No parking in front of neighbouring properties
- Parking instructions included in house manual and pre-arrival messages

8. Waste Management

- General waste and recycling bins provided
- Clear instructions on correct bin use
- Bins placed out only on collection day and returned promptly
- Waste instructions included in house manual and check-out message

Overflowing or incorrect disposal monitored and addressed

9. Fire Safety & Emergency Information

- Hard-wired smoke alarms installed and tested regularly
- RCDs
- Fire extinguisher and fire blanket located in kitchen
- Safety information displayed in kitchen

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- No smoking inside property
- Electrical appliances checked regularly
- Emergency contact numbers displayed
- First aid kit available
- Owner available for urgent matters at all times

10. Emergency Evacuation Plan

- Evacuation route: through the main front door
- Secondary exit: sliding door to rear yard
- Assembly point: driveway area clear of vehicles
- Fire equipment: extinguisher and fire blanket in kitchen
- Emergency contacts displayed in house manual
- Guests instructed to call 000 in emergencies

11. Risk Management Plan

a. Identified Risks

- Noise disturbance
- Parking misuse
- Waste overflow
- Fire safety incidents
- Unauthorised visitors
- Property damage
- Guest behaviour issues
- Security risks (unauthorised access)
- Emergency response delays

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b. Mitigation Measures

- Strict house rules covering noise, parking, visitors, waste, and behaviour
- Pre-arrival communication outlining expectations and quiet-hours policy
- 24/7 contact availability for guests and neighbours
- Safety equipment installed (smoke alarms, extinguisher, fire blanket, first aid kit)
- Immediate action on breaches (warnings, cancellations, reporting to Airbnb)
- Regular property inspections between stays

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Includes:

- Waste instructions
- Lock-up instructions
- Parking reminders
- Respectful departure guidelines

f. Record Keeping

All communication retained through booking platform.

13. Neighbour Notification

I have verbally notified my adjoining neighbour at 15 Bersica Court, Kardinya, regarding my Development Application to operate Short-Term Rental Accommodation (STRA) at the property.

During the conversation, I explained the purpose of the application, the nature of the short-stay use, and the management measures in place to ensure minimal impact on the neighbourhood.

Adjoining ~~neighbour~~ neighbour supportive and prefers short stay as we have had major issues with rental - renters.

14. STRATA COMPLIANCE STATEMENT

14.1 Interests Notified on the Strata Plan

A review of the registered strata plan confirms:

- No interests or encumbrances restrict the use of the lot for short-term rental accommodation.
- No exclusive-use by-laws or common property restrictions apply that would prevent residential or short-stay use.
- The lot has independent access, private parking, and no reliance on restricted common property.

14.2 Compliance with the Strata Titles Act 1985 (WA)

The proposed use complies with the Act as follows:

- **Section 83 – No Nuisance:** Strict guest rules ensure no unreasonable interference with neighbouring lots.
- **Section 46 – Use of Lots:** Short-term rental is not prohibited and remains residential in nature.
- **Common Property:** No alterations or additional burdens are placed on shared property.

14.3 Compliance with Strata By-Laws

- No by-laws prohibit or restrict short-term rental accommodation.
- No minimum lease-period by-laws apply.

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- Standard conduct by-laws are fully complied with through guest rules covering noise, parking, waste, and behaviour

14.4 Notification to Strata Company – not applicable

Shared Driveway – Strata Compliance Statement The duplex at 15 Bersica Court includes a shared driveway identified as common property on the strata plan. It is part of a two-lot built strata where **each owner manages their own property and insurance arrangements independently**. The proposed short-term rental use does not obstruct, alter, or interfere with the shared driveway and complies with all obligations under the Act, including the requirement to avoid nuisance or unreasonable interference with the other lot owner.

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14.5 Conclusion

The proposed use:

- Complies with the Strata Titles Act 1985
- Complies with all registered by-laws
- Does not conflict with any interests on the strata plan
- Is low-impact and residential in nature

14.6. Owner Consent Wording

We, **Crystal & Herman Middleton,** being the registered proprietors of 15 Bersica Court, Kardinya WA, hereby provide consent for the submission of this Development Application for short-term rental use.

Signature: _____ Date: 9/6/2026

9/6/2026.

