

Short-Term Rental (Airbnb) Management Plan

Property Address: 70 High Street, Fremantle WA 6160 | STRA Registration: STRA6160QAZE4AFM

[Airbnb Link](#)

www.sallyskoufis.com

The intention of the Airbnb at Sally Skoufis' premises in Fremantle is to preserve and celebrate the area's rich artistic and cultural heritage by offering a distinctive, human-centered accommodation experience. The building's history forms an important part of this narrative, having been first developed by Frederick May (1839–1921), an original convict and award-winning jewellery designer and maker, who operated a jewellery outlet on the site.

Sally Skoufis, born and raised in Fremantle, and herself an established Australian jeweler seeks to continue this legacy by creating a meaningful connection between past and present through both the shopfront and the Maison Art House experience. Her vision is to establish a culturally rich destination that resonates with both international visitors and local Perth residents, reinforcing Fremantle's identity as a place of creativity, craftsmanship, and community.

1. Property Overview

This property operates as a **short-term rental accommodation** for visitors to Fremantle. It is managed to ensure minimal impact on neighboring properties and compliance with local regulations. The residence is adjoined to a shopfront within a single dwelling, occupying the second floor with rear access. Guests will be personally met and escorted into the property by the host or a designated representative.

2. Guest Check-In Process

- Standard check-in hours are **3:00 PM to 5:00 PM**.
- Guests must attend the **shopfront of SALLY SKOUFIS™ at 70 High Street, Fremantle** upon arrival.
- Guests will be **personally met and escorted into the property**, by the host or representative.

- For arrivals outside standard check-in hours, guests are required to **notify management in advance**, and alternative arrangements will be coordinated.
 - Guests are provided with clear pre-arrival instructions and contact details.
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3. Guest Check-Out Process

- Standard check-out time is **10:00 AM** unless otherwise arranged.
 - Guests must:
 - Leave the premises in a clean and tidy condition
 - Dispose of rubbish in designated bins
 - Return any keys or access devices as instructed
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4. Noise Management

- The property is located within a **central mixed-use area of Fremantle**, and guest behavior is managed accordingly.
 - **Quiet hours apply from 10:00 PM to 7:00 AM.**
 - Parties, events, and large gatherings are **strictly prohibited**.
 - Guests are informed of noise expectations prior to arrival and within the property.
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5. Complaint Handling Procedure

- A **24/7 contact person** is available to respond to complaints or issues.
 - In the event of a complaint:
 1. Immediate contact will be made with the guest
 2. The guest will be instructed to resolve the issue promptly
 3. Continued non-compliance may result in **termination of the booking without refund**
 - All complaints are recorded and addressed to prevent recurrence.
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6. 24/7 Contact Details

A designated manager or host is available at all times for:

- Guest assistance

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- Emergency situations
- Neighbour or council concerns

(Contact details to be inserted here in final document)

7. Cleaning & Turnover Management

- The property is **professionally cleaned between all guest stays**.
 - Cleaning procedures include:
 - Full sanitation of bathrooms and kitchen
 - Replacement of all linen and towels
 - Inspection for damage or maintenance issues
 - A structured turnover schedule ensures the property is prepared before each check-in.
 - Periodic deep cleaning is conducted.
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8. Security & Access

- Access to the property is controlled through **in-person check-in or pre-arranged entry methods**.
 - Guests are responsible for securing the premises during their stay.
 - Any safety or maintenance concerns must be reported immediately.
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9. Guest Responsibilities

Guests are required to:

- Comply with all house rules
 - Respect neighbours and surrounding businesses
 - Adhere to maximum occupancy limits
 - Avoid anti-social or disruptive behaviour
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10. Compliance with Local Requirements

The property is managed in accordance with:

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- Local planning and short-stay accommodation requirements
- Applicable safety and health regulations

For Further Action: Urgent Waste Management Intervention – Rear ROW at 70 High Street

The neighbouring commercial cafe with high density food waste, HUSH, currently lacks an adequate waste management system. The rear right-of-way (ROW), which is undercover and warm, frequently contains unsealed bins, generating strong odours that flow directly into our property. As the ROW easement is in favour of #70, and my reoccupation will require active use of this access for both pedestrian and vehicle movement, this situation poses a **significant health, safety, and amenity concern**.

Under Fremantle Council guidelines, bins must be stored **behind property boundaries**, and ROWs are intended for access, not long-term waste storage. Continuous rubbish storage in the ROW may:

- Obstruct vehicle and pedestrian access
- Cause nuisance, odour, or vermin risks
- Contravene local health, safety, and amenity regulations

I respectfully request the Council's **intervention and guidance** to ensure that waste at the neighbouring property is managed appropriately, and that the ROW is maintained in compliance with health, safety, and cleanliness standards. Prompt attention to this matter will prevent obstruction, odour, and potential regulatory breaches.

