

Proposed Development: Short-Term Accommodation

Property: 40A Lichfield Street, Victoria Park

Application No.: 5.2026.21.1

Introduction

This letter is submitted in response to the Town's request for further information regarding the above application. The proposal seeks approval to use the existing dwelling at 40A Lichfield Street, Victoria Park for short-term accommodation purposes in accordance with the Town of Victoria Park Local Planning Policy No. 31.

Proposed Maximum Number of Guests

The dwelling will accommodate a **maximum of six (6) guests at any one time**, which is consistent with the Town's likely condition of approval. No events, parties, or functions will be permitted on site.

Local Planning Policy No. 31 – Assessment

1.0 Location Criteria

The property is located within an established residential area with good access to public transport, local services, and activity centres. The use of the dwelling for short-term accommodation will not adversely impact surrounding residential amenity, given the management measures proposed and the limitation on guest numbers.

4.0 Signage and Advertising

No on-site signage will be installed. Advertising of the short-term accommodation will be limited to online booking platforms only, in accordance with Local Planning Policy No. 31.

5.0 Car Parking

Car parking will be provided on site in accordance with the Town's requirements. The submitted site and floor plans identify the location of the designated car parking bay(s). Guests will be informed of parking arrangements prior to arrival and instructed not to park on verges or obstruct neighbouring properties.

Management Measures

A **Management Plan** has been prepared and submitted with this application. The Management Plan addresses the requirements of Part 6.0 of Local Planning Policy No. 31 and outlines procedures for guest behaviour, noise control, parking management, waste collection, emergency contacts, and complaints handling. A completed **Complaints Management Form** is included as an attachment.

Conclusion

The proposed short-term accommodation use at 40A Lichfield Street is considered to comply with the intent and requirements of Local Planning Policy No. 31 and is unlikely to result in adverse impacts on the amenity of the locality. The applicant respectfully requests that the application be accepted and progressed for assessment.

MANAGEMENT PLAN

Short-Term Accommodation (STA)

Prepared in accordance with Town of Victoria Park Local Planning Policy No. 31

Property Address: 40A Lichfield Street, Victoria Park WA

Application Tracking No.: 5.2026.21.1

Prepared by:

Date: 07/02/2026

1.0 INTRODUCTION

This Management Plan has been prepared to accompany a Development Application for the use of the dwelling at **40A Lichfield Street, Victoria Park** for **Short-Term Accommodation**.

The purpose of this Management Plan is to demonstrate that the short-term accommodation use will be operated in a manner that maintains residential amenity, minimises impacts on adjoining properties, and complies with the intent and requirements of the Town of Victoria Park's **Local Planning Policy No. 31**.

This plan outlines procedures for:

- guest management and behaviour expectations
- noise management and nuisance prevention
- car parking arrangements
- outdoor area use
- waste storage and collection
- safety and emergency management
- complaints management and record keeping

This Management Plan will remain in effect for the duration of the approved use.

2.0 PROPERTY DETAILS

Property Address: 40A Lichfield Street, Victoria Park WA

Zoning: Residential

Existing Use: Dwelling

Proposed Use: Short-Term Accommodation

Type of Accommodation: Entire dwelling (one booking group at a time)

3.0 OPERATOR / MANAGEMENT CONTACT DETAILS

The Short-Term Accommodation will be managed by the owner/operator or a nominated property manager.

3.1 Responsible Person

Name: [REDACTED]

Address: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

3.2 24-Hour Contact Person

A 24-hour contact person will be available to respond to complaints or urgent issues.

24/7 Contact Name: [REDACTED]

Phone (24/7): [REDACTED]

Email: [REDACTED]

The 24-hour contact person will be contactable at all times and will respond to complaints promptly, including attending the property if required.

4.0 MAXIMUM OCCUPANCY AND GUEST LIMITS

4.1 Maximum Guest Numbers

The maximum number of guests permitted to stay at the premises at any one time is:

Maximum Occupancy: 6 persons

This maximum occupancy will be communicated in all advertising and booking information and will be enforced as a condition of stay.

4.2 Booking Type

Only **one booking group** will be permitted at any one time.

4.3 Visitors

Visitors are not permitted where this would result in the total number of persons on site exceeding the approved maximum occupancy.