[redacted]

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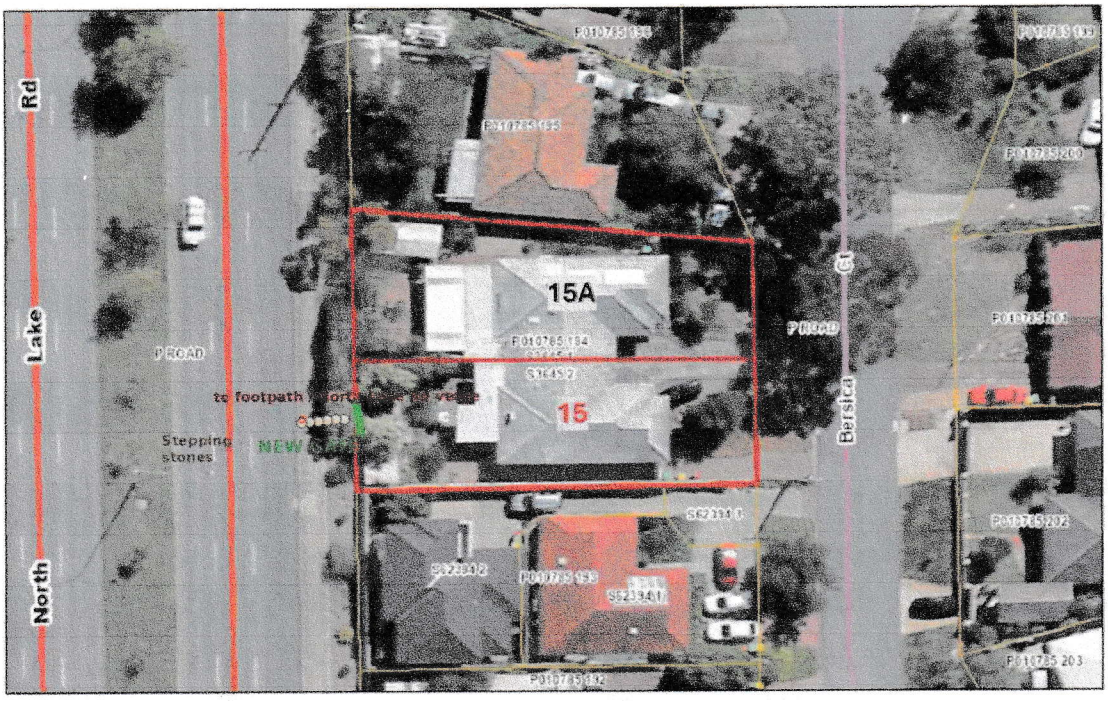
Proposed Rear Gate & Pedestrian Access — 15 Bersica Court, Kardinya WA 6163

Rear boundary gate onto North Lake Road frontage with stepping-stone path to footpath (submitted in support of STRA application DA-2026-595)



New pedestrian gate in rear (west) boundary fence

Stepping-stone path connecting gate to North Lake Road footpath

Note: gate and stepping-stone path provide a secondary pedestrian link from the dwelling directly to North Lake Road, improving access and reducing reliance on the Bersica Court frontage for STRA guests.

