



MANAGEMENT PLAN – SHORT TERM ACCOMMODATION

The operation of a Short Term Accommodation premises requires the submission of a Management Plan and Code of Conduct to the City of Vincent. The premises must operate in accordance with the Management Plan and Code of Conduct.

Management Plan

The Management Plan provides important information to ensure that the operation of the premises maintains safety and amenity for guests and nearby neighbours. The elements of the Management Plan are in accordance with the requirements of the City's Local Planning Policy - Short Term Accommodation.

Property Address:	
Lot Number:	
Address:	
Host/Managers/Emergency Contacts details:	
Name:	
Address:	
Phone:	
Email:	
Provide details of after hours and emergency procedures:	
Signature:	
Property Owner Details:	
Owner name:	
Address:	
Phone:	

MANAGEMENT PLAN



CITY OF VINCENT

Email:			
Signature:			
Accommodation details:			
Maximum number of guests:		Maximum number of visitors:	
Minimum night stay requirements:		Will a host be present on site?	
Guest arrival time:		Guest departure time:	
Provide details of what portions of the dwelling will be available for and used by guests:			
Provide details of check in and check out procedures:			
Guest screening:			
Provide details on how the host intends to screen prospective guests:			
Noise and amenity:			
Provide details on what measures will be in place to minimise noise impact to neighbouring properties:			
Provide details of what measures will be in place for minimising the impact of antisocial activity to neighbouring properties:			
Provide details on how guests will be notified of their responsibilities and expectations:			

MANAGEMENT PLAN



CITY OF VINCENT

Complaints handling procedures:

Contact details for complaints:

Provide details on how complaints will be handled:

Expected response times to complaints:

Please provide any process for notification or eviction of guests:

Car parking:

Provide details of off-street car parking (if available):

Provide details of on-street parking requirements/restrictions for guests and visitors:

How will guests be notified of this information:

Disclaimer:

This template is produced by the City of Vincent in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this template. Verification with the original Local Laws, planning schemes and other relevant documents is recommended for detailed references.