5.0 ADVERTISING AND SIGNAGE

5.1 Advertising

Advertising will be limited to online booking platforms (e.g. Airbnb, Stayz or equivalent). Advertising will clearly state:

- maximum occupancy of 6 persons
- prohibition of parties and events
- on-site parking requirements
- quiet hours

5.2 Signage

No external signage will be installed on the property.

6.0 GUEST CHECK-IN, INFORMATION AND HOUSE RULES

6.1 Guest Information

All guests will be provided with written information prior to arrival including:

- check-in and access instructions
- parking requirements
- waste and recycling information
- quiet hours and noise restrictions
- emergency contact details
- prohibited activities (including parties/events)

A printed copy of the house rules and emergency contact details will be displayed within the dwelling in a visible location.

6.2 Check-in / Check-out

Guests will check in via key safe or digital entry system (if applicable). Instructions will be issued to guests only after booking confirmation.

7.0 NOISE MANAGEMENT AND AMENITY PROTECTION

7.1 General

The premises will be managed to minimise noise and disturbance to surrounding residents. Guests will be required to respect the residential nature of the area.

7.2 Quiet Hours

Quiet hours will apply daily between:

10:00pm and 7:00am

During quiet hours:

- guests must not create unreasonable noise
- outdoor noise must be minimised
- music and loud gatherings outdoors are not permitted

7.3 Prohibited Conduct

The following are strictly prohibited:

- parties, events, functions or large gatherings
- amplified outdoor music
- antisocial behaviour or nuisance activity

Where excessive noise or nuisance occurs, the operator will intervene immediately and may terminate the booking.

8.0 OUTDOOR AREA USE

Guests may use designated outdoor areas as shown on the submitted plans. Outdoor activity will be managed to ensure:

- noise is controlled at all times
- outdoor gatherings are limited
- quiet hours are strictly observed

Any areas not intended for guest use (e.g. locked shed/storage/garage) will be secured and identified as not accessible.

9.0 CAR PARKING MANAGEMENT

9.1 On-Site Parking

On-site parking will be provided in accordance with the submitted site plan.

Guests will be required to:

- use the nominated on-site parking bay(s)
- park legally and safely
- avoid parking on verges
- avoid obstructing driveways, footpaths, crossovers, and neighbouring accessways

9.2 Enforcement

Parking requirements will be included in booking confirmation details and house rules. If parking issues occur, the operator will contact guests immediately to rectify the issue.

10.0 WASTE MANAGEMENT

10.1 Waste Storage

General waste and recycling bins will be stored in an appropriate location on site.

10.2 Guest Instructions

Guests will be provided instructions on:

- use of general waste and recycling bins
- correct disposal practices
- maintaining cleanliness and avoiding overflow

10.3 Bin Collection

Bins will be placed out for collection only on designated collection days and will be returned promptly after collection.

The operator or cleaning contractor will ensure waste is removed and the property remains clean between bookings.

11.0 PROPERTY MAINTENANCE AND CLEANING

The dwelling will be cleaned after each booking.

Regular inspections will be undertaken to ensure:

- the dwelling is maintained in good condition
- outdoor areas are kept tidy
- no unauthorised use has occurred
- furniture and fittings remain intact

Any maintenance issues will be addressed promptly.

12.0 SAFETY AND SECURITY

12.1 Security

Guests will be required to secure the dwelling by locking doors and windows when leaving.

12.2 Emergency Information

Emergency contact information will be displayed inside the dwelling, including:

- Police / Fire / Ambulance (000)
- operator 24-hour contact number
- relevant instructions for emergency evacuation

Where applicable, smoke alarms will be maintained in accordance with relevant requirements.

13.0 COMPLAINTS MANAGEMENT (Local Planning Policy No. 31 – Part 6.0)

13.1 Objective

Complaints will be managed promptly to protect the amenity of surrounding residents and to ensure compliance with Town requirements.

13.2 Complaint Contact Method

Neighbours may contact the operator or 24-hour contact person at any time using the details provided in this plan.

The contact details will also be made available to guests and displayed within the dwelling.

13.3 Response Time

Complaints will be responded to as follows:

- **Urgent complaints** (noise, antisocial behaviour, parking obstruction): response within **30 minutes**
- **Non-urgent complaints** (waste, general amenity): response within **24 hours**

13.4 Resolution Actions

Actions may include:

- contacting guests immediately by phone/message
- requiring immediate compliance with house rules
- attending the premises in person if necessary
- terminating the booking for serious breaches
- notifying the Town if required

13.5 Complaint Register

All complaints will be recorded in a complaint register using the **Complaints Management Form** attached to this plan (Attachment A).