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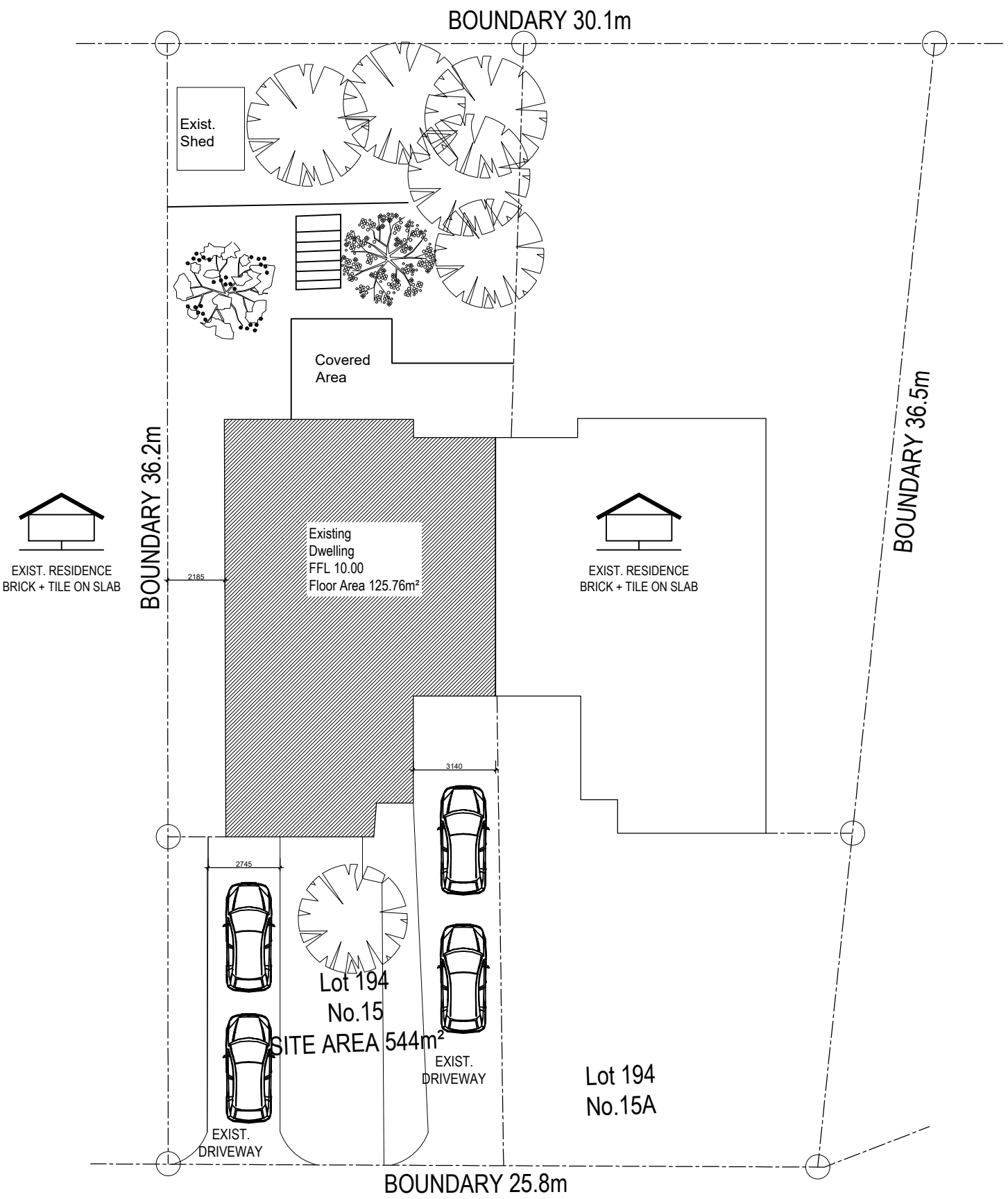
North Lake Rd



