

**HOLIDAY HOME**  
**PROPERTY MANAGEMENT PLAN**

**PROPERTY ADDRESS:**

**PROPERTY MANAGER DETAILS:**

Name: PETER HORA

Address: 9 SHEILA ST, MAXMAN PARK, WA 6012

Telephone Number: 0439 429 555

Email: hora.peter@gmail.com

**Details of where bookings are made:**

Internet (please specify): WALPOLE TOURIST OFFICE WEBSITE

Denmark Visitor Centre:

Property Manager: YES

Other (please specify):

**NOTE: In relation to the nominated Property Manager, the following is applicable:**

- is a person/company that will have day-to-day management of the holiday home; and
- will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
- in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.

**DUTIES OF PROPERTY MANAGER**

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route). Other duties include:

- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people is staying overnight in accordance with planning approval conditions;
- Ensure the premise is registered with the Shire of Denmark as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Maintain a register of all people who utilise the premise, available for inspection by the Shire of Denmark upon request;
- Ensure the premise is clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.

**CLIENT COPY**

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08 JUN 2015

18 August 2015 - Attachment 8.1.3a

DATE:

**HOLIDAY HOME**  
**FIRE AND EMERGENCY PLAN**

PROPERTY ADDRESS: *58 RIVERSIDE DRIVE, NORMANUP, WA 6333*

**FIRE SAFETY INFORMATION:**

The following floor plan of premises clearly identifies the location of:

- Hardwired smoke alarms;
- Fire blanket (in kitchen);
- Exit Lighting (if required);
- Fire Extinguishers; and
- External Taps/Garden Hose Locations; and
- A fire evacuation route leading to the nearest main road; and

*Please attach a floor plan for each level of the premise with the above clearly located and identified.*

The above information is to be clearly displayed in accordance with the Property Management Plan.

**EMERGENCY CONTACT DETAILS:**

*FOR ALL EMERGENCIES DIAL 000*

Property Manager: *0439 429 555*

Denmark Police: 9848 0500

Shire of Denmark: 9848 0300

Denmark Hospital: 9848 0600

**EMERGENCY PROCEDURE:**

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

ABC Radio: 630AM

FESA: [www.fesa.wa.gov.au/alerts](http://www.fesa.wa.gov.au/alerts)  
1300 657 209

Shire of Denmark: [www.denmark.wa.gov.au](http://www.denmark.wa.gov.au)

### FIRE EVACUATION ROUTE

*Map of Locality (Insert).*

*The map of the property is to clearly show (or detail) the nearest Emergency Evacuation Point.*

*The primary route used to evacuate the locality in the event of an Emergency which must lead to a main road.*

see attached

PROPERTY ADDRESS:

58 RIVERSIDE DRIVE, NORNALUP

LEGEND

Subject Property

Roads to be used in the first instance for Emergency Evacuation

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## **HOLIDAY HOME** **CODE OF CONDUCT**

### **PROPERTY ADDRESS:**

The following Code of Conduct governs tenant behaviour and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

