SEA & SOUL FREMANTLE

ARCHITECTURAL PLAN

Architectural Plans – Supporting Note

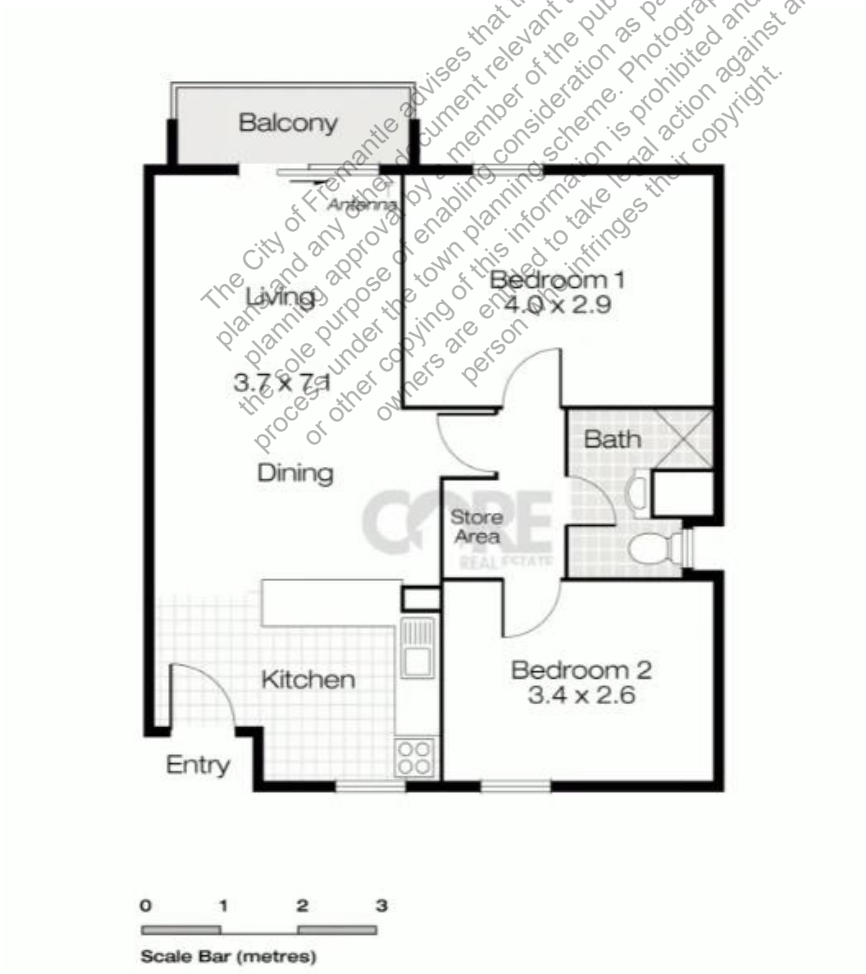
Original architectural plans for the apartment building have not been available to me.

I have therefore provided the available existing floor plan for the apartment, together with supporting photographs and information showing the property and parking arrangements in appendix B and the Strata Plan.

Should the City require any additional plans or information that are available through its historical property records, I can request them and if available can submit them.

FLOOR PLAN – LOT 20 SP5493

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SEA & SOUL FREMANTLE

MANAGEMENT PLAN

Unhosted Short-Term Rental Accommodation

Property	Unit 110, 23 Adelaide Street, Fremantle WA 6160
Accommodation	2 bedroom strata apartment
Maximum occupancy	4 overnight guests
Owner / Property Manager	Joanne Farrell
Phone	0423 571 107
Email	seaandsoulfreantle@gmail.com
Plan prepared for	City of Fremantle development application
Relevant policy	Local Planning Policy 2.27 – Unhosted Short-Term Rental Accommodation

This Management Plan is to be read together with the Sea & Soul Fremantle Guest Code of Conduct contained at Appendix A.

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5 Oct 2026

1. Purpose and Scope

This Management Plan establishes the operating and management procedures for Sea & Soul Fremantle, an unhosted short term rental accommodation at:

Address: Unit 110, 23 Adelaide Street, Fremantle WA 6160.

