

Management Plan for 1 Beaconsfield Street, St James 6102 WA for Short Term Accommodation

1. Introduction

This management plan is submitted as part of the application for short term accommodation approval for the property located at 1 Beaconsfield Street, St James 6102 WA. The property will be used for short term holiday rentals.

2. Property Description

- Location and Size: the house have 4 bedrooms , 2 living rooms, locked garage that can park two cars, small backyard.
- Accommodation Type: it is a single dwelling, and it will accommodate up to 6 guests at a time.

3. Operational Management

- Booking System: Guests will book the property through Airbnb.
- Minimum and maximum length of booking: Minimum stay is 3 nights, and maximum stay is 2 months.
- The property is limited to 8 guests. Any additional guests must be approved in advance.
- Guest arrival and departure procedures: Guest can self check in anytime from 3pm till 9pm (no later than 9pm) 7 days a week. Guest can self check out by 10am 7 days a week.
- Guest Check in / check out process: We will provide guest with a PIN number once their booking is confirm. Guest can self check in and self check out with the PIN.
- Guest Access times: 24 hours access, 7 days a week.
- Communication with Guets: A dedicated phone number and email will be available to address any concerns during their stay. We will ensuring they understand house rules, check in and check out procedures, and emergency contacts.

4. Code of conduct

- Purpose: the purpose of this plan is to establish a clear code of conduct that sets expectations for guests behaviour within the premises. This code aims to ensure a safe, respectful, and enjoyable environment for all guests and surroundings community.

- Code of conduct for guests: details the expected behaviour and obligations of guests.
 - i. Respect for others, All guests must treat other with respect.
 - ii. Property care: guests are expected to respect the premises and any property on site. Damaging property, including furniture, equipment, and public spaces, is strictly prohibited.
 - iii. Compliance with laws: Guests must comply with all local laws, regulations and health and safety guidelines while on the premises.
 - iv. Alcohol and substance use: any illegal activity or disruption behaviour related to substance use will result in immediate consequences.
 - v. Noise and disruption: Excessive noise or behaviour that disrupts the peace of the premises will not be tolerated.
 - vi. Security and safety: guests must follow all security and safety protocols, including evaluation, emergency exits, and fire safety regulations.
- Prominent display of the Code of Conduct : to ensure all guests are aware of the expected behaviour, the code of conduct will be physically displayed.
- Consequences for Non-Compliance: in the event of a guest failing to adhere to the code of conduct, the guests may be asked to leave the premises immediately. If the guest refuses to comply, law enforcement may be called.
- Legal Action: in cases of criminal activity or significant damage to the property, the premises may pursue legal action, including reporting to authorities and seeking compensation for damages.

5. Compliance with Local Laws and Regulations

- Zoning and Permits: We will make sure the property complies with all local zoning and building regulations for short-term accommodation by getting approval from Town of Victoria Park.
- Safety Standards: It is equipped with smoke detectors, fire extinguisher and clearly marked emergency exits.
- Noise and Behaviour Policies: Noise levels will be managed by setting quiet hours from 8pm. And guests will be reminded of the local community's expectations. We will also have labels " Important Notice" in the

house to remind guests to respect the peace and quiet of the neighbourhood.

6. Housekeeping and Maintenance

- Cleaning : The property will be cleaned after each guest's departure to ensure high hygiene standards.
- Property Maintenance: The surrounding area will be maintained bi-weekly, and any repairs will be addressed promptly to ensure the property remains in excellent condition.

7. Impact on the Local Community

- Parking and Traffic Management: Guests will park two cars in the house garage. Any additional vehicles to be parked in front of the garage between house area. Strictly no parking on street at all time.
- Waste Management: Waste and recycling bins will be provided, with a weekly collection schedule in place.
- Noise management: Quiet hours will be enforced, and guests will be reminded of the need to respect the local community.

8. Emergency and contact information

- Emergency Contact: In case of an emergency, guests can contact the owner, Sau Chung Lim mobile number 0411150197
- Guest Safety: A first aid kit is available on the premises, and an evacuation plan is provided upon arrival.

9. Complaints Management

- Neighbour notification: In accordance with local regulations and to maintain good relationships with the neighbours community, the following steps will be taken
 - I. Notice to neighbours: adjoining neighbours will be notified in writing about the property's operation and provided with the owner's contact information for any complaints or concern.
 - II. Contact information for neighbours: the contact details of the property owner will be included in the notice, ensuring that neighbours can reach out directly if necessary.

10. Conclusion

By implementing this management plan, the premises can ensure that the guests are fully aware of the expected behaviour and their obligations. The clear communication of the code of conduct will help maintain a safe and respectful environment for all.

We look forward to the opportunity to provide high-quality short-term accommodation in this area.