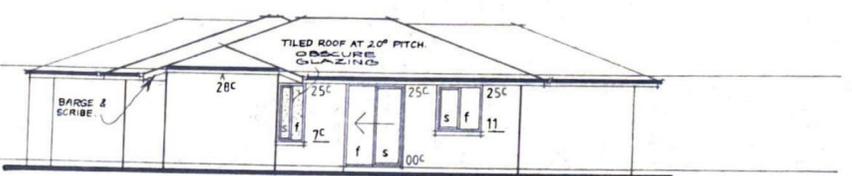
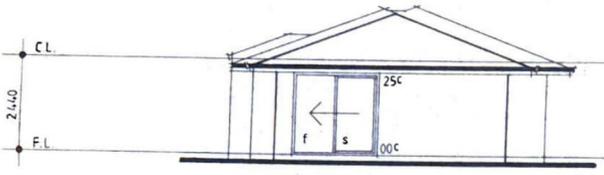


ELEVATION 1. SCALE 1:100



ELEVATION 2.

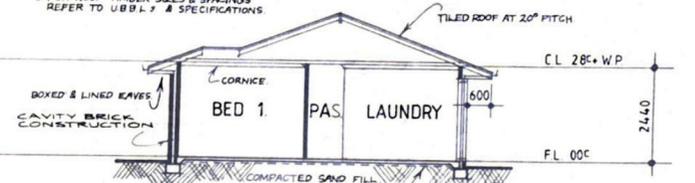


ELEVATION 3.



ELEVATION 4.

• FOR ROOF TIMBER SIZES & SPACINGS REFER TO U.B.B.L. # 2 SPECIFICATIONS.

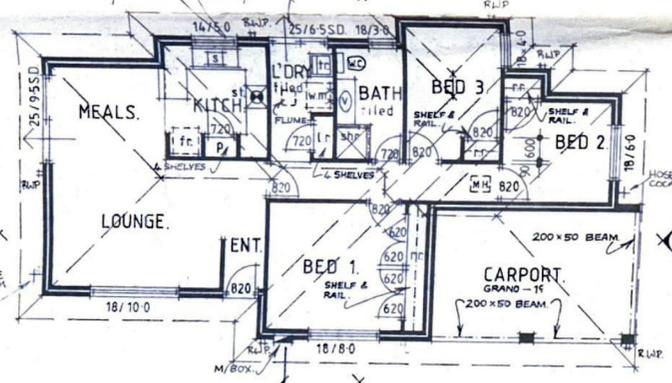
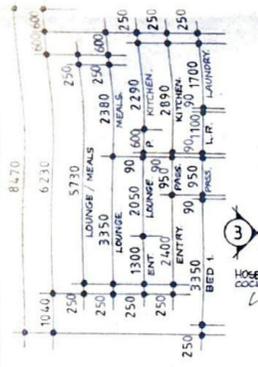
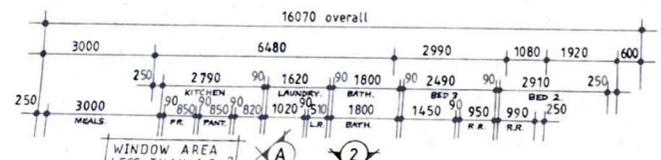


SECTION A-A.

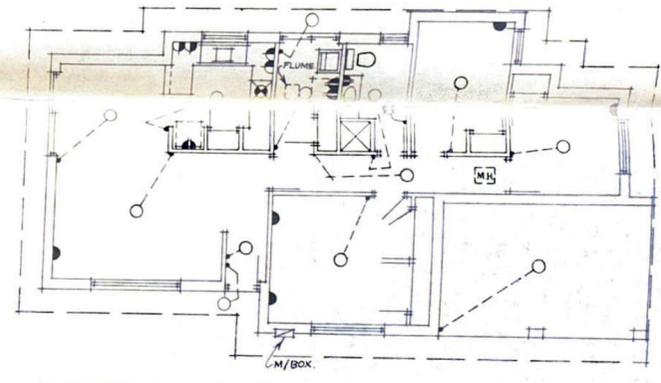
UNIT 2

NOTE:
• PAINTED EXTERNAL BRICKWORK.
• DOESKIN POWDERCOATED ALUMINIUM.
• SLIDING DOOR AND WINDOW FRAMES.

