



## Management Plan for Airbnb at 21 Compass Circle, Yanchep 6035

### **1. Maximum number of guests**

- The maximum number of registered guests allowed is 6 at any one time.
- No visitors/non registered guests allowed.
- No pets allowed.

### **2. Guest Car Parking**

- On site parking is available on driveway for up to 6 cars.
- There will be no disruption to neighbouring properties.

### **3. Expected behaviour and obligations of guests**

- A Code of Conduct & House Rules will be placed in the information file on the dining table of 21 Compass Circle, Yanchep. ( Appendix A)
- A complaints management procedure providing contact numbers for both Julie & Robert Saunders (owners & managers of the property), will be placed in the information file on the dining table of 21 Compass Circle, Yanchep. ( Appendix B)
- Contact numbers for both Julie & Robert Saunders (owners & managers of the property), will be provided to adjoining neighbours in case of guest noise or bad behaviour. All calls will be responded to promptly and action taken to resolve any problems or incidents in a timely manner.
- All complaints, problems and incidents will be recorded and logged as per Appendix C

### **4. Check-in and check-out procedures**

- Guests will be required to provide an estimated time of arrival at time of booking (check in is between 2:30pm - 9.00pm) and to notify the owners of any unforeseen delays.
- Guests will be provided with instructions of the location and code of the key safe to obtain the property keys on day of arrival.
- Guests will be required to check out by 10:30am and will be provided with instructions regarding securing of keys in key safe.
- The owners will inspect the property after 10:30 on day of check out. Guests will be refunded their deposit less any costs for damages.

### **5. Waste Management**

- Guests are expected to dispose of general rubbish and recycling as per Code of Conduct & House Rules , Appendix A.
- If guests stay includes a Tuesday night then as per Code of Conduct & House Rules , Appendix A. guests are required to place wheelie bins kerbside Tuesday evening and take in Wednesday following collection.

### **6. Guest Register**

- A guest Register will be kept by the owners.
- Details recorded will include; name, address, arrival & departure dates of each occupant staying at the property
- The register will be made available for inspection by the City of Wanneroo on request.

### **7. Signage**

- There will be no additional signage erected
- Current signage of house number attached to mailbox and front of house will remain in place

## **8. Bushfire Prone Area**

- BAL Assessment is included in application.
- Domestic fire extinguisher and fire blanket are provided at the property.

## **9. Additional Information**

The property is situated 200 metres from the beach and provides an excellent tourism opportunity in an area which currently has a limited range of holiday accommodation available. It is expected that guests would use the property as a base for exploring local and nearby tourist attractions such as Yanchep National Park, Yanchep Crystal Cave, Yanchep Lagoon, Sun City Golf Club, Two Rocks, Hillarys Boat Harbour and Lakeside Joondalup Shopping centre, bringing business to the local area.

Appendix A

**Code of Conduct & House Rules for 21 Compass Circle, Yanchep. 6035**

**1. Maximum number of guests**

Maximum number of registered guests allowed is 6 at any one time.

No visitors/non registered guests allowed.

No pets allowed.

**2. Expected behaviour and obligations of guests**

No parties allowed.

21, Compass Circle is situated in a quiet residential area therefore please be respectful of neighbours and ensure noise levels are kept to a minimum.

**3. Waste Management**

- Guests are expected to dispose of general rubbish and recycling as per City of Wanneroo Waste Guide enclosed.
- If guests stay includes a Tuesday night then as per Code of Conduct & House Rules , Appendix A. Please place wheelie bins kerbside Tuesday evening and take in Wednesday following collection.

**4. In case of emergency**

- Phone 000 for fire service, ambulance or police.
- Domestic fire extinguisher and fire blanket are located in the cupboard underneath the microwave.
- Nearest hospital emergency department is;

**Joondalup Health Campus**

Cnr Grand Blvd & Shenton Ave

JOONDALUP WA 6027

Phone: (08) 9400 9400