**TENANTS:** A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

**NOISE AND NUISANCE:** The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

**VEHICLE PARKING:** The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

**SHIRE REGULATIONS:** The tenants agree to all Shire regulations, including noise and fire limitations.

**PREMISE CONDITION AND CLEANLINESS:** The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

**FIRES:** The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

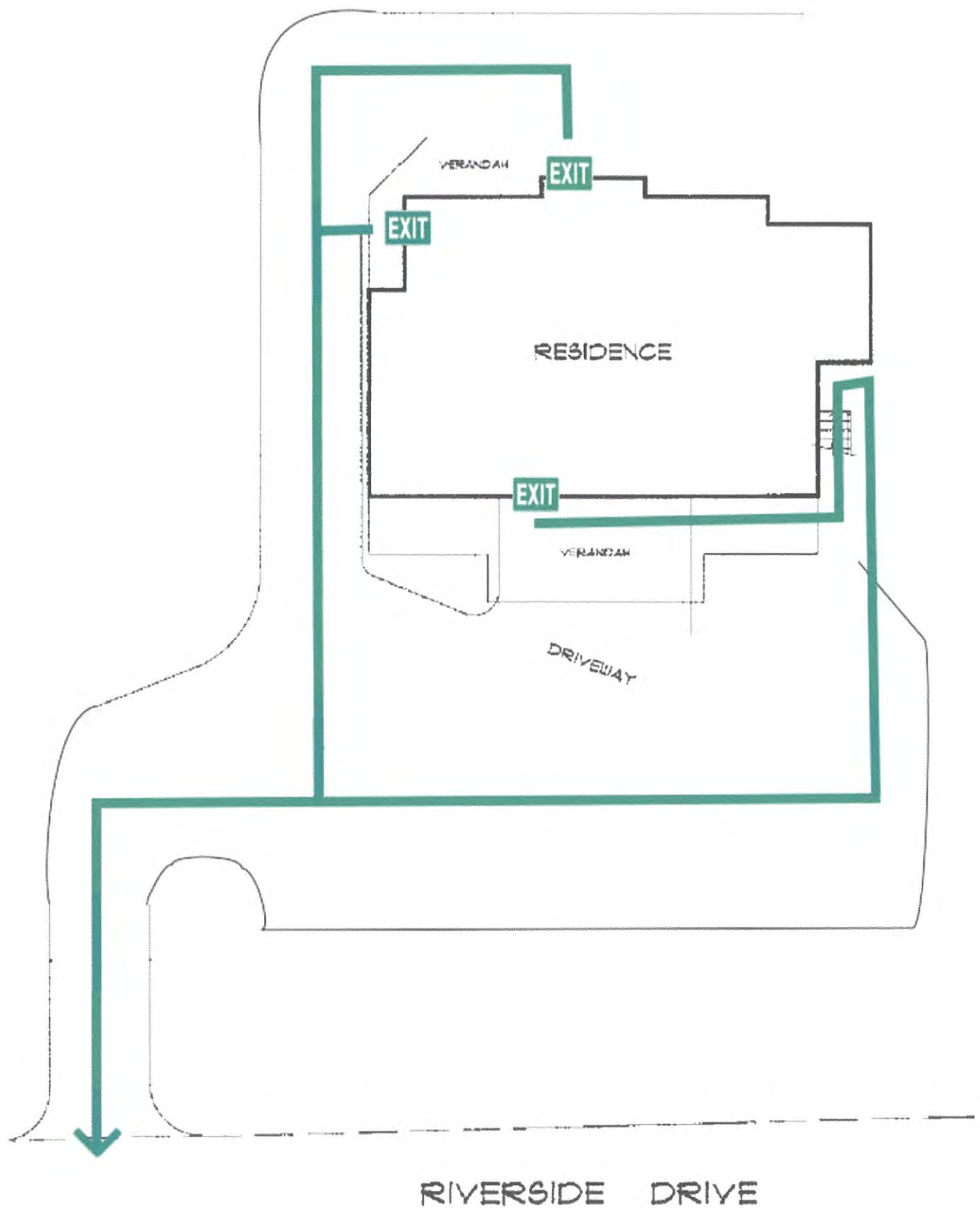
**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

Your collection day is:

**KEYS:** At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

**TERMINATION OF ACCOMMODATION:** If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

# EVACUATION PLAN



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PROPERTY ADDRESS:

**FLOOR PLANS OF PREMISE**

UPPER FLOOR PLANS (Insert).

see attached

LOWER FLOOR PLANS (Insert).

LEGEND

Hardwired smoke alarms

Fire blanket (in kitchen)

Exit Lighting (if required)