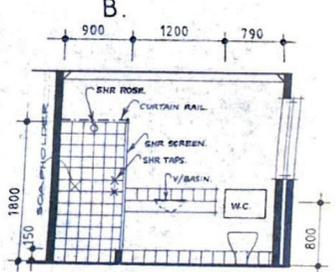
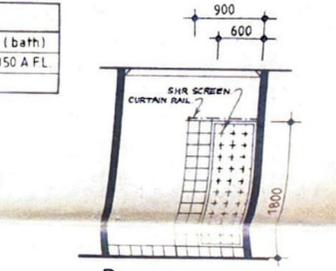
ELECTRICAL LEGEND			
○	LIGHT	▬	DOUBLE G.P.O. 230 AFL
⊖	EXHAUST FAN	▬	G.P.O. 1050 AFL
▬	G.P.O. 230 AFL	▬	DOUBLE G.P.O. 1050 AFL
▬	G.P.O. 950 AFL (bath)	▬	DOUBLE G.P.O. 1350 AFL
▬	G.P.O. 1350 AFL		



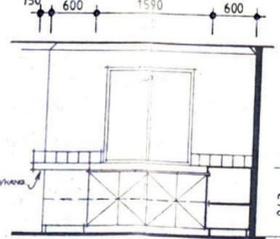
FLOOR PLAN. SCALE 1:100



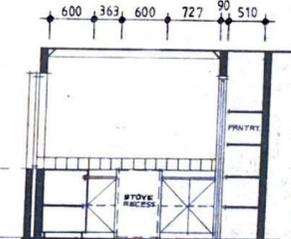
ELECTRICAL LAYOUT. SCALE 1:100



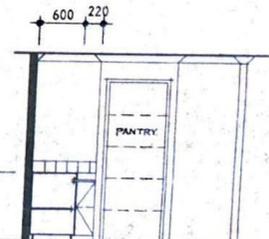
BATHROOM LAYOUT SCALE 1:50



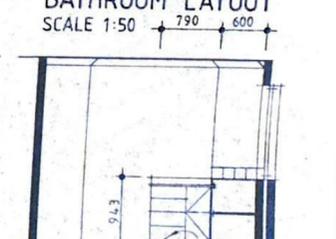
KITCHEN LAYOUT SCALE 1:50



K.



K.



K.



21 August 2025

Planning Services

Town of Victoria Park

99 Shepperton Road

Victoria Park WA 6100

RE: Development Application – Short Term Accommodation at Lot 20 (94A) Cargill Street, Victoria Park

To whom it may concern,

I am writing to submit a development application for the proposed use of the property at 94A Cargill Street, Victoria Park, as Short-Term Accommodation, in accordance with the Town of Victoria Park's Local Planning Policy No. 31 – *Serviced Apartments and Residential Buildings including Short Term Accommodation*.

This letter specifically addresses the Policy Requirements under **Section 1 – Location**, as follows:

Accessible and Appropriate Location

The subject property is ideally positioned to support short-term accommodation, being:

Located within 30 metres of Berwick Street, there is a local distributor road providing direct access to Perth CBD and surrounding suburbs.

Approximately 60 metres from bus stop 11778, which services high-frequency bus routes along Berwick Street, offering convenient public transport options for guests.

Within walking distance of the Victoria Park café and retail precinct, providing access to a wide range of dining, shopping, and essential services.

Close to Raphael Park, McCallum Park, and the Boorloo pedestrian and cycle crossing into Perth City, supporting active transport options and access public spaces.

It is approximately 3.5 km from Curtin University and located on the Curtin University bus route, making it a suitable location for visiting students, academics, and university guests.

In addition, the property is near two of Perth's major entertainment and sporting venues - Crown Perth (Burswood Casino) and Optus Stadium. This makes it an attractive accommodation option for visitors attending concerts, sporting events, conferences, and other large-scale functions, further enhancing its suitability for short-term stays.

Minimising Amenity Impacts

The proposed use has been carefully considered to ensure minimal impact on the amenity of surrounding residential properties. A comprehensive Management Plan has been prepared to address guest behaviour, noise control, parking, and complaints management. This is attached as Appendix A to this letter.

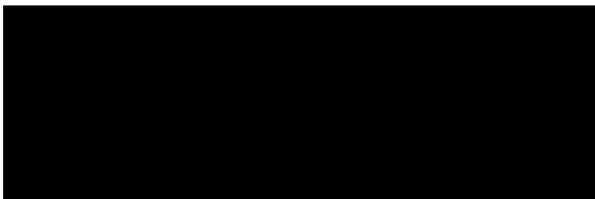
Alignment with Policy Objectives

The proposal supports the Town's objective to provide diverse, high-quality accommodation options that contribute positively to the local economy while maintaining compatibility with the surrounding residential character.

Please find enclosed the required documentation, including site plans, a Management Plan, and supporting justification. Should you require any further information or clarification, I would be pleased to provide it.

Thank you for your consideration.

Yours sincerely,



Local Planning Policy 31 – Serviced Apartments and Residential Buildings

APPENDIX A: Management Plan

MANAGEMENT PLAN

Development Application – Short Term Accommodation at Lot 20 (94A) Cargill Street, Victoria Park

21 August 2025

1. BACKGROUND

The property is a single storey brick and tile dwelling with 3 bedrooms, 1 bathroom, laundry, kitchen, living and dining areas. It has a lock-up garage, onsite parking and an undercover patio area. The property exists within the Town of Victoria Park municipality at 94a Cargill Street in the Raphael precinct.



