

MANAGEMENT PLAN

FOR

SHORT TERM ACCOMODATION

PROPERTY ADDRESS

110 BAYPORT CCT MINDARIE WA 6030

HOSTS & EMERGENCY CONTACTS



COVER LETTER

For change of use of granny flat to Airbnb at 110 Bayport Circuit
Mindarie 6030

The existing use of the site is a granny flat consisting of open plan living, kitchen and bedroom with separate shower and bathroom, the site is attached to the main house but has its own access to the side of the property.

The surrounding use on site is the property owners own house, garden and pool area which is occupied by the owners. The guests will have no access to the garden or pool area unless the owners give their permission.

The proposed use on the site is an Airbnb for short stays of one or more nights from Monday through to Sunday 24/7, but that will depend on bookings.

There are no employees on site as the property owners will undertake the upkeep of the Airbnb themselves.

GUEST BOOKING PROCESS

Guests will be able to book their stay via short term accommodation providers such as Airbnb and Stayz. At time of booking online, guests should agree to the house rules.

- 1, No parties or loud music
- 2, Quiet house after 9pm
- 3, No smoking
- 4, No pets

CHECK IN

Check in will be from 2pm onwards, guests will be provided with a code for a lockbox to access the keys for the house if the owners are not at home.

CHECK OUT

Check out will be 10am unless other arrangements have been made with the owners.

NUMBER OF GUESTS

The maximum number of guests at any one time would be two.

GUEST REGISTER

On check in guests will be asked to sign the guest register detailing full names of each guest, with either their passport details or driving license number.

Upon check out guest will be asked how they enjoyed their stay and if they have any suggestions on how to improve their stay.

CODE OF CONDUCT

A code of conduct along with the house rules will be placed on the kitchen table with details of expected behaviors and obligations of the guests.

1, Only two guests may stay at any one time, visitors are allowed but are not permitted to stay overnight on the premises.

2, No parties or anti-social behavior of any sort will be tolerated.

3, Quiet hours are between 9pm and 8am.

4, Parking is on the driveway at the front of the property, at no time should anyone park on the verge.

5, If the owners receive any complaints about the guests, they will be dealt with immediately upon receipt of the complaint. The owners will contact the guests informing them of the situation and any breach of house rules, and based on the severity of the breach their reservation may be terminated.

6, Host contact details for both guests and neighbours in case of any queries or complaints.



COMPLAINT PROCEDURE

Guests will be asked to report any problems or incidents straight away to the property owners, all complaints will be promptly dealt with and the appropriate actions will be taken to sort any problems.

Neighbours should contact the property owners if there is any noise or anti-social behavior of any sort from the guests. The owners will speak with the guests to resolve the complaint and issue a warning. If there is another complaint the guests may be asked to leave.

A log will be maintained to record complaints.

The log will record,

A, Date and time of the complaint.

B, Name of the complainant.

C, Nature of the complaint.

D, Action taken.

E, Outcome.

HOUSEHOLD RUBBISH/WASTE MANAGEMENT

Guests will be asked to dispose of any household rubbish and recycling in the communal bins provide.

The property owners will put the bins out on Tuesday night ready for collection on Wednesday morning.

The property owners reside in the main house, if guests have any queries or issues they should not hesitate to contact them, same applies to the neighboring houses.

Emergency contacts are the owners



LOCATION REQUIERMENTS

Mindarie has a large number of migrants, and we think a lot of our guests will be from overseas visiting family and friends in the area. We have also seen a large increase in weddings at the Mindarie Marina and our Airbnb is in a fantastic location for wedding guests, as it is only a short stroll to the Marina.

The location of our Airbnb would be perfectly situated for all that Mindarie has to offer, a world class marina with some lovely restaurants and bars, Claytons beach is also just a short stroll, which would be great for surfers and swimmers alike.

The local shops are just around the corner with a beautiful delicatessen, fish and chip shop, chemist and doctors surgery. There is also a lovely Mexican restaurant and bar.