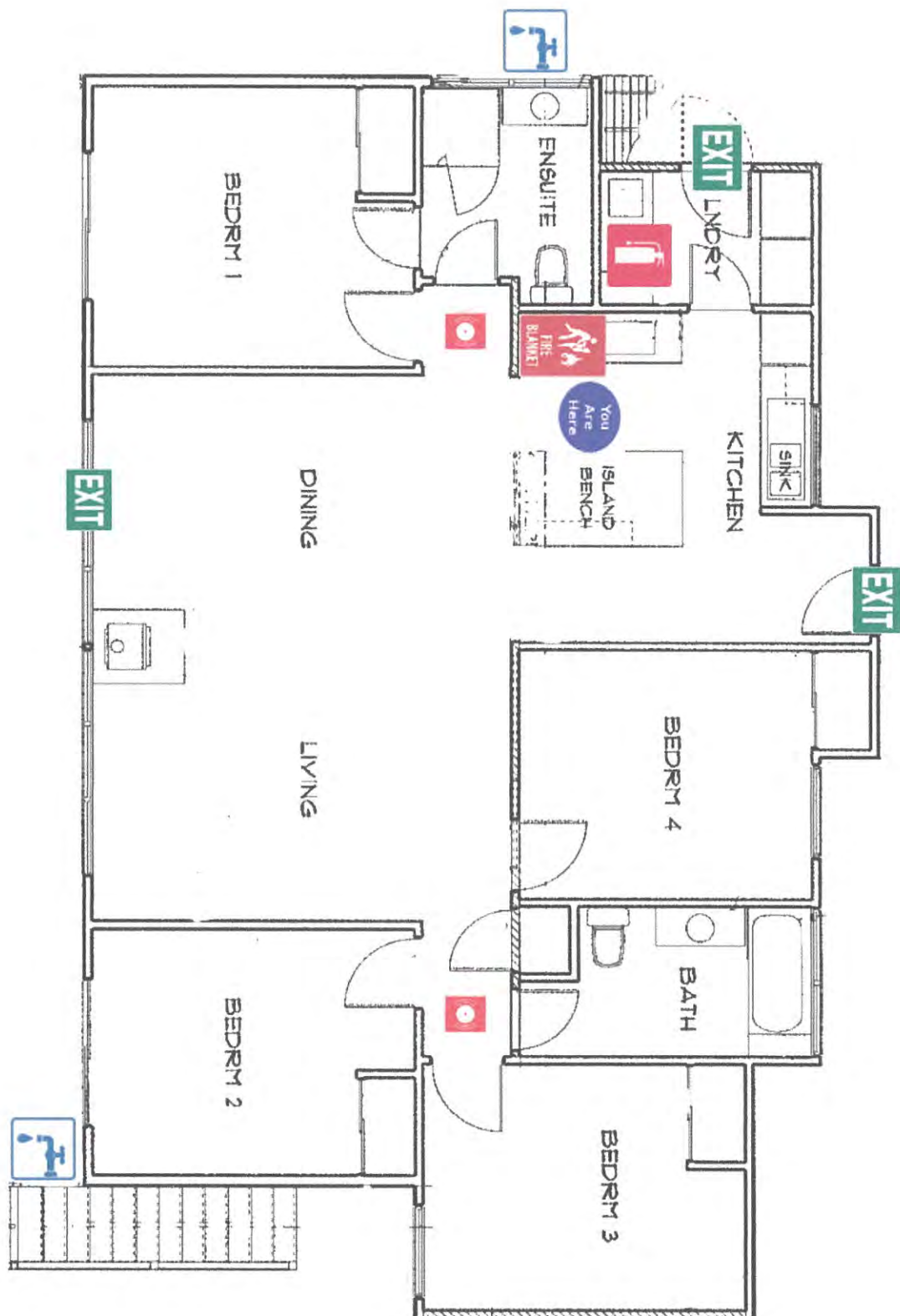
Fire Extinguishers

You are here.

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## Floor Plan



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**SCHEDULE OF SUBMISSIONS: PROPOSED HOLIDAY HOME (STANDARD) – NO. 58 (LOT 13) RIVERSIDE DRIVE, NORNALUP (A165; 2015/101)**

