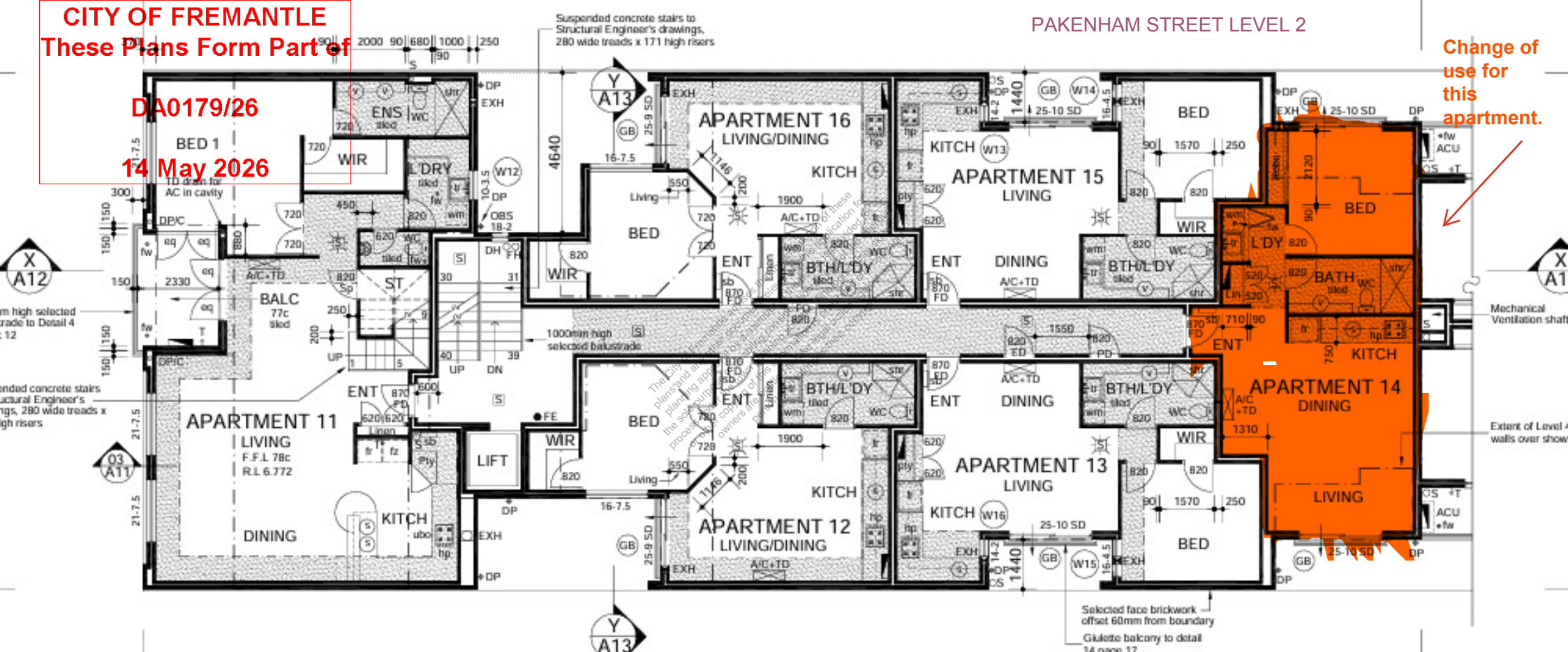


CITY OF FREMANTLE
These Plans Form Part of

PAKENHAM STREET LEVEL 2

DA0179/26
14 May 2026

Change of use for this apartment.



MANAGEMENT PLAN

UNHOSTED ACCOMMODATION FOR 14/45 PAKENHAM STREET, FREMANTLE

Introduction

This property, along with a number of other units in the building, has been run as short term accommodation for a number of years. It is managed by Fremantle Executive Apartments, which is owned by Empire Property. They are a local boutique agency based in Fremantle and manage a number of the units in this building.

As the new owner, I will live in the unit for four to five months of the year and will make the property available for short term accommodation when I am overseas.

1. Contact Details

Property Manager

[REDACTED]

Short Stay Accommodation Manager

[REDACTED]

Owner

[REDACTED]

2. Online Booking Method

Guests will be able to book via booking.com, Airbnb or direct with the Empire Property website.

