

Development Approval for short term accommodation.

Application to retrospectively approve change of use of :

Unit 22 60 Smith Street Highgate.

Management Plan

Guests - Property is listed on 2 Agent web sites namely Airbnb and Tripadvisor and it is through these sites I am contacted by potential guests who request a reservation. Once I know the number of guests (the maximum number is 4), their ages, where they are coming from, if they are male or female and a reason for visiting Perth the reservation request is accepted. I do have the right to refuse but have not yet had a reason to do so unless there has been a mix up with availability dates. All communication with the guest is done using the Agents' web site messaging system until 4-5 days before arrival date when I send an email which provides the door code for that particular stay and has the apartment handbook attached. The guests are asked to read the handbook thoroughly and contact me if they have any questions regarding any of the information provided. I also ask for an estimated arrival time so I can be present when they arrive. I meet all guests at the apartment and together we read through the handbook so I can be sure they understand all the house rules and I then give them a familiarisation tour of the apartment. Once I am satisfied the guests have no concerns and are comfortable, I leave them to it.

The handbook - This is the document I rely on to ensure a safe and pleasant stay for my guests. Details of the apartment, amenities that can be found in the area and public transport is provided and it also addresses what is expected of them staying in a residential complex. It contains a code of conduct and lays down rules regarding car parking, noise control and visitor behaviour. The handbook is considered part of the management plan and should be consulted for details not contained herein.

Complaints management – The owners of unit 19, 20 21, 23, 24 will be notified that unit 22 is being used as a short term rental. Because of the layout of the complex (4 rows of 6 units) these 5 units are the only ones likely to be impacted by any noise or anti-social behaviour allegedly coming from my guests. I will provide them with my phone number and instruct them to immediately contact me if they believe any form of nuisance is coming from my unit. I will attend within 20 minutes. In the interests of complete disclosure, the Annual General Meeting (scheduled for late September 2017) will be informed of the use of unit 22 as a short term rental.



THE HANDBOOK

UNIT 22, 61 BROOME STREET,
HIGHGATE, WA, 6003

OWNER: George Jones +61 437 590 135
(george.jones@iinet.net.au)



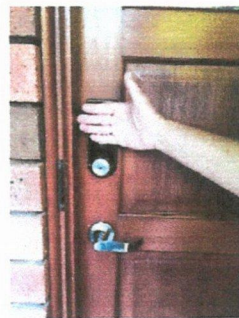
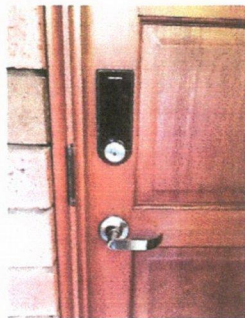
Directions

Parkside Apartment is situated in the inner Perth suburb of Highgate, the street address is as above. It is 10km from the Perth Domestic Airport and travel should take approximately 15-20 minutes and is 16.5km from the International Airport and travel should take approximately 25 minutes.

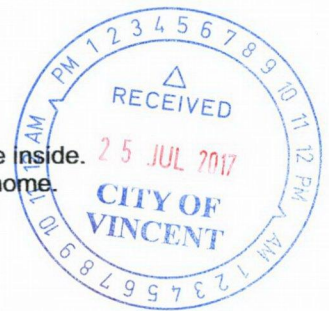
Please note ! The address of 61 Broome Street will not come up in a web search eg Google maps. Although the number 61 is on the letterboxes out the front, that address is only used by Australia Post. The way to locate the apartment is to search for number 38 Broome Street, the driveway into my apartment is DIRECTLY opposite number 38, next to the park.

The apartment is keyless and has a digital door lock (see photo). To open the door, touch the upper section of the lock with the back of your hand (see photo). 2 numbers will appear. Touch these numbers in numerical order, touch the 4 numbers in your **keycode** in the sequence you have been given, touch the star symbol and the door will unlock. In the unlikely event that it does not open, take hold of the handle and pull it gently toward you and hold while repeating the sequence.

Once inside, close the door and it will lock. To unlock from the inside, touch the key symbol on the lock or turn the bar lever anticlockwise. To lock the door when you are leaving the apartment, pull the door firmly closed and when a small symbol that looks like a house appears, you know the door is locked.



