



MANAGEMENT PLAN

FOR

SHORT-TERM ACCOMMODATION

5 Suffolk Street

Fremantle

WA 6162

CITY OF FREMANTLE
These Plans Form Part of

DA0192/26

22 May 2026

03/03/2026



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1. INTRODUCTION

This Short-Term Accommodation Management Plan seeks to manage 5 Suffolk Street, Fremantle and conform with the City of Fremantle Local Planning Framework.

This Management Plan establishes an acceptable standard of behavior for guest and visitors to seek to minimize any adverse impact on the owner, neighbours, residents, and the City of Fremantle.

It is envisaged that guests will be able to book a stay at this address through Hype Accommodation Management via established supporting organizations such as relocation managers and short stay accommodation providers such as Airbnb.

Bookings are for a maximum of six (6) adults or a family maximum of six (6) people.

2. CHECK IN & BOOKINGS

At the time of booking online, guests are to review and agree to accept the house rules which specifically, state:

- No parties or events, you will be evicted immediately without refund, and if necessary, we will press further charges with police.
- Adult guests who book must give ID and pay a refundable security deposit of \$300. Guests are not allowed to stay and will not receive check in details until we have received these details.
- Quiet hours after 10.00pm
- Check in time is 3.00pm – 10.00pm daily.
- Guests are provided with check in instructions, and a code for the lock box to enter the property. Guests are to check in by 10.00pm.
- Check ins are not permitted between 10.00 pm and 7.00 am.

3. ACCESS TO THE PROPERTY

Guests receive their check in details via email. All pre-check-in components must be completed before details are sent. (Copy of ID, paid security deposit and agreement to abide by the Code of Conduct).



4. CHECK OUT

Check out time is between 7.00 am and 10.00 am on the day of departure unless other arrangements have been made with the Manager.

5. MANAGERS DETAILS

Hype Accommodation Management are located in Beaconsfield, less than a 10-minute drive from the property. Their contact details are made available to all guests and to adjacent neighbours. They are contactable 24/7 and are typically able to attend properties under their management in person within 30 minutes if required.

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6. CAR PARKING MANAGEMENT PLAN

The property will be rented out as a whole, rather than individual rooms. The property comes with one (1) allocated parking permit, which allows the guest to park on the street outside the house. No impact on neighbours will occur. We provide the parking permit for the guest. Car parking direction and details will be clearly communicated to the guests by the manager before arrival.

7. WASTE MANAGEMENT

Information educating guests on the FOGO system is clearly displayed within the house and outlined in the guestbook and code of conduct. We monitor bins, Guests are reminded of bin days, overflow and management via email.

8. COMPLAINTS MANAGEMENT

Complaints will be managed by Hype Accommodation Management

If neighbours believe that guests are not being respectful of the Code of Conduct, they are to contact the Manager.

A copy of this Management Plan can be made available to neighbours. Neighbours will also be provided with the contact details of the Manager.

Neighbours can be provided with the following regarding the short stay accommodation at 5 Suffolk Street, Fremantle.

1. A copy of the Code of Conduct
2. A copy of the complaints management procedure.
3. Contact details which allows neighbours to engage with the Manager in the event of antisocial behavior, particularly after hours.

Neighbours are encouraged to contact the police if they have concerns of any illegal activity taking place in the dwelling.

Complaints can be divided into categories, the process for each is detailed below:

Level 1 Complaint (minor noise disturbance and /or complaint)

In the event of a Level 1 complaint the following procedure is to be adopted:

1. The neighbour is encouraged to contact the Manager.
2. The Manager will contact the guests to advise the nature of the complaint and remind the guests of their obligations under the Code of Conduct and/or explain the nature of the concern raised.
3. If the issue is not resolved and a further complaint is received within 12 hours, the Manager or an appointed security firm will attend the site.
4. In the event of a further complaint being received and the complaint is validated, the guests will be evicted in accordance with the Code of Conduct

Level 2 Complaint (major noise disturbance or party)

Guests are encouraged to enjoy their time on the property but as outlined in the Code of Conduct, parties are not permitted and noise should be minimised after 10pm and before 7am.

If a Level 2 complaint is received, the following procedure is to be adopted:

1. The Manager or security firm will attend the premises within thirty minutes of the complaint to verify if this is a major noise disturbance or party.