<https://www.booking.com/>

<https://www.airbnb.com.au/>

<https://fremantleexecutiveapartments.com.au/>

3. Self Check In

Guests self check in for all stays using the lock box on the exterior of the building next to the letter boxes. Instructions with photos and codes to access lock box are texted to guest the day prior to checking in.

4. Pets

Pets are not permitted. This is outlined in the guest code of conduct.

5. Waste Management

Guests are requested to dispose of rubbish and recycling in the bins provided in the basement prior to departure.

6. Complaint Management

Complaints are responded to within 12 hours of receiving the complaint. The following procedure is followed.

1. Identify risk
2. Acknowledge the issue
3. Contact guest for clarification
4. Record and rectify immediately
5. Consult with appropriate agency: eg Strata, Police, Emergency services, Business owner
6. Follow up in timely manner

7. Code of Conduct

The following guest code of conduct is provided to all guests and is also available in the guest folder in the property.

PARKLANE APARTMENTS

1. Check-in time is from 2 pm onwards. Check out time is by 10 am.
2. You have booked a one-bedroom (one Queen bed), one bathroom apartment.
3. We ask you to please be considerate of other guests in the complex and keep noise to a minimum.
4. We endeavour to keep our rates as competitive as possible, and consequently, we do not provide complimentary hotel servicing. If you require a service and stock replenishment during your stay (ie, linen change, tissues, toilet paper, toiletries, etc.) the cost will be \$100 and should be requested at the time of booking. If you prefer to change sheets and replenish stock yourself, please let us know when you have changed sheets and leave dirty sheets bagged outside your apartment door for collection.
5. If you have not already done so, please advise us if you require a reserved car bay for this booking. There is a limited number of bays on site.
6. We will be in touch with you 3-4 days prior to check-in to arrange easy access to your apartment. Entrance to all our apartments is via a lock box on-site.
7. Please understand that we have a strict "NO PARTY" policy at all our apartments, and rules are expected to be adhered to out of respect for residents in surrounding apartments.
8. We charge your credit card on arrival and surcharges will apply. (not applicable to Booking.com or Airbnb bookings paid at time of booking)
9. If you would like to avoid these surcharges, we welcome direct deposits into our bank account on the condition that payment is made prior to arrival. If you wish to avail yourself of this option, please let us know, and we will happily invoice you directly.
10. Cancellation policy is as follows:
 - (NOT APPLICABLE TO BOOKING.COM OR AIRBNB BOOKINGS)
 - 8 days or more prior to arrival - FREE
 - 4 – 7 days prior to arrival, 1 night accommodation charged

- 1 – 3 days prior to arrival, 2 nights' accommodation charged
 - NO SHOW – Full booking charged
11. All our apartments and buildings are strictly **NON – SMOKING**. This means you will have to go out onto the street for smoking purposes. Please consider this carefully when making a booking.
 12. Ph: [REDACTED] Email: [REDACTED]
[REDACTED]
 13. The Guest shall be responsible for the apartment during the Guest's stay. The Guest shall take all reasonable care of the apartment and at the end of the stay shall leave the apartment, including utensils, fixtures, fittings and equipment on, in or about the apartment in a clean and tidy condition. Any extra cleaning required over our allotted time will be charged to the guest.
 14. All personal belongings, baggage, vehicles and other property of the Guest of any description shall always be the risk of the Guest, and neither Fremantle Executive Apartments Pty Ltd nor the Owner of the apartment accepts any responsibility for loss or damage thereto.
 15. Keys should be returned to the designated key drop (details will be on your check-in information) when you vacate the apartment. Should you need to make other arrangements, please do so prior to the date of departure. Lost keys will incur a charge of \$20, and lost remote entry passes will incur a charge of \$100.
 16. The Guest may only allow the apartment to be occupied by the number of persons nominated in the Guest's booking. An additional fee of \$30 per night/per guest will be charged to your credit card for any unauthorized Guest/s staying at the apartment.
 17. Keeping of pets is strictly prohibited in all apartments.
 18. Please remove your rubbish before leaving the apartment and ensure it is bagged sufficiently so as not to cause odours or unsanitary conditions, and or dripping from bags in the common areas.
 19. Should you have any queries about your stay, send us an email and we will respond promptly.