Google Earth, 21/08/2025.

2. OBJECTIVES OF MANAGEMENT PLAN

This Management Plan and House Rules have been prepared to support the application for Development Approval relating to a proposed Change of Use from Single House to Residential Building (Short-Term Accommodation) at Lot 20 (94A) Cargill Street, Victoria Park. The operation of short-term accommodation at the subject property shall be conducted in strict accordance with the provisions outlined in this Management Plan. These guidelines are intended to ensure responsible use, community harmony, and compliance with local council requirements.

3. MANAGEMENT STRATEGIES

3.1 MANAGER

██████████ the owner and manager of this property, ██████████ and ██████████ I live at ██████████ of 94a Cargill Street, Victoria Park, 6100. My ability to respond to any issues that may arise at 94a Cargill Street premises is generally immediate and at worst within an hour. If I am not available for hosting this is due to me being away and the property would not be made available for booking and blocked during these periods.

3.2 CHECK-IN/CHECK-OUT

Check-in is for 15:00hrs, and check-out is at 10:00hrs. This can be flexible if I am available to assist with providing the house keys. The premises are located between Cargill and Mackie Streets in Victoria Park. 94A Cargill Street is the address but parking is via the Lane at number 26 Seaborn Lane (94a Cargill Street). The method for checking in is a lock box located next to the front door. The keys are left in the lockbox with a passcode given to the guest when the booking is confirmed.

3.3 MITIGATION AND COMPLAINTS PROCEDURE

Guests are reminded upon booking the premises to please be mindful of our neighbours and that we live next door too. Additionally, I only allow for bookings of guests who are screened by Airbnb and VRBO and who have previously had 5-star reviews or positive feedback from other hosts. It is noted in the listing There is No smoking or vaping, No pets and No parties at the premises. I am available 24/7 because of concerns that may arise but have not yet had any complaints from our neighbours. I am also on first name terms with all our neighbours, all of whom have my contact details.

3.4 USE AND MAINTENANCE

The use of the premises (refer to Code of Conduct) and on-going maintenance of the property including but not limited to:

- landscaping and gardens; that are attended to by myself and my husband on a weekly basis.
- The large green top bin goes out onto Cargill Street for collection late Monday, and I am happy to return it when it is collected later on Tuesday afternoon.

3.5 SAFETY, HYGIENE AND SECURITY

3.5.1 SAFETY

Emergency details for emergency services have been left within the property in a blue folder for review to be read by the guests. There is also a large magnet on the kitchen fridge with contact details for emergency services. There is a hardwired smoke alarm in the kitchen area and a fire blanket hanging near the electric hob.

3.5.2 HYGIENE AND COMFORT

Amenities to the premises include, ducted air-conditioning hot and cold, bed linen, blender, body wash, cleaning products, clothing storage eg closets, cooking basics, dining table and dishes and cutlery. Dishwasher, extra pillows and blankets, freezer, highchair, kettle, iron, outdoor dining furniture, stove, toaster and washing machine. Television and wi-fi and Netflix. There are exhaust fans in both the kitchen and bathroom.

3.5.3 SECURITY

The premises have dual security doors with 'Crimsafe' that lock and roller shutter blinds to two windows making the property secure. The property is gated on both sides and fully fenced.

3.6 CAR PARKING

There is parking for two vehicles on the premises. The parking is located at 26 Seaborn Lane (94a Cargill Street).

Appendix B - Complaints Management Procedure

Kirrilly's Cottage - 94a Cargill Street Victoria Park, WA 6100

1. Purpose

This Complaints Management Procedure outlines the approach for managing, responding to and resolving any complaints relating to the operation of Kirrilly's Cottage as a short-term accommodation premises.

The objective is to ensure:

- Prompt and effective resolution of any concerns.
 - Minimal impact on neighbouring properties.
 - Clear communication between the host, guests, neighbours and the Town.
 - Ongoing compliance with local regulations and community expectations.
-

2. Commitment to Responsible Hosting

Kirrilly's Cottage is operated with a strong commitment to maintaining the amenity, safety and character of the surrounding residential neighbourhood.

To minimise the likelihood of complaints:

- Guests are reminded upon booking to be mindful of neighbours.
- It is clearly stated in the listing that:
 - **No smoking or vaping** is permitted.
 - **No pets** are allowed.
 - **No parties or events** are permitted.
- Only guests who are screened through Airbnb or VRBO are accepted.
- Bookings are limited to guests who:
 - Have previously received **5-star reviews**, or
 - Have positive feedback from other hosts.
- The host resides next door and maintains regular communication with neighbours.
- All neighbours are personally known to the host and have direct contact details.