It is intended to demonstrate how the accommodation will be managed to protect residential amenity, minimise impacts on neighbours and common property, and provide clear procedures for guest conduct, complaints, waste, access, parking and safety.

The plan has been prepared to address the management-plan matters identified in section 8.3 of the City of Fremantle Local Planning Policy 2.27 (LPP 2.27). A separate Guest Code of Conduct addressing section 8.4 is included at Appendix A.

2. Property and Accommodation Details

- Property type: 2 bedroom apartment within a strata-titled residential complex.
- Proposed use: unhosted short-term rental accommodation.
- Maximum overnight occupancy: 4 guests.
- Sleeping accommodation: 1 x queen bedroom and one bedroom containing 2 x single beds.
- No living room, dining room, balcony or other non-bedroom area will be advertised or used as additional sleeping accommodation.
- Minimum stay: generally 2 nights, subject to booking settings and operational requirements.
- The property is operated under the trading name Sea & Soul Fremantle.

Occupancy will be controlled through booking settings and guest communications. All overnight occupants are to be included in the reservation and the approved maximum occupancy of 4 persons will not be exceeded.

2.1 Typical Guest Profile and Intended Use

Sea & Soul is operated as quiet, short-term residential accommodation. In practice, the apartment commonly accommodates families and other small groups visiting Fremantle for overseas holidays, family visits and short stays. The property is presented and managed for a maximum of 4 guests, and its house rules, 2 night minimum stay and no-party policy are intended to support respectful use.

3. Property Manager and Contact Arrangements

The owner, [redacted] will act as the Property Manager unless an authorised replacement manager is appointed.

- [redacted]

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The Property Manager personally monitors guest communications throughout each stay. Routine communication is handled through Airbnb or the property management platform, with telephone contact used where a matter is urgent. Guest enquiries are ordinarily responded to within 60 minutes.

Any complaint relating to noise, nuisance or the amenity of neighbouring residents will be treated as a priority and addressed immediately upon receipt. This exceeds the City's requirement for nuisance behaviour to be responded to within 12 hours.

The Property Manager will first contact the guest by telephone and messaging and require the behaviour to stop immediately. If the guest does not respond and the disturbance continues, the Property Manager will attend the property where it is safe and appropriate to do so. If repeated warnings are ignored and the problem continues, the booking will be terminated immediately. Should there is any serious safety matters, these may be referred to police or emergency services.

4. Booking Management

Bookings are primarily accepted through Airbnb, Booking.com and VRBO.
Guest communication before and during each stay is handled through these systems, with telephone contact used where a matter is urgent.
All booking require pre-approval from the owner and only verified profile with a good track record will be have bookings approved.

The booking process is managed to ensure that:

- the lead guest provides appropriate booking and contact information;
- the number of overnight occupants is declared as part of the booking;
- the maximum occupancy of 4 guests is maintained;
- guests are provided with the property rules and Code of Conduct;
- parties, functions and events are strictly prohibited; and
- material breaches may be escalated through the relevant booking platform or otherwise managed in accordance with the booking terms.

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5. Check-in, Check-out and Building Access

Sea & Soul Fremantle operates a self-check-in arrangement. Access instructions are provided to confirmed guests 24 hours before arrival through the booking software.