The screen security door has no key to lock from the outside but can be locked from the inside. To ensure your security, guests are urged to lock the security door whenever they are home.



NOTE: HIT Ctrl + click on link to view any hyperlink in this document

Things to Do in Perth

There are many activities (particularly outdoor) to participate in whilst in Perth.

<http://www.lonelyplanet.com/australia/western-australia/perth/things-to-do?page=2>

Transport

To order a taxi, telephone 13 13 30. Alternatively, the bus-stop to the City is located on Beaufort Street (insert map). All buses travelling south go into the City. If you need to know more specific details for making your way around Perth, telephone Transperth on 13 62 13 - they are very helpful.

Bus and train timetables can be viewed here:

<http://www.transperth.wa.gov.au/Journey-Planner/Stops-Near-You/mode/timetable/location/11799>

Timetable information can also be obtained by telephoning 13 62 13.

Travel Card

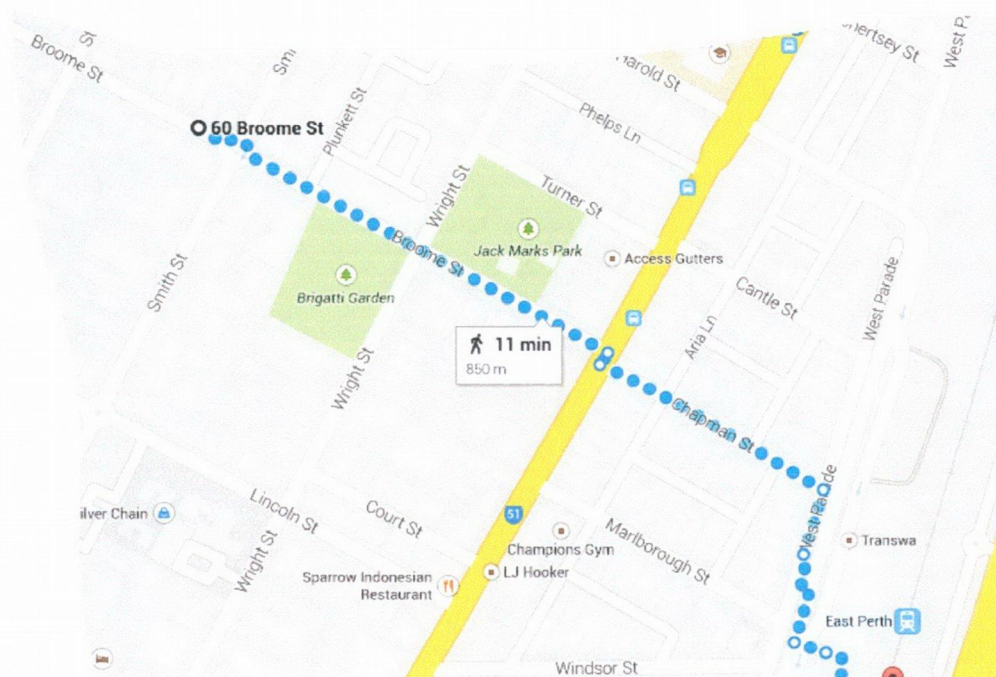
If you would like to purchase a Smartrider card to travel on public transport regularly, telephone 13 62 13 or visit: <http://www.transperth.wa.gov.au/TicketsandFares/SmartRider/GettingStarted.aspx>

Buses run approximately every 7 minutes down Beaufort Street during the day. They will take you to the Perth CBD.

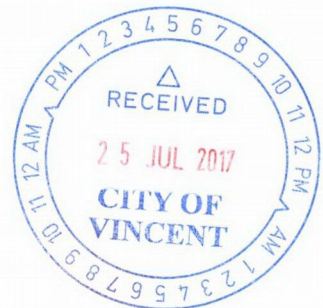
There is a CAT (central area transit) bus service in the Perth CBD and in Fremantle.