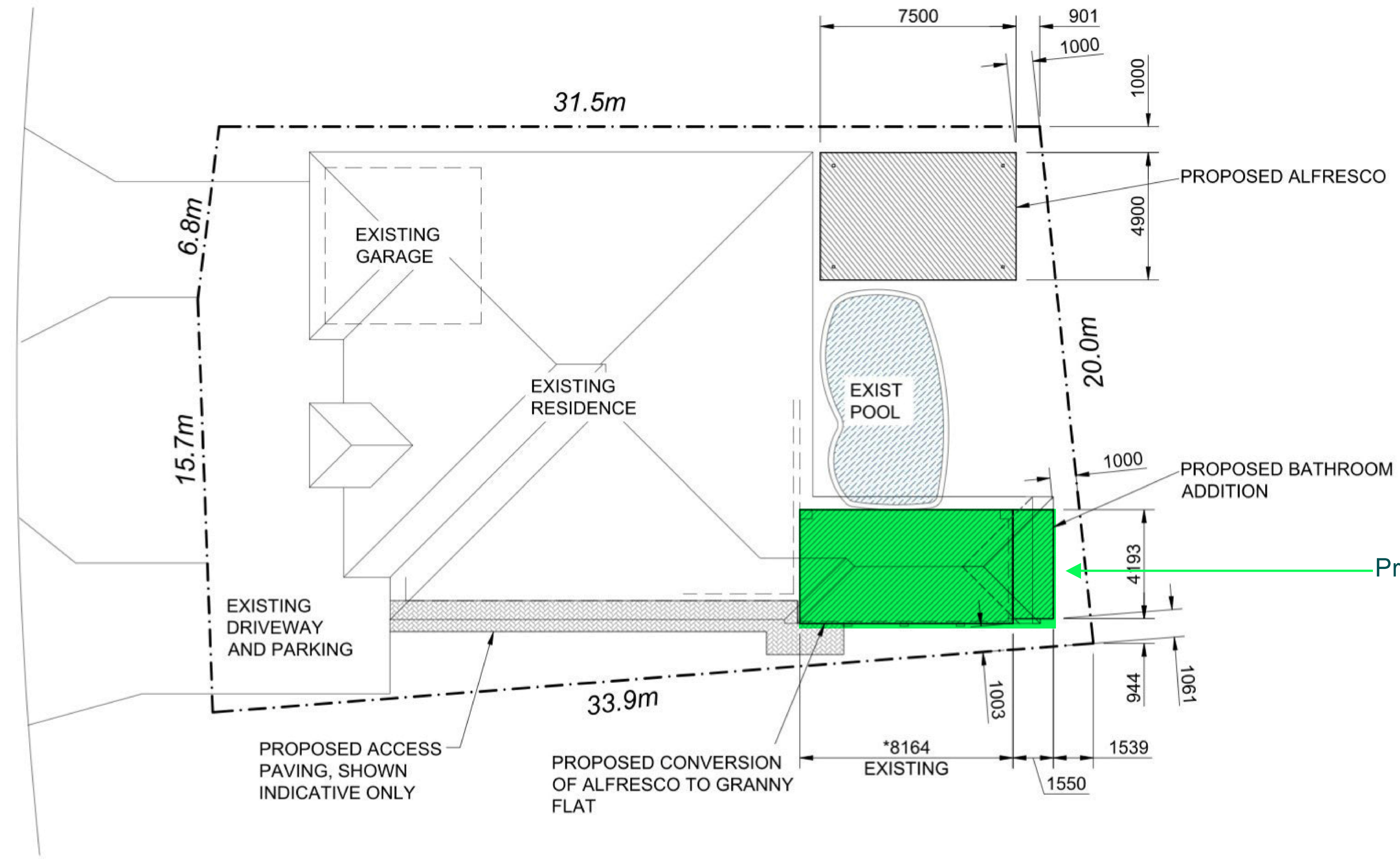
The main shopping centre is only a short stroll or an even shorter bus ride, the bus stop is on Rothesay Hights just off Bayport Circuit.

Clarkson train station is only a 10 min bus ride.

We think this would be a fantastic location for an Airbnb, whether it be for overseas or interstate visitors, as it is in walking distance to almost everything you need.



BAYPORT CCT



SITE PLAN

1:200

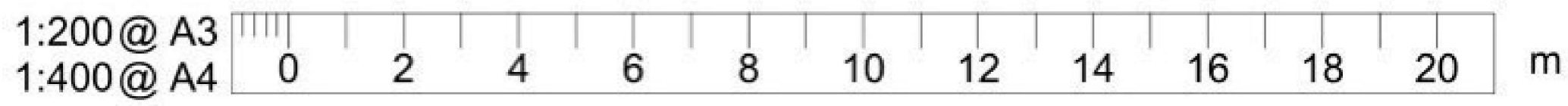
SITE ADDRESS: LOT 451 #110 BAYPORT CCT
MINDARIE WA 6030