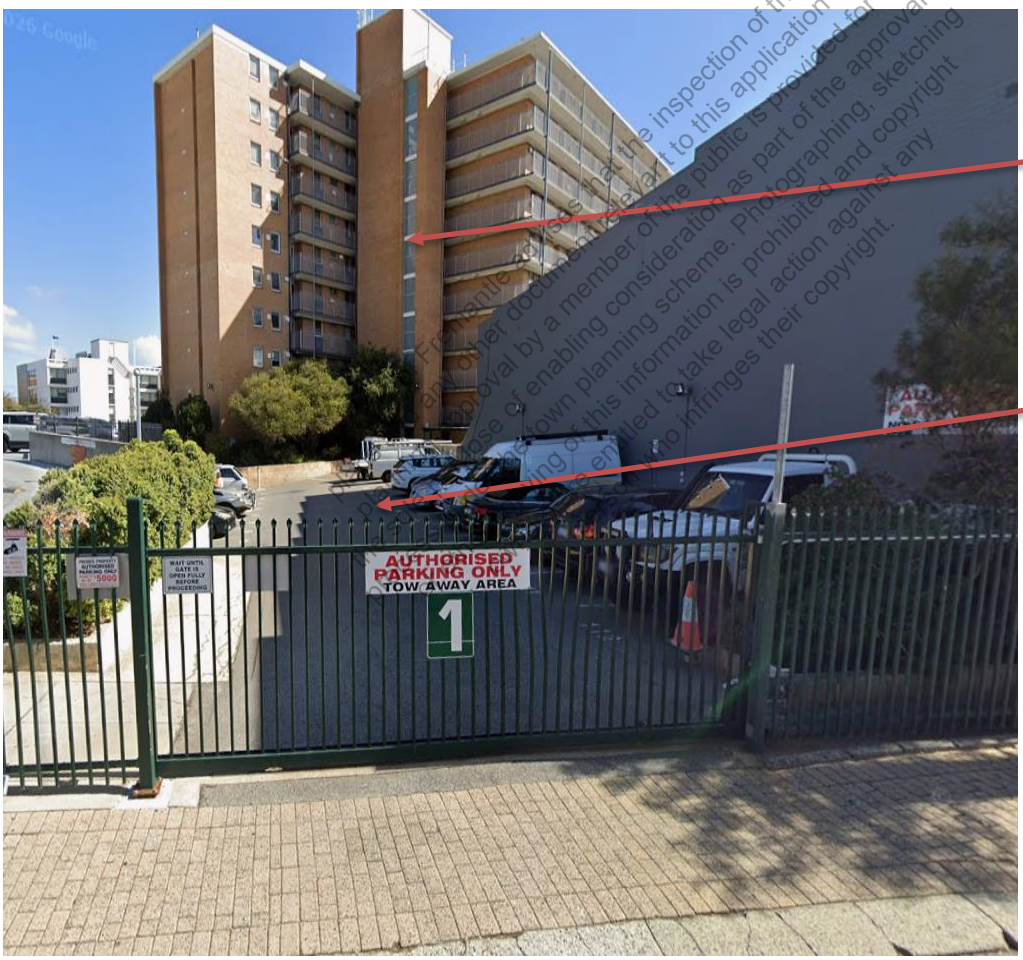
- Standard Check in is from 3pm and check-out is 10:00 am unless an alternative has been expressly approved.
- Keys are located in the lock box and guests are sent instructions on how to access this 24 hour before they check in.
- Guests receive instructions for accessing the building and apartment and for the use of any issued key, fob or remote.

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6. Parking and Transport

Sea & Soul has one secure, gated parking bay allocated to the apartment. The gated and secure parking area is located at the back of the apartment block.Guests using the bay receive the required parking remote and clear access instructions before checking in. Please see Appendix B for more information on the parking.

As the property is centrally located in Fremantle and guests are advised that public transport and other non-car transport options are available. The Guest Compendium placed in the apartment identifies alternative transport options and require compliance with local and strata parking restrictions.



23 Adelaide street – Apartment Building

Apartment Parking for unit 110 is behind gate one.

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7. Pets

Pets are not permitted at Sea & Soul Fremantle under any circumstances. Guests who request to bring a pet will not be approved to stay.

8. Noise and Protection of Residential Amenity

Sea & Soul Fremantle will be operated with particular regard to the amenity of permanent residents in the building.

- Quiet time applies from 10:00 pm.
- Noise must remain at a reasonable residential level at all times.
- Music, television, conversations and other activities must not be audible at an unreasonable level from neighbouring apartments or common property.
- Yelling, screaming, aggressive arguments and other loud or disruptive behaviour are prohibited.
- Guests must minimise noise when arriving, departing and moving through common areas.
- The balcony must not be used in a manner that creates unreasonable noise or disturbance.
- Doors must not be repeatedly slammed and guests must take reasonable care to avoid late-night disturbance.
- This is clearly outlined in our house rules

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9. Complaint Management Procedure

Complaints that may be received directly from neighbours, strata/building representatives, the booking platform, guests or relevant authorities. The following procedure will apply:

1. Receive and record: The Property Manager records the date/time, complainant contact details where provided, nature of the complaint, apartment/area affected and any relevant evidence.