2. If the complaint and the issue is deemed to be a level 1 complaint then the procedure for Level 1 shall be followed.
3. If the complaint is verified as a Level 2 complaint, the guests will be evicted in accordance with the Code of Conduct.

9. GUEST GUIDE

A guide is available for guests that provides the following information:

- Manager and contact details.
- Code of Conduct.
- Wi-Fi Device name password.
- Key lockbox code.
- TV information.
- Air Conditioner operation.
- Location of the first aid kit.
- Location of the fire extinguishers and fire blankets
- Rubbish bin location and procedure for collection of rubbish bins.
- Check in time.
- Check out time.
- Local restaurant and shopping.
- Local parks and recreation services.
- Other major attractions.
- All local events and attractions to support local community and businesses.
- Important contract numbers
- Transport options
- Parking instructions

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10. CODE OF CONDUCT

CODE OF CONDUCT FOR GUESTS AND VISITORS

The Code of Conduct is provided to guests upon confirmation of the booking and will be at the property to ensure that guests and visitors know and comply with specific behaviour governing their permission to enter and occupy the property.

The Code of Conduct will be displayed in full view at the property so that it can be easily viewed by guests and visitors.

General Principles

Short Term Accommodation is a unique experience, and the guiding principles of this Code of Conduct are:

- Treat this is as your own home.
- Respect your neighbours.
- Leave it in the appropriate condition as it was upon occupation.
- Pet rules

a. GENERAL REQUIREMENTS

- Guests and visitors must comply with this Code of Conduct and instructions from the Manager during their stay.
- Guests must notify the Manager of any disputes or complaints from neighbours as soon as practicable.

b. NOISE AND RESIDENTIAL AMENITY

- Guests and visitors must not create noise which is offensive or has the potential to create a nuisance to occupiers of neighbouring properties especially between 10pm and 7am Monday to Saturday and 10pm -9am on Sunday and Public Holidays, during arrival, during departure, and at any time throughout the occupancy.
- Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security deposit or bond under the terms and conditions.
- Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of the neighbours and the local community.

c. VISITORS

- No visitors or guests other than those who are booked to stay at the property can stay in the property without first obtaining the Manager's approval.



- If the Manager's approval is obtained for visitors, guests are responsible for ensuring that visitors comply with this Code of Conduct.

d. GATHERING OR FUNCTIONS

- This property is not a "party house" and any such activities are strictly prohibited.
- The property is not to be used for events, gatherings, parties, functions or similar activities.

e. PARKING

- Guests and visitors are to comply with parking regulations and other requirements set out below and show consideration to neighbours and other vehicles.
- Parking is available on the street at the front of the property, where a parking permit is required to park there.

f. GARBAGE AND RECYCLING

- Rubbish and recycled goods are to be disposed of in accordance with the usual practice at the property in the allocated bins, and excess rubbish must not be left in a public area.
- Rubbish and recycling arrangements at the property are in the form of the FOGO system to comply the City of Fremantle Guidelines.
- Rubbish is collected every Tuesday morning.
- Bins should not be placed on the verge before 12pm on the day before collection day.
- The Manager is to check by 6pm on Monday evening that the bins have been placed on the verge for collection. If the bins are not placed on the verge by 6pm on Monday evening, the Manager will put the bins out for collection.
- The Manager is to check by 6pm on Tuesday evening that the bins have been brought onto the property and are not on the verge. If bins are still on the verge at 6pm on Tuesday evening, the Manager will bring the bins back on the property.

g. SECURITY

- Whenever you are absent from a property, close and lock all windows and doors to maintain security and prevent rain and water damage.
- At all other times, secure doors, and windows, as required.
- The mains electricity RCD's (Residual Current Devices) are in the property's meter box.

h. OUTDOOR AREAS

- Guests are to respect the privacy of neighbours when utilizing outdoor areas.
- Guests are to also minimize noise when in the outdoor areas.



i. SMOKING

- Smoking is not permitted within the residence.

j. PETS

- Pets are not permitted within the residence. No animals are to be left at property unattended.

k. BBQ

- The BBQ is to be cleaned after each use.

l. DAMAGES AND BREAKAGES

- Damages and breakages must be reported to the Manager.

m. COMPLIANCE

- Breach of this Code of Conduct is a breach of: The Terms and Conditions of Contract; and permission for occupancy of the property.
- The owner and Manager reserve the right, in accordance with the law, to terminate the permission to occupy and to evict from the property guests or visitors who refuse to follow the Code of Conduct or who cause a nuisance

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