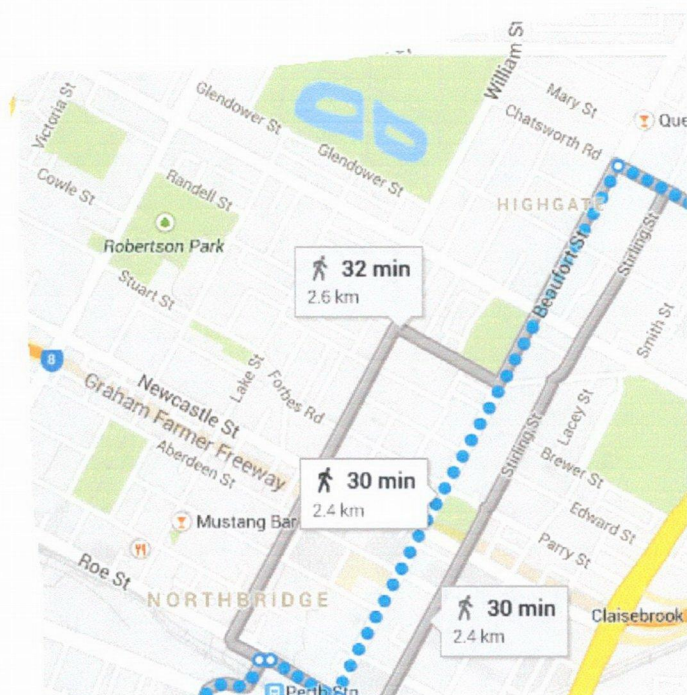
There is no charge for travel on these services.

East Perth train station is approx. 850 metres away, which will take around 11 mins to walk. Catch the train going to Perth which will take you to Perth CBD. This line is also the Fremantle line so if you stay on the train it will go all the way to Fremantle, a journey of approx. 30 minutes from Perth. This is also the train you catch to visit Watertown Brand Outlet Centre at 840 Wellington Street (get off at City West station) where you will find brand direct outlets and speciality stores with all the latest fashion, homewares and accessories. For more upmarket shopping, get off at Claremont Station for Claremont Quarter, Perth's premier up-market suburban retail destination <http://www.claremontquarter.com.au/>



If you wish to walk to Perth city allow yourself 30 minutes, the distance is approximately 2.5 km. Beaufort and Stirling Streets are the shortest route but William Street is a more interesting walk as it takes you through Northbridge which is Perth's largest dining and entertainment precinct.