2. Assess urgency: Noise, nuisance and amenity complaints are treated as priority matters and acted on immediately upon receipt. Any allegation involving violence, threats, immediate danger or a serious ongoing disturbance is treated as urgent. Emergency services or police may be contacted where appropriate.

3. Contact the guest: The Property Manager contacts the lead guest promptly by telephone and messaging, advises them of the complaint and requires the behaviour to cease immediately.

4. Follow up: If the guest does not respond and the disturbance continues, the Property Manager will attend the property where it is safe and appropriate to do so and will again require the behaviour to cease.

5. Repeated or serious breaches: If several warnings are ignored and the disturbance continues, the booking will be immediately terminated and the guests will be required to leave the property. Police, emergency services, strata/building management or security may also be contacted where circumstances warrant it.

6. Record outcome: Material complaints and actions taken are retained in a complaint record to assist with future management and review.

8.1 Nuisance behaviours covered

The complaint procedure applies to nuisance or amenity impacts including:

- violence or threats;
- loud or aggressive behaviour, including yelling, screaming or arguing;
- excessively loud noise;
- unreasonable overlooking or privacy impacts;
- light spill;
- animal nuisance, including barking dogs if an animal is present; and
- smoke, fumes or odours.

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12. Waste and Recycling Management

Guests are required to dispose of waste responsibly and to follow the building's waste and recycling arrangements.

- General waste and recycling are to be separated
- Waste must be placed in the designated building waste facilities and must not be left in hallways, entrances, lifts, on the balcony or elsewhere on common property.
- Guests are provided with instructions regarding the location and appropriate use of waste facilities on the ground floor close to the parking area.
- The cleaner/Property Manager checks the apartment at changeover and removes or appropriately disposes of waste remaining in the apartment.
- Excessive or inappropriate waste disposal identified during a stay will be addressed with the guest.
- Guests must not place prohibited, hazardous or oversized items in communal waste facilities.

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13. Emergency and Safety Procedures

- For life-threatening emergencies, guests are instructed to call 000. This is clearly outlined in the guest compendium and on the signature in the apartment.

- Bushfire emergency response procedures: Not included in this plan unless the property is identified as being within a designated bushfire-prone area, which it is not.
  If the City requires such procedures for this site, please advise and a plan will be drawn up.

14. On-site Manager Contact Signage

Property Manager contact details are clearly displayed inside the apartment as part of the guest information provided at the property.

As the apartment forms part of a strata complex, external signage cannot be installed on common property under the applicable strata requirements. The owner will comply with any alternative signage arrangement approved by the City of Fremantle that is consistent with the strata requirements.

15. Management Plan Commitment

Sea & Soul Fremantle will be managed as short-term residential accommodation with the objective of providing guests with a safe and enjoyable stay while preserving the residential amenity, security and quiet enjoyment of neighbours and other occupants of the strata complex.

The Property Manager accepts responsibility for implementing this Management Plan and for taking reasonable action in response to guest-related nuisance or breaches.

If there is any further documentation that is needed please advise and I (Joanne Farrell) will be happy to provide.

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SEA & SOUL FREMANTLE

GUEST CODE OF CONDUCT

Unhosted Short-Term Rental Accommodation

Property	Unit 110, 23 Adelaide Street, Fremantle WA 6160
Accommodation	2 bedroom strata apartment
Maximum occupancy	4 overnight guests
Owner / Property Manager	[redacted]
Phone	
Email	
Plan prepared for	City of Fremantle development application
Relevant policy	Local Planning Policy 2.27 – Unhosted Short-Term Rental Accommodation

This Guest Code of Conduct is meant to be read together with the Sea & Soul Fremantle Management Plan contained at Appendix A and the car parking plan in Appendix B.

