

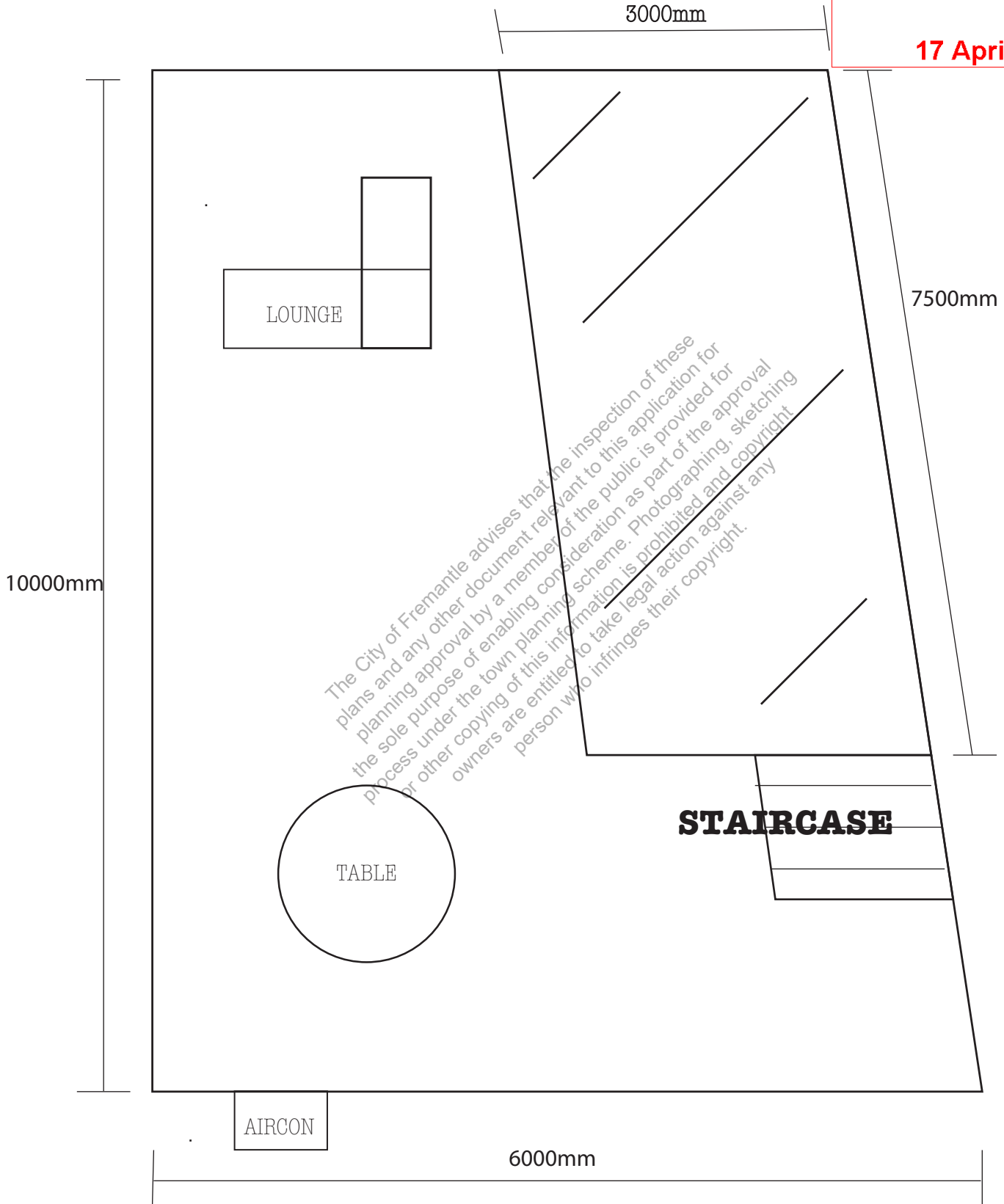
SITE PLAN,

UNIT 2 33 PAKENHAM STREET, FREMANTLE

CITY OF FREMANTLE
These Plans Form Part of
DA0140/26
17 April 2026

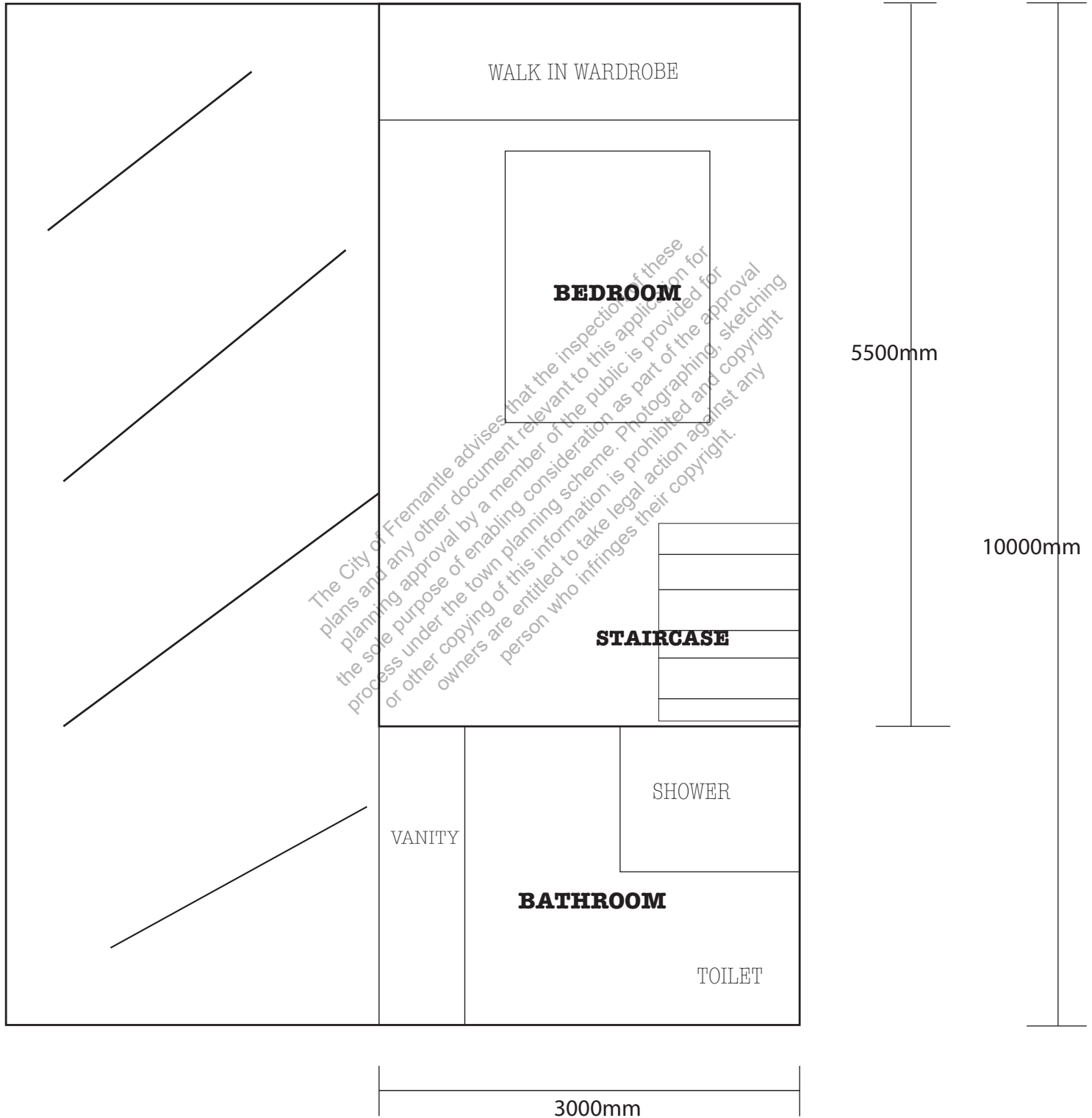


LEVEL 1



LEVEL 2

Unit 2 33 Pakenham Street



MANAGEMENT PLAN & CODE OF CONDUCT

Unhosted Short-Term Rental Accommodation

Property Manager	[REDACTED]
Policy Reference	City of Fremantle LPP 2.27 – Unhosted STRA, Clause 8
Maximum Occupancy	3 persons
Car Parking	1 designated bay on-site
Target Guests	Couples and/or Couples and one child (maximum 3 persons)
Date Prepared	14 April 2026

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PART 1 – MANAGEMENT PLAN

Prepared in accordance with City of Fremantle LPP 2.27, Clause 8

1. Property Details

This Management Plan has been prepared in accordance with Clause 8 of the City of Fremantle Local Planning Policy 2.27 – Unhosted Short-Term Rental Accommodation. It applies to the following property:

Property Address	Unit 2 33 Pakenham Street, Fremantle WA 6160
STRA Registration No.	TBA
Lot/Certificate of Title	2227 / 727
Dwelling Type	Apartment / Multiple Dwelling
Maximum Occupancy	3 persons
Number of Bedrooms	1
Number of Bathrooms	1
Car Parking Bays	1 designated on-site bay
Strata Plan No.	43943

2. Property Manager Details

In accordance with LPP 2.27 Clause 8, a responsible property manager is nominated to oversee the operation of this unhosted short-term rental accommodation. The property manager is contactable at all times during a guest’s stay.