Submission Number	Name & Address	Verbatim Submission	Planning Services Comment
S1	<p>Details omitted as per Council Policy.</p> <p>Submitter is a nearby landowner</p>	<p>We have 2 concerns regarding approval for this site as a holiday rental location.</p> <ol style="list-style-type: none"> <li>1. That sufficient parking for tenants be provided on site (three parking spaces).</li> <li>2. That the driveway is upgraded (bitumen) to allow access and parking for 2 wheel drive vehicles.</li> </ol> <p>There are very limited parking options in the area. Over the last Easter period we had people parking their cars on the verge directly in front of our house which we understand were residents in this house. The owners would need to ensure that their tenants have adequate parking on site and that their tenant's vehicles are able to access it due to the steepness of the driveway.</p> <p>If the parking/access issues are addressed we have no problem with the approval.</p>	<ul style="list-style-type: none"> <li>• The property has sufficient parking onsite. Two parking bays are required for a Holiday Home (Standard) as per Policy 19.4. In this instance there is space on site for more than 2 vehicles (refer applicant's response – Attachment 8.1.1c).</li> <li>• As the driveway connects to the unsealed portion of Riverside Drive, sealing is not required.</li> </ul>
S2	<p>Details omitted as per Council Policy.</p> <p>Submitter is an adjoining landowner</p>	<p>Thank you for advising by letter of the above proposal and for allowing us the opportunity to respond. I am writing on behalf of the [names removed] families, co-owners of [address removed].</p> <p>Our family has been part of the Nornalup community for more than 60 years and has seen and been part of the gradual changes to the small town. We believe in progress if it is thoughtful and considerate of the nature of the township. However, we also believe that some decision-making has not been careful enough and that there is a risk to the fabric, appeal and amenity of the township by allowing a development-at-any-cost approach.</p> <p>Nornalup is a quiet, relaxing and peaceful residential area situated on the edge of National parkland and is part of a fragile river system. Most existing owners and residents enjoy Nornalup because of its serenity and natural beauty and are careful to retain this. Although the Shire treats it as "Residential" it is not suburban. We contend that some of the standard planning provisions (such as boundary setbacks) are too closely aligned to built-up suburban areas.</p>	<ul style="list-style-type: none"> <li>• Comments relating to the siting/approval of the dwelling are not relevant to the proposal, however overlooking issues have been considered as part of the assessment.</li> <li>• The current proposal is not for a second dwelling/subdivision. There is potential based on land size for the property to be subdivided, and matters such as drainage would be considered should a second dwelling be developed.</li> <li>• All applications for Holiday Homes are considered on their merits, having regard to Policy 19.4 and draft Policy 19.5 and not based on precedent.</li> </ul>



		<p>Regarding the holiday rental proposal at No. 58 Riverside Drive, there is already an established holiday rental business 'Nornalup Cottages' in Riverside Drive that provides accommodation for holidaymakers. There is good access to this business near the main road, close to the town jetty, and access to the boat ramp.</p> <p>There is one private holiday home rental 'Hydrangeas Cottage' in Riverside Drive. This holiday home is sited centrally on a full block and so any noise, parking issues etc. do not encroach on the privacy of adjoining properties.</p> <p>The new dwelling at No. 58 Riverside Drive, however, is only several metres from the next-door property owned by the [name removed] family. The proximity of the two buildings has caused concern among some Nornalup residents. It is perhaps easy to pass this off as a NIMBY (Not In My Back Yard) perspective but it disrupts the longstanding space and amenity of what we regard as one of the most beautiful parts of the State. No other home in Nornalup, thankfully, has been allowed to encroach so close to another.</p> <p>Although we understand there is no current application with the council, the manner in which the block at No. 58 has been developed suggests that the owners may intend to apply in the future to subdivide their property longitudinally, thereby creating two waterfront dwellings. Our concern is that if the holiday home status is granted for this property it will set a precedent for a holiday home on the other half of the block, only a metre or so from our joint boundary. This would mean the potential of 12 inhabitants, and the resulting water, sewerage (drainage), rubbish implications which could further stretch the sustainability of such a fragile environment.</p> <p>If this is a possibility, we would object to the current application for a Holiday Home Rental status for No. 58 Riverside Drive.</p> <p>The drainage of the hillside blocks has always been a dilemma. Our own property has a natural 'soak' running through the side and front of this land. Its viability has already been compromised by the wholesale clearing of the front of No. 58 for the building of the current dwelling. This, we believe would be exacerbated by a possible second dwelling on the block.</p> <p>Again, thank you for notifying neighbouring residents and allowing us the opportunity to express our views about the proposal.</p>	
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S3	<p>Details omitted as per Council Policy.</p> <p>Submitter is an adjoining landowner</p>	<p>My wife [name removed] and I own [address removed], Nornalup, located immediately adjacent to the building seeking rental approval request. We wish to <b>object</b> to the proposal.</p> <p>We are very disappointed the owners of the building have not contacted us in any way to discuss this proposal prior to making this application to the Shire. For your interest, and also worth noting, the owners of the building made no effort to contact us to seek our consideration prior to construction. They have a totally belligerent and negligent neighbor relations program which can be attested by other neighbours on Riverside Drive. Despite numerous requests by us through mail to meet with them, they have failed to accept that invitation. I don't even know what the owners look like.</p> <p>Our <b>objections</b> to the application are based on:</p> <ul style="list-style-type: none"> <li>• The rental property has potential to disturb the existing community aspect of the local area (as occurs as a result of rental property at Lot 8);</li> <li>• While we did not have the ability under building codes to object to the location of the new building (it is just over 1 metre off the border of our property), its location has already caused substantial capital loss to our property through visual and physical impairments. Adding rental approval will further diminish the value of our property;</li> <li>• Neither the Denmark Shire nor any of the neighbours were informed of the owners' intentions to build a rental property prior to commencement of building their structure, yet alone sought to comment on the location of the new building (they have proven themselves again to have non-existent neighbour relations. We have not met them despite requests through us by mail);</li> <li>• It appears obvious their original intention (as recognized by this application) was to build a rental property but they failed to advise that on their building application to Shire;</li> <li>• There is no screening between our properties despite the new building having a primary access pathway to their balcony immediately adjacent to our boundary;</li> <li>• They will have no control over who rents the property and we fear social disturbance when the house is rented out.</li> </ul> <p>While we state our <b>absolute objection</b> to the request , if the council sees fit</p>	<ul style="list-style-type: none"> <li>• That the proposed holiday home will negatively affect the neighbourhood amenity/disturb community aspect is speculative and not grounds for refusal.</li> <li>• The existing dwelling complies with the Residential R-Codes and was approved on that basis.</li> <li>• The Shire/neighbours are not required to be notified of future plans for a Single House, which is a permitted landuse. Neighbour notification was not required for the Single House.</li> <li>• Neighbour relations is not relevant as part of the assessment of planning proposals.</li> <li>• Refer applicants response – Attachment 8.1.1c noting that the proponent intends to install fencing/screening to address the neighbour's concern; noting that it is considered that there is no need to impose such a condition for it not considered needed for a planning purpose as such, thus will be governed by the Dividing Fences Act provisions that relate.</li> <li>• The proponents will have direct control over who rents the property as they will process bookings.</li> <li>• Noise is controlled via the Environmental Protection (Noise) Regulations – should issues arise the property manager (of which you would be provided contact details) can be contacted in the first instance, as well as the Shire or Police depending on the issue. It is noted that the code of conduct which forms part of the property management plan includes a provision that “noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday” – noting that the property manager has the right to terminate the booking if the code of conduct is not complied with.</li> <li>• The holiday home would be limited to no more than 6 persons as per the Holiday Home</li> </ul>
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		<p>to approve, we would seek</p> <ul style="list-style-type: none"><li>• Restrictions on noise and certainly no music before 8.00am and not after 9.30pm;</li><li>• Abuse of these restrictions would lead to fines or other such penalties for the owners;</li><li>• Limit to a maximum of 6 people;</li><li>• Screening erected between the two properties running the length of facing side of their building to our property (with approval of screening required by us).</li></ul>	<p>(standard) definition.</p> <ul style="list-style-type: none"><li>• See comment above relating to screening.</li></ul>
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Hi Marieke