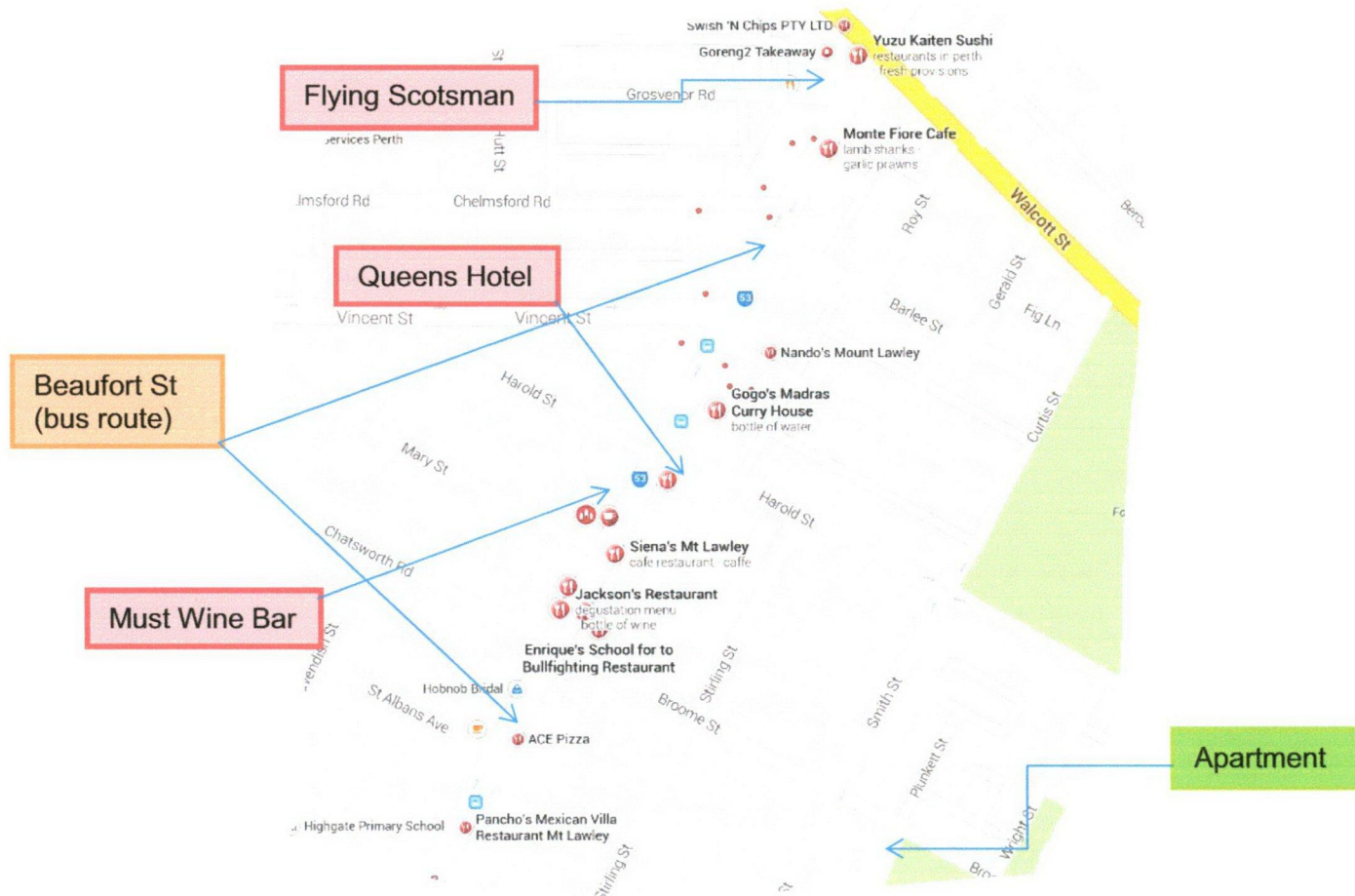


Restaurants/Hotels

There are many restaurants in Beaufort Street, Highgate and Mount Lawley, only some of which are noted on the map. There are also a few hotels and bars. Originally built in 1889, The Queens Hotel underwent extensive renovations in 1986. "The Queens, contemporary pub with timeless style, where food, friendly staff and great beer come together as one". The Flying Scotsman in Mount Lawley is a trendy local where you'll find a generous offering of local and imported beers, including boutique beers such as St. Arnou and Beez Neez. There's also an extensive selection of pub food including burgers, steaks, pizzas, salads and share platters. The Must Wine Bar is an award winning Bistro and Bar which won "Best Contemporary Australian Restaurant" in 2013.

The closest supermarket is on the corner of Beaufort and Grosvenor, opposite the Flying Scotsman.





Perth beaches

The apartment is approximately 30 minutes by car from our world renowned Indian Ocean beaches which are a must visit, particularly during the warmer months November to March. Please be careful and swim only between the red and yellow flags where lifesavers patrol.

House rules regarding beach visits

Before leaving the beach please shower at the public facilities and vigorously shake towels and clothes (don't forget your pockets!) so no sand is brought into the apartment when returning. Towels supplied with the apartment shall **not** to be taken to the beach, you will need to provide your own beach towels.

Items that require laundering after a trip to the beach should be done at a laundromat to prevent sand from contaminating the apartment washer and dryer.

Thank you for your understanding.

Maintenance

Please contact me should you have any maintenance issues or any questions relating to the apartment.

DVD Player

Instructions for DVD player are on the TV cabinet.

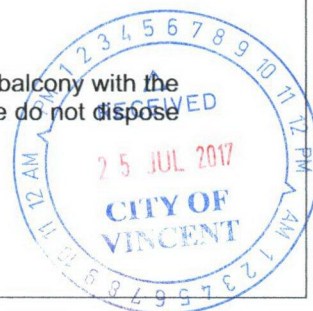
Air conditioners

When the air conditioners are in heating mode, there is a delay of a few minutes after turning on before warm air is discharged so please be patient with them.