The City of Fremantle advises that the inspection of the plans and any other document relevant to this application for planning approval by a member of the public is provided for the sole purpose of enabling consideration as part of the planning process under the town planning scheme. Photographing, scanning or other copying of this information is prohibited and copyright owners are entitled to take legal action against any person who infringes their copyright.

Appendix A – Sea & Soul Fremantle Guest Code of Conduct

This Code of Conduct set out specific expectations that apply to all booked guests and visitors to Sea & Soul Fremantle. The lead guest is responsible for ensuring that all members of their group understand and comply with these requirements.

A1. Property Manager / After-hours Contact

- Property Manager: Joanne Farrell
- Phone / after-hours: 0423 571 107
- Email: seaandsoulfreamntlw@gmail.com

For urgent property matters during a stay, guests should telephone the Property Manager. For routine matters, guests should use the booking platform app.

A2. Respect for Neighbours and the Building

- Treat neighbours, residents, staff and other building users respectfully.
- Keep noise to a reasonable residential level at all times.
- No loud music is permitted.
- Quiet time applies from 10:00 pm.
- Do not yell, scream, argue loudly or engage in aggressive or threatening behaviour.
- Move quietly through corridors, lifts and entrances, particularly at night and early in the morning.
- Do not interfere with another resident's privacy, security or quiet enjoyment.

A3. Occupancy, Visitors, Parties and Events

- Maximum overnight occupancy is 4 guests.
- Only registered/booked guests may stay overnight.
- Strictly no parties, functions or events are permitted.
- Visitors must comply with this Code of Conduct and must not create noise, congestion or disturbance.
- The apartment and common areas must not be used as gathering or entertainment venues.

A4. Parking

- Sea & Soul has one secure, gated parking bay allocated to the apartment. The gated and secure parking area is located at the back of the apartment block.
- Access instructions are provided before check in.
- Do not park in another resident's bay or obstruct driveways, accessways or common property.
- Comply with all strata, building and local parking restrictions.
- For guests who have visitors needing parking; Visitors parking is available for short term day time use in the same gated area.

A5. Transport

- Fremantle is serviced by public transport, including train and bus services. Guests are encouraged to use public transport, walking, cycling, taxi or rideshare services where suitable. Information on the use of Perth trains and bus routes is provided in the guest compendium in the apartment.
- The property is centrally located in Fremantle, providing guests with access to alternative transport options without requiring the use of a private vehicle.

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A6. Waste and Recycling

- Separate general waste and recycling in accordance into the 2 bins provided in the apartment.
- Place waste bags only in designated waste facilities on the ground floor of strata complex near the parking.
- Bin collection is managed through the strata complex's communal waste collection arrangements and does not require guests to place bins out for collection.
- Do not leave rubbish in hallways, lifts, entrances, on the balcony or other common property.
- Do not dispose of hazardous, prohibited or oversized items in communal bins.

A7. Smoking, Vaping and Odours

- Smoking and vaping are strictly prohibited inside the apartment and on the balcony.
- Do not create smoke, fumes or strong odours that affect neighbours or common areas.

A8. Pets

Pets are strictly not permitted at the property.

A9. Emergency and Safety Procedures

- For life-threatening emergencies, guests are instructed to call 000. This is clearly outlined in the guest compendium and on the signature in the apartment.

- Bushfire emergency response procedures: Not included in this plan unless the property is identified as being within a designated bushfire-prone area, which it is not.
  If the City requires such procedures for this site, please advise and a plan will be drawn up.

A10. Common Property

- Common property is shared residential space.
- Do not obstruct corridors, lifts, entrances or accessways.
- Do not hold gatherings or socialise noisily in common areas.
- Report accidental damage to the Property Manager promptly by using the booking platform messaging and then by phone for urgent matters..

A11. Emergencies

- For police, fire or ambulance emergencies call 000.
- Follow building evacuation instructions and directions from emergency services.
- Do not tamper with smoke alarms or other safety equipment.
- Report urgent leaks, electrical faults, access/security issues or other hazards to the Property Manager immediately via phone.