Property Manager	[REDACTED]
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Mobile / Contact Number	[REDACTED]
Email Address	[REDACTED]
Response Time	Within 60 minutes of any complaint or reported issue during guest stay
Distance from Property	Within the local Fremantle area (less than 30 minutes travel time)
Other Managed Properties	1 additional unhosted STRA within the same building (separately managed and compliant)

The property manager will be available by telephone 24 hours a day, 7 days a week for the duration of each guest booking. In the event the primary manager is temporarily unavailable, a nominated backup contact will assume responsibility.

Backup Contact Name	[REDACTED]
Backup Contact Number	[REDACTED]

3. Check-In and Check-Out Procedures

3.1 Check-In

- Standard check-in time is 2:00 PM or as otherwise agreed with the guest.
- Guests will be provided with detailed written arrival instructions including access codes, parking directions, and key/lockbox information at least 24 hours prior to arrival.
- A self-check-in system is used. The property manager is available by phone during check-in to assist guests.
- Guests will receive a digital welcome guide outlining house rules, emergency contacts, local services, and this Code of Conduct prior to arrival.
- Guests are required to confirm their full names and number of occupants at the time of booking. The maximum of 3 guests must not be exceeded at any time.

3.2 Check-Out

- Standard check-out time is 10:00 AM or as otherwise agreed with the guest.
- Guests are required to leave the property clean and tidy, remove all personal belongings, return keys/access devices to the designated location, and report any damage promptly.
- Guests must ensure that rubbish is placed in the correct bins prior to departure.
- Any damages, breakages, or issues will be communicated to the guest promptly following checkout.

4. Maximum Occupancy and Guest Management

- The maximum number of guests permitted at this property at any time is 3 persons, consistent with the development approval and LPP 2.27.
- This property is marketed primarily for couples and small groups of up to 3 persons.
- Guests are strictly prohibited from hosting parties, functions, or events at the property that involve additional persons beyond those registered in the booking.
- Visitors (non-overnight guests) are permitted only during daylight hours (9:00 AM to 9:00 PM) and must not increase total person numbers beyond the approved limit of 3.
- The property manager reserves the right to terminate any booking where the maximum occupancy is exceeded.

5. Parking Management

- One (1) designated on-site car parking bay is allocated for guests of this property.
- The location of the allocated car bay will be clearly communicated to guests in the welcome guide and check-in instructions.
- Guests are permitted to use only the nominated bay and must not park in bays allocated to other residents or in common property areas.
- Guest vehicles must not obstruct driveways, footpaths, or emergency access.
- Alternative transport options are available for guests: the property is well-served by Fremantle's public transport network, including bus and train services, ride-share services, and is in close proximity to cycling infrastructure.
- Guests with more than one vehicle are encouraged to use Fremantle's public car parks or nearby on-street parking in accordance with local parking controls.

6. Noise Management

- Guests are required to comply with the Environmental Protection (Noise) Regulations 1997 (WA) at all times.
- Quiet hours apply between 10:00 PM and 8:00 AM on Sunday to Thursday, and between 11:00 PM and 9:00 AM on Friday, Saturday and the eve of public holidays.
- No amplified music or excessive noise is to be generated outdoors, on balconies, or in common areas at any time.
- Guests are expected to be mindful of neighbouring residents and to keep noise to a reasonable level throughout their stay.
- The property manager will respond to any complaint about noise within 60 minutes and will take appropriate steps including direct contact with guests.
- Persistent or serious noise disturbances may result in immediate termination of the booking.

7. Waste Management

- Guests are required to separate waste into the designated bins provided inside the apartment: general waste (red lid), recycling (yellow lid), and organics (green lid) where applicable, in accordance with the City of Fremantle's waste collection schedule.
- Guests must not place excess waste or rubbish in common property areas, corridors, or on shared property.
- The property manager will ensure waste is appropriately managed between bookings.
- Guests producing additional waste beyond normal household amounts (e.g. after events) are responsible for disposing of this at an approved waste disposal facility or arranging a bulk waste collection.