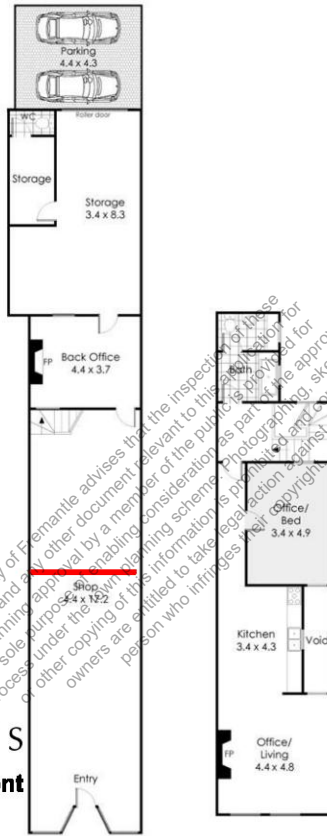
We have included a cover letter for the council to commence next steps.

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Right of way



DA0100/26 - Stud Wall to divide shop from residence approved.



SALLYSKOUFIS
Designer Jewellery Shopfront



Designer Residence for Airbnb - Rear access & Residential 2nd Floor

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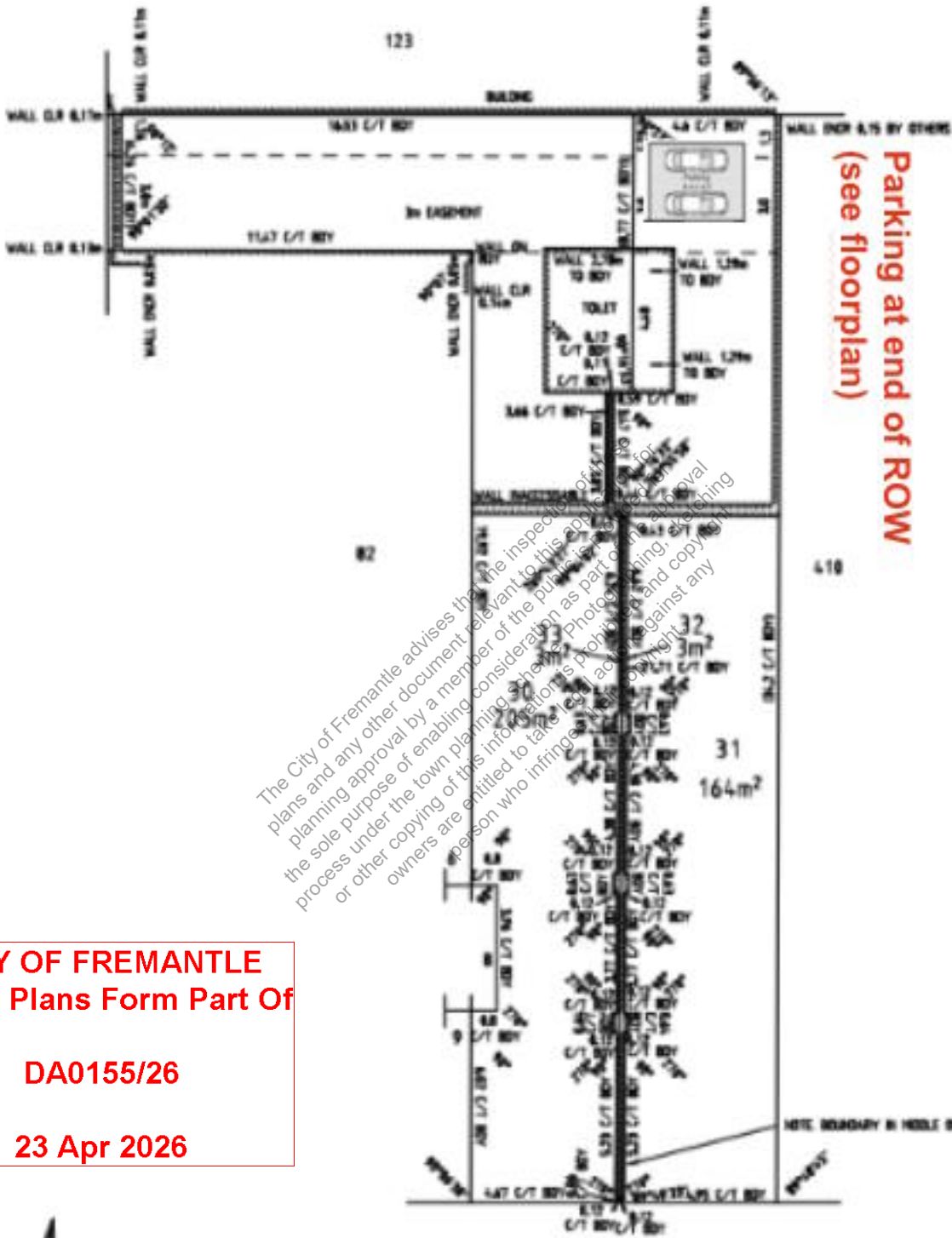
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70 High Street, Fremantle

This floor plan is not to scale.
Dimensions are approximate and therefore should only be used for illustrative purposes.

PACKENHAM STREET



Parking at end of ROW
(see floorplan)

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23 Apr 2026



HIGH STREET

		DVG NUMBER 05089			TITLE IDENTIFICATION SURVEY LOT 30-33 ON D77211 HIGH STREET FREMANTLE
		DATE 04/04/2005			
		DATUM N/A			
		COORDS ASSUMED			
		SURVEYOR W FRASER			
DATE	AMENDMENTS	SCALE 1:150			CLIENT
		WELL PLAN 43			MS N de WINTON