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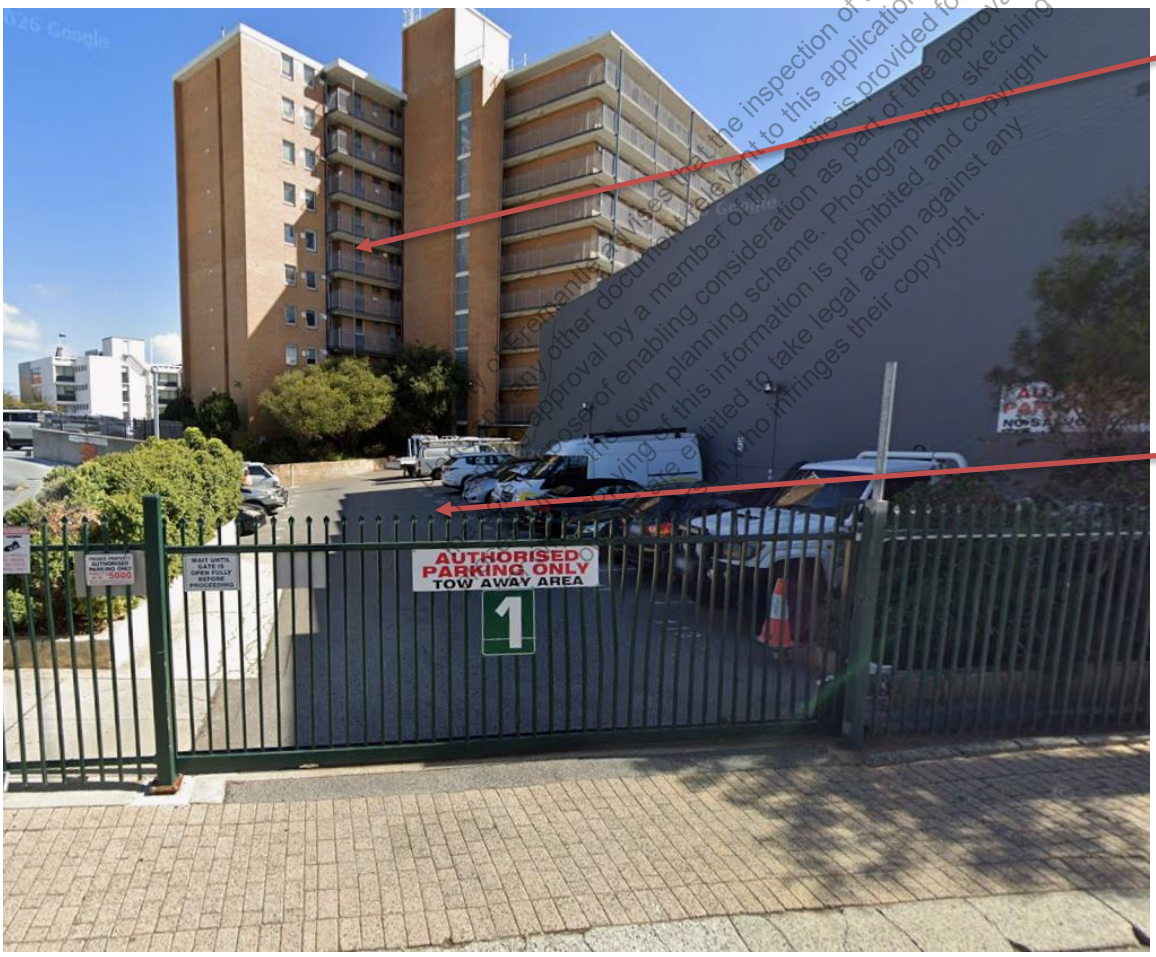
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SEA & SOUL FREMANTLE