Please remember to turn off each time you leave the apartment.

Smoking

Smoking is not permitted inside the apartment however I'm happy for you to smoke on the balcony with the door closed, or outside the apartment on the ground floor. **Ashtrays are provided.** Please do not dispose of your cigarette butts in the garden.



Washing Machine & Dryer

The dryer is a condenser dryer which is piped into the laundry sink so you do not need to empty the water reservoir.

Cleaning

If your stay is for a long period of time and you require the apartment to be cleaned, please contact me on 0437 590 135. Charges will apply.

Garbage disposal

Garbage shall be disposed of in the bins in the enclosure at the front of the building during stay and at check out. Please sort and put recyclables in the yellow top bins.

There is a supply of garbage bags in the pantry.

Linen

Additional sheets, towels, bath mats and flannels are stored in the bedroom cupboards. There is also a blanket for each bed should you need it, also in the bedroom cupboard.

Wifi

Landline broadband is available. The network and password login details will be on a note inside the apartment. Please try to limit your usage to emails and social media and keep downloads to a minimum.

Code of conduct

Parkside Apartment is located within a residential complex. Occupiers of other apartments are permanent residents, either owner/occupiers or tenants and are entitled to live without disturbance by or interference from neighbours. I am confident my guests understand this and will make every endeavour to abide by house rules, particularly with regard to noise control, parking only where allowed and making any visitors they may invite aware of the rules.

Car parking

Guests at Parkside Apartment are allocated 1 free car parking bay. It is directly in front of the apartment and is marked with the number 22. Please do not park in any other onsite bay or on the grassed street verge. If parking on the street, make yourself aware of time and location restrictions as stated on signs and please obey the restrictions.

Visitors

If you are planning on casually meeting a group of friends during your stay in Perth, please arrange to do so at a venue other than the apartment. Guests are not permitted to entertain visitors in the apartment but this policy may be relaxed for small celebrations. Prior approval from the owner must be obtained if guests wish to celebrate a special occasion at the apartment. It is the guests responsibility to ensure visitors are familiar with the house rules.

Noise control

Please remember the apartment is in a residential complex so with the comfort of residents in mind, please keep your noise level to a minimum, particularly at night. If you are arriving or departing early morning or late evening, please be aware residents may be sleeping so keep your movements and conversations as quiet as possible.

In an emergency

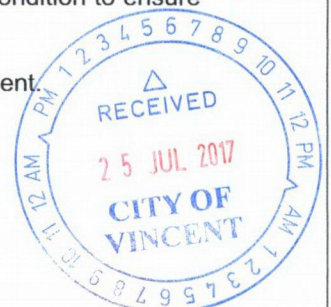
In the event of a life threatening emergency, the way to contact police, fire brigade and ambulance in Perth is to telephone 000 (triple zero). When police attendance is required regarding a disturbance or anti-social behaviour call 131 444.

Arrival and Departure

Access to the apartment is available after 2.00pm on the day of arrival. This may be varied for special circumstance by agreement with the owner. Departure is expected before 10.00am but again this may be varied by agreement.

On the day of your departure, please leave the apartment in a generally clean and tidy condition to ensure you are not charged a cleaning fee.

I truly hope you enjoy your time in Western Australia - and particularly at Parkside Apartment.