The complaint register will be retained by the operator and provided to the Town of Victoria Park upon request.

14.0 REVIEW AND ONGOING COMPLIANCE

This Management Plan will be reviewed periodically and updated where required.

If any ongoing issues arise, the operator will implement additional management measures to ensure compliance and protect residential amenity.

15.0 DECLARATION

I, [Insert Name], confirm that I am responsible for the management of the short-term accommodation use at 40A Lichfield Street, Victoria Park and agree to implement this Management Plan for the duration of the approval.

Signed: _____

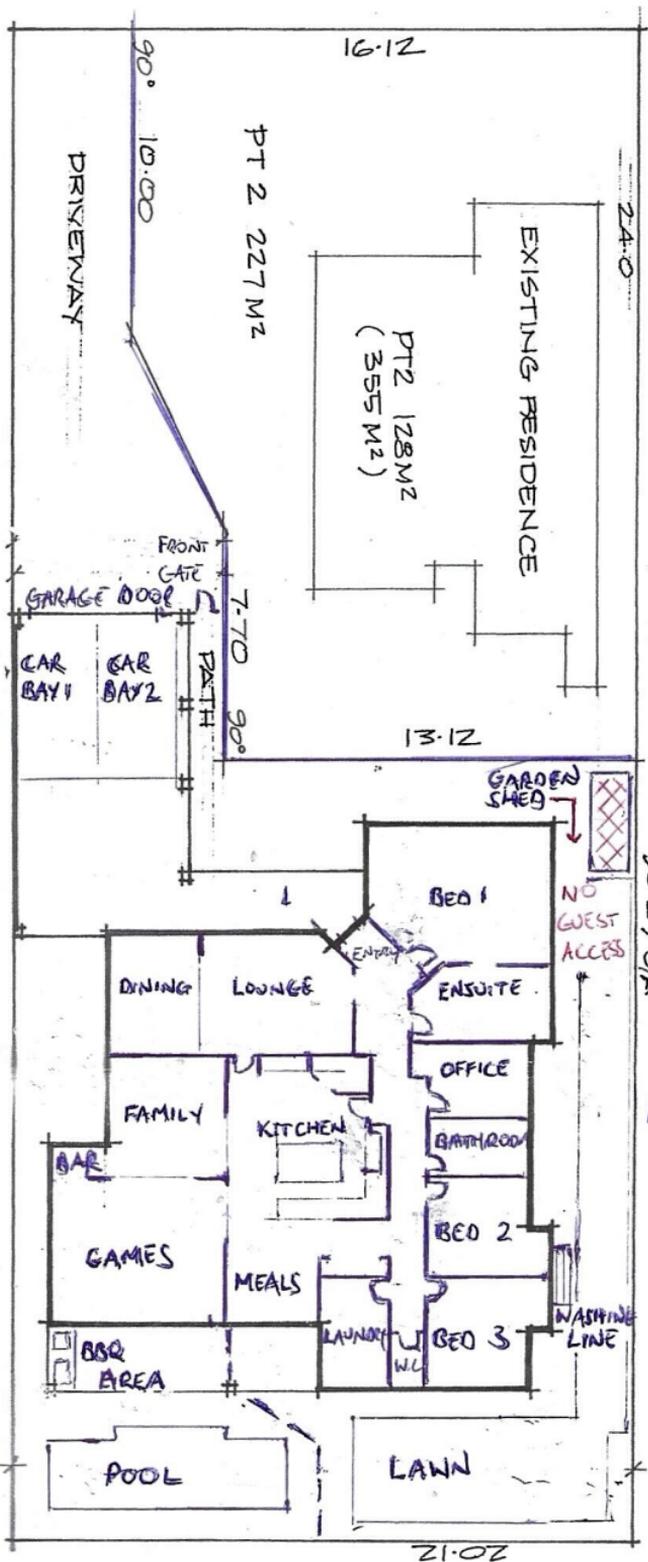
Name: _____

Date: _____ 10/02/2026 _____

LICHFIELD STREET 1:200

BLOCK PLAN.

BLOCK VERY FLAT.



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LICHFIELD

50.29 o/a

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LICHFIELD

20.12