Bersica Court

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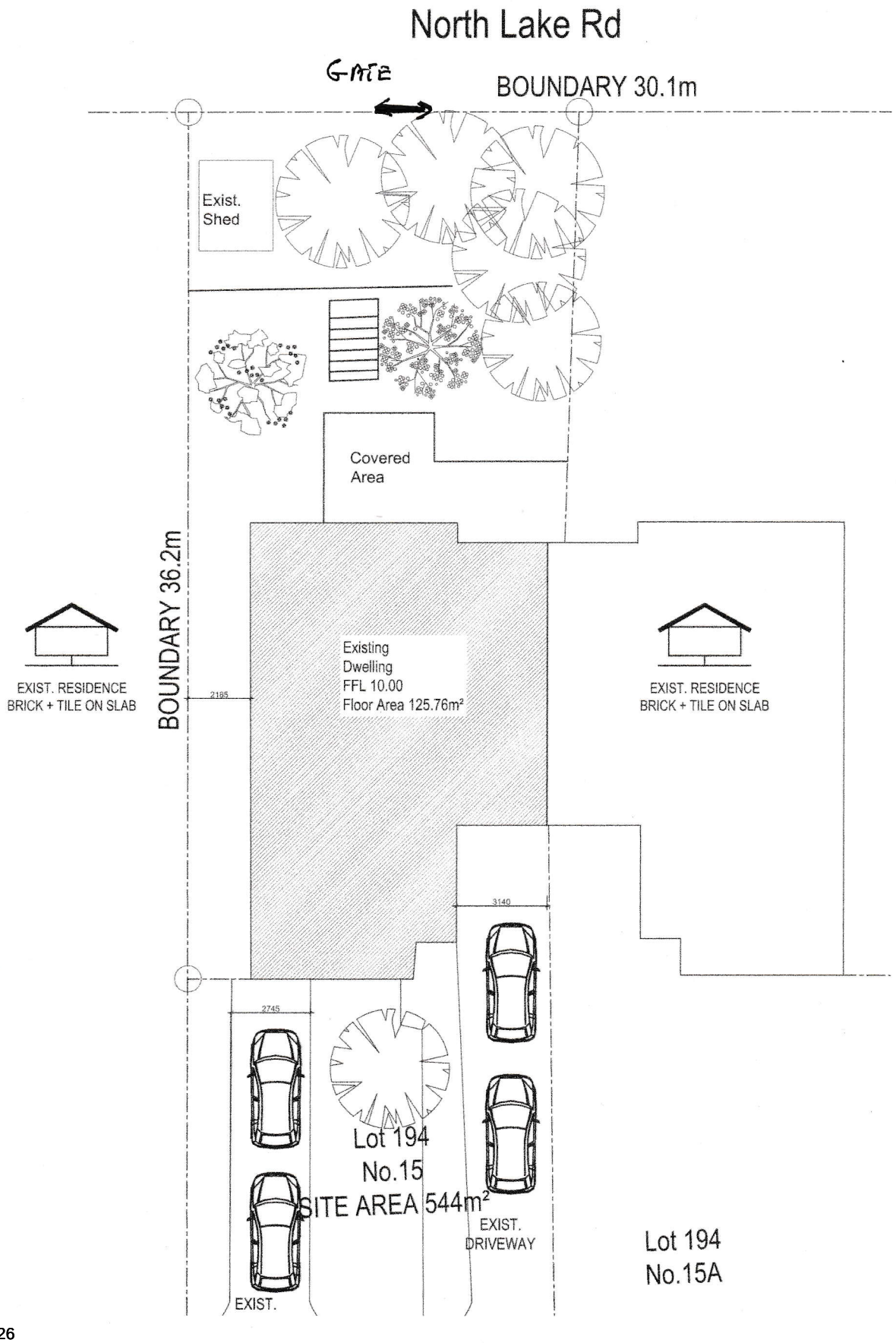
Crystal Middleton	15 Bersica Ct Kardinya	Site Plan		A02	A
				DATE: 18/06/26	SCALE: 1:200

Document Set ID: 7552800
Version: 1, Version Date: 09/01/2026

Amended Site Plan



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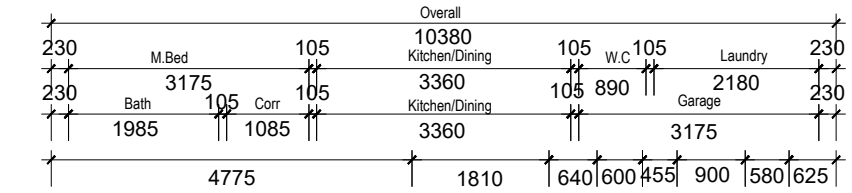