To date, **no complaints have been received** from neighbouring properties.

3. Complaint Lodgement

Complaints may be made by:

- Neighbouring residents

- The Town of Victoria Park
- Other relevant authorities

Complaints may be submitted via:

- Direct phone contact (preferred for urgent matters)
- SMS
- Email

All neighbours have the host's contact details and are encouraged to contact the host directly should any concerns arise.

4. Management Response Timeframes

The following response framework applies:

Urgent Complaints

Examples: Excessive noise, parties, anti-social behaviour, safety concerns.

- **Acknowledgement:** Immediate (within 15–30 minutes where possible)
- **Initial Action:** Within 1 hour
- **Resolution:** As soon as practicable, typically same day/evening

As the host lives next door, immediate on-site intervention is possible.

Non-Urgent Complaints

Examples: Parking concerns, minor disturbances, general feedback.

- **Acknowledgement:** Within 24 hours
 - **Investigation & Action:** Within 48 hours
 - **Written Confirmation of Outcome (if required):** Within 3–5 days
-

5. Complaint Handling Procedure

Upon receiving a complaint, the following steps will be undertaken:

1. **Record the Complaint**
 - Date and time received
 - Nature of complaint
 - Complainant details (if provided)
2. **Investigate**

- Assess validity of the concern.
- Speak directly with guests if required.
- Attend the premises immediately if necessary.

3. Take Corrective Action

- Issue immediate direction to guests (e.g. reduce noise).
- Provide formal warning via booking platform.
- If serious breach occurs, booking may be terminated.
- In extreme cases, contact local authorities.

4. Follow-Up

- Confirm resolution with the complainant.
- Document action taken.
- Review house rules if improvements are needed.

5. Preventative Measures

- Reinforce house rules in future bookings.
- Update listing if clarification is required.
- Maintain ongoing communication with neighbours.

6. Escalation Process

If a complaint cannot be resolved immediately:

- Further discussion will occur with the complainant.
- Additional monitoring measures may be implemented.
- The Town will be notified if required.
- Repeated or serious breaches may result in guest removal and cancellation of booking.

7. Preventative Controls in Place

Kirrilly's Cottage operates with the following safeguards:

- Strict guest screening via Airbnb and VRBO.
- Acceptance only of guests with positive host feedback.
- Clear listing rules prohibiting:
 - Parties
 - Smoking or vaping

- Playing of loud music
 - Pets
 - Direct host supervision (host resides next door).
 - 24/7 availability for concerns.
 - Established positive relationships with neighbours.
-

8. Host Availability

The host is available **24 hours a day, 7 days a week** to respond to any issues that may arise.

Given that the host lives next door, response to any complaint can be immediate and in person.

9. Review of Procedure

This Complaints Management Procedure will be reviewed periodically and updated as necessary to ensure continued compliance with Town requirements and to maintain the amenity of the neighbourhood.

Summary

Kirrilly's Cottage is committed to responsible, respectful short-term accommodation management. Through careful guest screening, strict house rules, 24/7 availability, and strong relationships with neighbouring residents, the risk of disturbance is minimal.

To date, no complaints have been received; however, should any concerns arise, they will be addressed promptly, professionally, and transparently in accordance with this procedure.

It should be noted that information regarding rubbish disposal and collection is included in the guest welcome text provided prior to arrival.

Where a scheduled rubbish collection occurs during a guest's stay:

- Guests are informed of the collection day and advised which bins are to be placed out for collection.
- Guests are given the option to place the recommended bins out for collection and return them to their appropriate storage area following collection.
- Alternatively, the owners have the capacity to undertake this task themselves to ensure compliance and maintain the visual amenity of the property.

This approach ensures that waste is managed appropriately at all times and that bins are not left on the verge longer than necessary. It also reinforces our commitment to maintaining the presentation of the property and minimising any potential impact on adjoining neighbours.

Maintenance of Building and Grounds

The property, including gardens and outdoor areas, is professionally maintained by the owners.

Guests are required to treat the building and grounds with care and must not interfere with landscaping, fixtures, or structural elements.

Use of Outdoor Entertainment Areas

Outdoor areas are to be used respectfully at all times. Guests must ensure that conversations and activities are conducted at a low noise level, particularly in the evening and early morning. Outdoor gatherings late at night are not permitted.

Parties and Events

Strictly no parties, events or large gatherings are permitted at the premises. The property is intended for quiet residential accommodation only.

Noise and Loud Music

Guests must ensure noise levels are kept to a minimum at all times. Loud music, amplified sound, and behaviour that may disturb neighbouring properties are strictly prohibited.

These provisions are communicated to guests prior to booking, reinforced in pre-arrival messaging, and included within the welcome information at the property.

We trust this update addresses the requested additional detail. Please advise if any further clarification is required.