8. Nuisance Behaviour and Complaints Management

8.1 Contact for Complaints

Neighbours and other residents may direct complaints about this property to:

Property Manager	[REDACTED]
Phone (24/7)	[REDACTED]
Email	[REDACTED]
Response Commitment	Within 60 minutes during a guest stay

8.2 Types of Behaviour Covered

The property manager will respond promptly to any complaint or report involving:

- Excessively loud noise, music, or antisocial behaviour
- Aggressive, threatening, or violent conduct by guests
- Damage to common property or neighbouring property
- Exceeding the maximum occupancy of 3 persons
- Parking in unauthorised bays or obstructing access
- Excessive light spill onto neighbouring properties
- Unattended pets or pets disturbing other residents
- Smoke or odours adversely affecting neighbours
- Improper disposal of waste

8.3 Response Procedure

1. Complaint received by property manager (via phone, email, or direct approach)
2. Property manager contacts guests directly within 60 minutes to address the issue
3. If unresolved or behaviour is severe, property manager will attend the property or arrange for a representative to attend
4. If the situation cannot be resolved, the booking will be terminated and guests required to vacate
5. All complaints and responses will be documented and records retained for a minimum of 12 months

9. Pet Policy

- Pets are not permitted at this property.

If pets are permitted:

- Guests must declare the type and number of pets at the time of booking.
- Pets must be kept under effective control at all times and must not be left unattended on balconies or in common areas.
- Pets are not permitted in common areas of the building unless allowed under strata by-laws.
- Any damage caused by pets is the responsibility of the guest.

10. Signage

- A sign identifying this property as a short-term rental accommodation has been affixed to the main entry door / letterbox / designated location visible from the common corridor or street.
- The sign includes the property manager’s current telephone number and the STRA Registration Number.
- Signage is modest, professional in appearance, and does not exceed the requirements of the City’s planning scheme.

11. Strata and Building By-Laws Compliance

- This property is located within a strata-titled building. The property manager and all guests are required to comply with the Strata By-Laws of the relevant Strata Plan at all times.
- Guests will be provided with a summary of relevant Strata By-Laws as part of the welcome guide.
- The property manager is separately managing one (1) other unhosted STRA within the same building. Both properties are managed independently, and each maintains its own Management Plan and Code of Conduct.
- The strata corporation has been [notified / has provided written consent] regarding the use of this lot as unhosted STRA.
- Common areas of the building (lifts, lobbies, laundries, carparks, pools) are to be treated with respect by all guests.

12. Emergency and Safety Procedures

- Smoke alarms are installed and maintained in accordance with the Building Regulations 2012 (WA).
- Emergency exits and evacuation procedures are clearly displayed within the property.
- A first aid kit is provided on the premises.
- Emergency contact information, including local hospitals, police, fire brigade, and the property manager’s number, is displayed prominently inside the property.
- In the event of a fire or emergency, guests are directed to follow the building’s evacuation procedures as posted in the common areas.

Emergency (Police, Fire, Ambulance)	000
Non-emergency Police	131 444
Fremantle Hospital	(08) 9431 3333
Property Manager	██████████

13. Booking Platform Compliance

- This property is listed on authorised short-term rental platforms (e.g. Airbnb) in compliance with the Western Australia STRA Registration Scheme.
- The STRA Registration Number is displayed on all booking listings.
- The property manager will ensure this Management Plan and the accompanying Code of Conduct are reviewed and updated whenever there is a change in management, property details, or relevant legislation.

14. Review of this Management Plan

- This Management Plan will be reviewed annually, or sooner if required by a change in circumstances, legislation, or conditions of approval.
- A copy of this Plan will be retained on file and made available to the City of Fremantle upon request.
- Updated versions will be submitted to the City of Fremantle Planning Department as required.

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PART 2 – GUEST CODE OF CONDUCT

To be provided to all guests prior to or at check-in

Welcome to this Fremantle short-stay property! We want you to have a wonderful, comfortable stay. To ensure a positive experience for you and for our neighbours and building residents, please read and agree to the following Code of Conduct. By confirming your booking, you are agreeing to these terms.

A. Maximum Occupancy

⚠ The maximum number of guests permitted at this property at any time is 3 persons. This includes any daytime visitors.

This limit is set by the City of Fremantle's planning approval and cannot be exceeded under any circumstances.

- Only the guests named in the booking are permitted to stay overnight.
- Additional daytime visitors are welcome between 9:00 AM and 9:00 PM only, but total persons on the premises must not exceed 3 at any time.
- Parties, functions, and events are strictly prohibited.