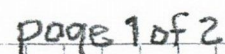




SITE AND FLOOR PLANS

BROOME STREET PROJECT

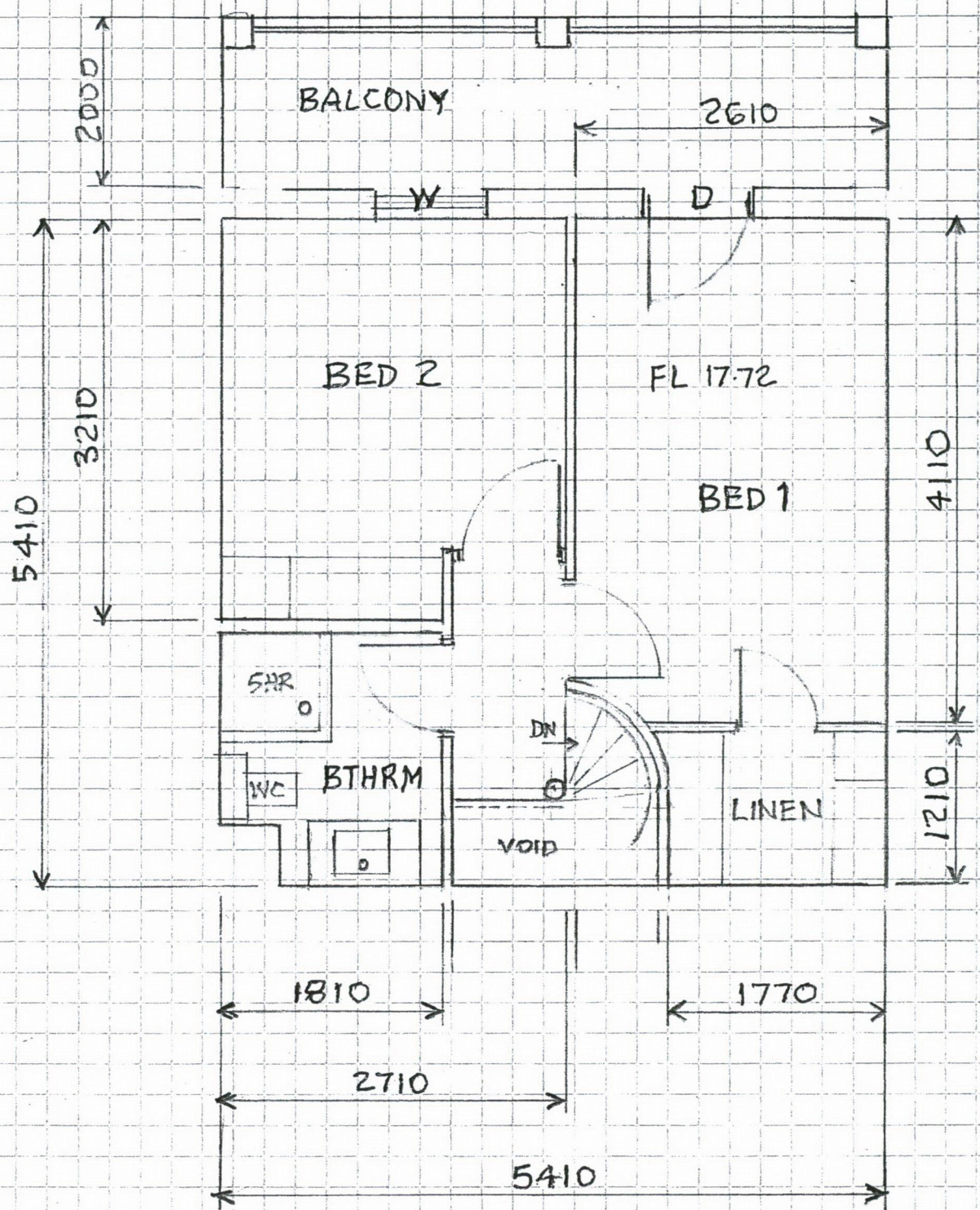
<p>CONTRACTOR</p> <p>Completion to be made on drawings and by the building contractor only work in shop drawings</p>	<p>COPYRIGHT</p> <p>Copyright reserved by the author All rights reserved. No part of this drawing may be reproduced without the written permission of the author.</p>	<p>JOB NO. 1585</p> <p>SCALE: 1:100</p> <p>DATE: SEPT 72</p> <p>DRAWN: [Signature]</p> <p>CHECKED: [Signature]</p>	<p>KRANTZ & SHELTON, ARNDT & SILBERT</p> <p>architects and town planners</p> <p>100 DUNDAS STREET WEST, SUITE 1000, TORONTO, ONT. M5G 1C5</p> <p>SHEET NO. A1</p>
--	---	--	---



SCALE 1:50

UNIT 22
60 SMITH STREET
HIGHGATE

OWNER - George Jones
0437 590 135



PLAN FIRST FLOOR

SCALE 1:50