Car Parking Plan

Appendix B – Sea & Soul Fremantle Car Parking

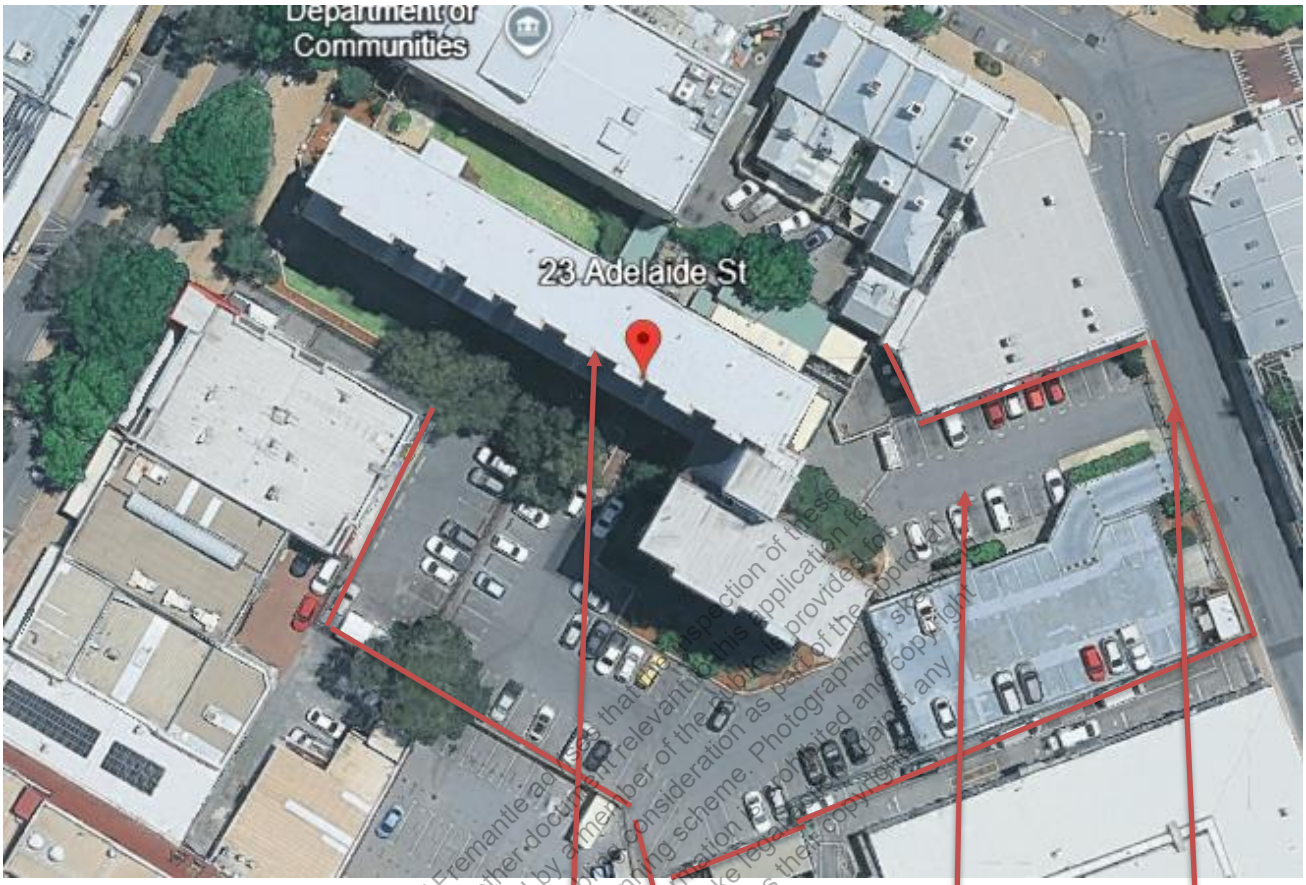
A formal car parking plan for the property was not available for owner to access. In lieu of this, I have compiled and attached a series of images that show the designated car parking arrangement associated with the apartment building, including the location of the allocated parking bay.



23 Adelaide street – Apartment Building

Apartment Parking for unit 110 is behind gate one.

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23 Adelaide street – Apartment Building

Apartment Parking for unit 110 is in this area. Accessed through gate 1

Gate 1 access is on Josephson Street


metromap