B. Noise and Quiet Hours

🔔 Quiet Hours: 10:00 PM – 8:00 AM (Sun–Thu) | 11:00 PM – 9:00 AM (Fri, Sat & eve of public holidays)

- Please keep noise to a minimum during quiet hours and be considerate of neighbours and other building residents at all times.
- Music must not be played outdoors, on balconies, or at a volume that can be heard outside the property.
- Doors and windows should be kept closed when music or TV is playing at night.
- Conversations on balconies or near windows should be kept to a low volume in the evening.
- Guests are asked to say their goodbyes inside and to leave the building quietly.

C. Parking

🚗 1 car bay is provided: Bay 13 , underneath carport

- Only the designated bay may be used by guests. Do not use bays allocated to other residents.
- Small cars only are permitted not large cars
- Do not park in visitor bays, common areas, or in a way that blocks access.
- If you have a second vehicle, please use public parking or nearby on-street parking (check local signage for time limits).
- Fremantle is well-connected by public transport – trains, buses, and ride-share options are readily available.

D. Rubbish and Recycling

- Please separate your waste: general waste (red lid), recycling (yellow lid), and organics (green lid) where provided.
- Rubbish must be placed in the correct bins, not left in common areas, corridors, or on balconies.
- Bin collection days are [INSERT DAYS]. If you are staying over a collection day, please put the bins out.
- Please take your rubbish to the designated bin area located at [INSERT LOCATION IN BUILDING].

E. Respect for Neighbours and the Building

- This is a residential building with permanent and short-term residents. Please be considerate at all times.
- Common areas (lifts, lobbies, laundries, car park, pool if applicable) are shared with all residents. Please keep these areas clean and tidy and do not obstruct them.
- Smoking is not permitted inside the property or on balconies. Smoking is only permitted in designated outdoor areas in accordance with the building's by-laws.
- Any damage to the property, building, or common areas must be reported to the property manager immediately.
- Please do not hang washing or towels over balcony railings.

F. Pets

Pets are permitted by prior arrangement only – please confirm with the property manager before bringing any pet.]

- If pets have been pre-approved: pets must be kept on a leash in all common areas, must not be left unattended, and must not disturb other residents.

G. Safety and Security

- Please ensure all doors and windows are locked when you leave the property.
- Do not share access codes or allow unauthorised persons entry to the building.
- In the event of an emergency, please call 000. Emergency evacuation procedures are posted near the main entrance.
- Familiarise yourself with the location of the fire exits and extinguisher on arrival.

H. Check-Out Requirements

- Please check out by 10:00 AM (or as otherwise agreed).
- Leave the property clean and tidy: wash dishes, remove all personal belongings. All waste to be ordered by guest and to be managed by the cleaner.
- Return keys/access devices to designated location.
- Turn off all lights, appliances, and air conditioning.
- Report any breakages or damage to the property manager before departure.

I. Compliance and Termination of Stay

Failure to comply with this Code of Conduct may result in:

- A formal request from the property manager to cease the offending behaviour;
- Immediate termination of the booking with guests required to vacate the property;
- Reporting of the incident to the Airbnb/booking platform and a negative review;
- Reporting to the City of Fremantle or WA Police where relevant.

The property manager reserves the right to terminate a booking at any time due to breach of this Code of Conduct, without refund.

J. Contact Details

If you have any questions, need assistance, or wish to report a problem:

Property Manager	[REDACTED]
Phone (24/7)	[REDACTED]
Email	[REDACTED]
Emergency Services	000
Non-Emergency Police	131 444

Thank you for staying with us. We hope you enjoy your time in beautiful Fremantle!

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Declaration by Property Manager

I, the undersigned, declare that:

- This Management Plan and Code of Conduct has been prepared in accordance with the City of Fremantle Local Planning Policy 2.27 – Unhosted Short-Term Rental Accommodation, Clause 8.
- The information contained in this document is accurate and complete to the best of my knowledge.
- I accept responsibility for ensuring the property is managed in accordance with this Plan, the conditions of any development approval, the Strata By-Laws, and all applicable legislation.
- I will review and update this Management Plan annually or whenever there is a change in circumstances, management, or conditions.
- A copy of this Plan will be provided to each guest prior to or at check-in, and will be available for inspection by the City of Fremantle upon request.



The City of Fremantle
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planning approval by
the sole purpose of enabling
process under the town planning
or other copying of this information
owners are entitled to take
person who infringes it