

Local Planning Policy 31 – Serviced Apartments and Residential Buildings

APPENDIX 2: Management Plan Template

<PROPOSED USE> MANAGEMENT PLAN

ADDRESS

DATE

1. BACKGROUND

< Provide details of the property (e.g. single dwelling, grouped dwelling, multiple dwelling), the layout of the dwelling (e.g. number of bedrooms, bathrooms etc.) and where the property exists within the Town of Victoria Park municipality >

2. OBJECTIVES OF MANAGEMENT PLAN

< Outline objectives of the Management Plan >

3. MANAGEMENT STRATEGIES

3.1 MANAGER

<Name and contact details of the owner, manager and any other personnel in relation to the property, email and direct telephone contact details . Proximity (in estimated typical driving time) of Managers place of residence from the proposed residential building (specify suburb/postcode) and general availability to respond to any issues that may arise at the subject premises.>

<Revisions to the management of the property are to be reflected in an updated version of the management plan which is to be provided to the Town within two weeks of change of management>

3.2 CHECK-IN/CHECK-OUT

< Check-in and check-out times and procedure, as well as procedure for late/early check-in/check-out >

3.3 MITIGATION AND COMPLAINTS PROCEDURE

< Mitigation strategies for the control of noise and other disturbances, including the appropriate use of outdoor living areas. Complaints procedure for both neighbours and guests and resolution procedure and timeframe (refer to

Complaints Management Form). Complaints Management Form to be provided to all adjoining property owners and tenants >

<Revisions to the management of the property are to be reflected in an updated version of the Complaints Management Form which is to be provided to the adjoining property owners and tenants within two weeks of change of management>

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;
- upkeep of any common property areas or facilities; and
- removal of old/disused furniture (if applicable)>

3.5 SAFETY, HYGIENE AND SECURITY

3.5.1 SAFETY

< Details regarding smoke alarms, fire blankets and extinguishers, medical supplies and any other safety related facilities >

3.5.2 HYGIENE AND COMFORT

< Details regarding food storage, bins, vermin control, linen and towels, exhaust fans, air conditioning/heating, laundry facilities >

3.5.3 SECURITY

< Details regarding door locks, security alarms, security cameras >

3.6 CAR PARKING

< Details regarding where the designated car parking is located, the manner in which occupants and guests shall park and the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation.>

<NOTE 1: applicant to provide a site plan clearly depicting the location of the parking bays. NOTE 2: The Car Parking ratio required for commercial accommodation *under Local Planning Policy 23*. Please refer to *Local Planning Policy 23* on the Town's website to ensure the most up-to-date standard is applied.>