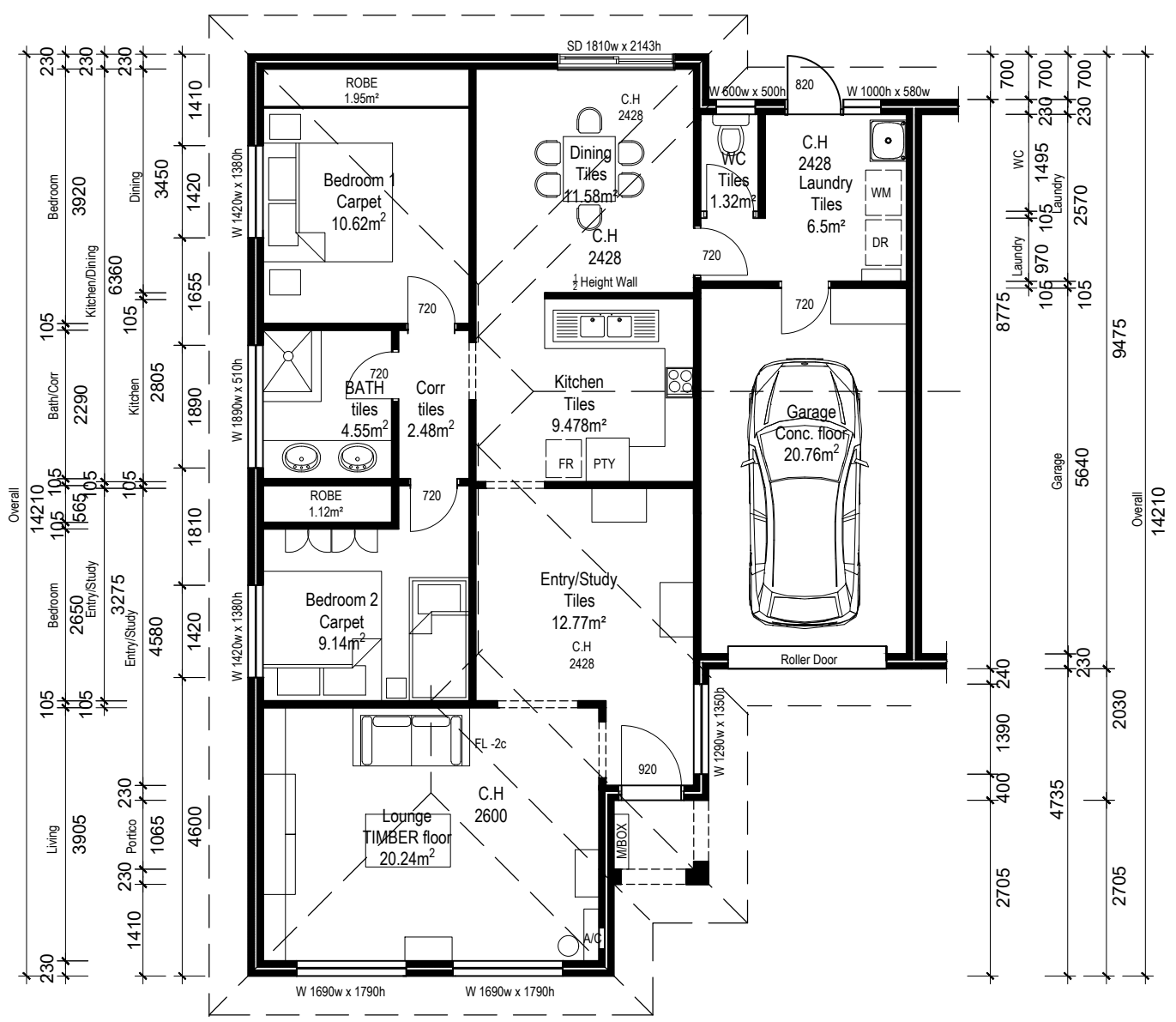

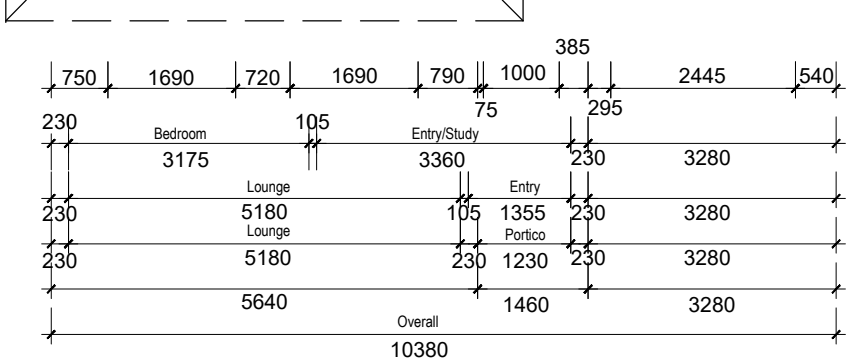

	AREA
Dining	11.58m^2
Lounge	20.24m^2
Kitchen	9.47m^2
Bedroom 1	10.62m²
Robe 1	1.95m²
Laundry	6.5m^2
Bath	4.55m²
Bedroom 2	9.14m²
Corr	2.48m²
Robe 2	1.12m²
Garage	20.76m²
Entry/Study	12.77m²
WC	1.32m²
TOTAL	112.5m^2
TOTAL (inc walls)	125.76m^2

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Crystal Middleton

15 Bersica Ct Kardinya

Floor Plan

A01

A

DATE: **13/06/26**

SCALE: **1:100**

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