SITE AREA: 701m²

*ALL EXISTING DIMENSIONS TO BE
CONFIRMED PRIOR TO CONSTRUCTION

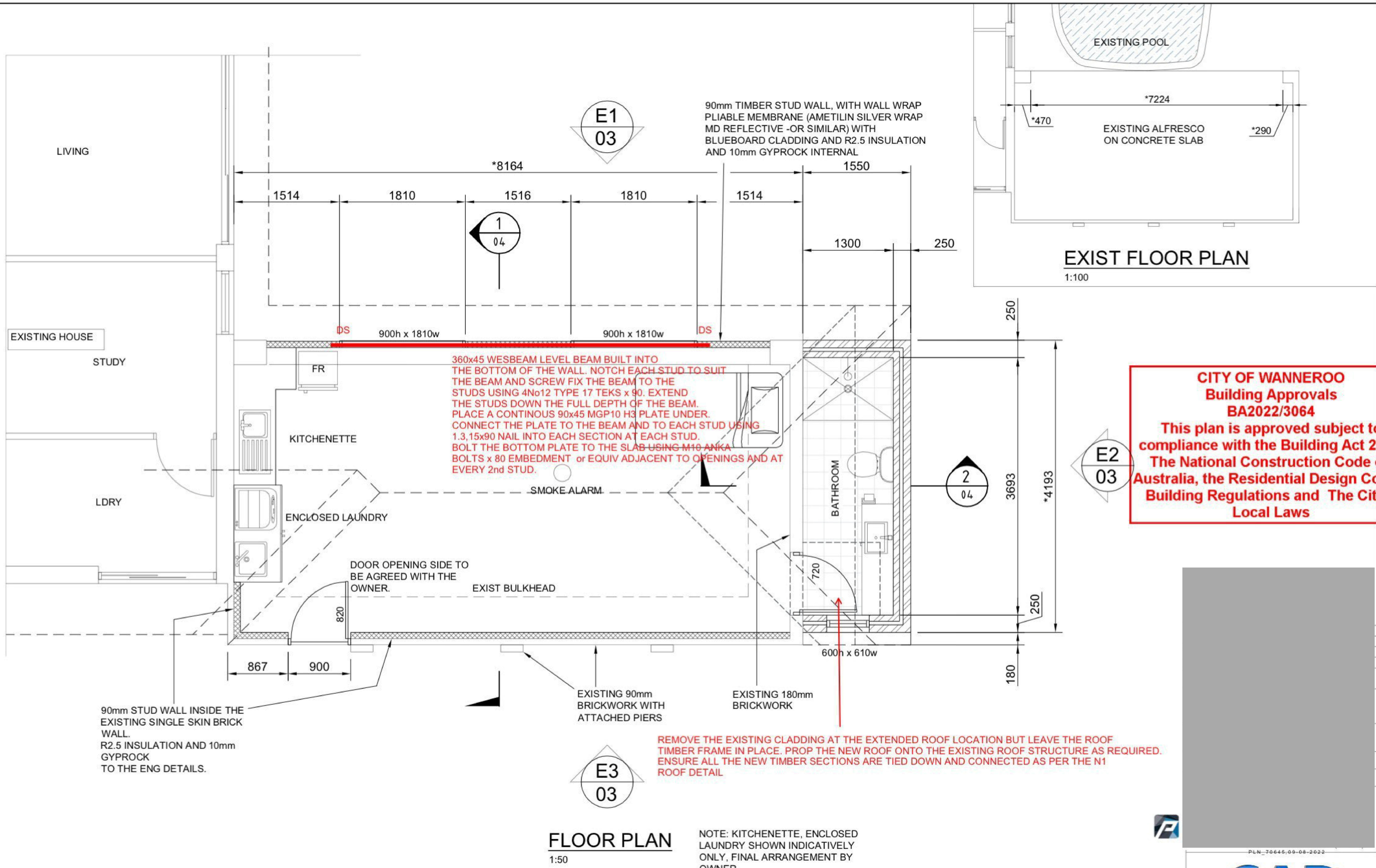
CONTRACTOR SHALL LOCATE ALL
EXISTING SERVICES PRIOR TO
CONSTRUCTION

CONSTRUCTION NOTE:
SEE DWG NOTES & ENGINEERS
STRUCTURAL DWGS FOR ALL
CONSTRUCTION DETAILS



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CONSTRUCTION NOTE:
SEE DWG NOTES & ENGINEERS STRUCTURAL DWGS FOR ALL CONSTRUCTION DETAILS

* ALL EXISTING DIMENSIONS TO BE CHECKED ON SITE PRIOR TO CONSTRUCTION

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