Thank you for forwarding the submissions from neighbouring landowners.

As discussed with you on Thursday, I would like to request the council to make a determination in regards to my application.

I would also like to make the following comments on the neighbours' submissions and would very much appreciate it, if these could be included for the council's consideration:

Re. S1

My property has ample parking and can comfortably accommodate six vehicles on site (without counting the undercroft garages). This neighbour must be referring to an incident unrelated to my property.

I would also like to point out that as part of the earth works on my site I have at my expense repaired and re-gravelled a significant portion of the common driveway and drainage canal that is shared by a number of properties adjoining mine and that had fallen into a state of disrepair prior to me constructing my holiday home.

Re. S2

This is not an application for a subdivision and/or to build, but simply to allow me to rent out my existing dwelling for short term stays. The existing building fully complies with all relevant town planning requirements, setbacks, building codes, etc.

Re. S3

I was very surprised and shocked by the hostile tone of this response, which I suspect came from my neighbour on the western boundary. They are making unfounded and hurtful allegations about me although they have admittedly never met me in person.

In part this might be motivated by a few unpleasant incidents that took place since my house was completed:

I have had to ask members of their family and their friends to stop parking their vehicles on my property. Access to my property is very easy and there is ample parking whereas their block is very steep and difficult to get in and out of. It is much more convenient for them to park on my block and just walk across to their front door.

I have also had an argument with their daughter about noise late one night when approx. 10 or so mostly drunken teenagers were having a party at their place.

However, I believe that fundamentally their objection and antagonism comes from resentment of me having built on what had been a vacant lot for many years and which they considered part of their property (for parking, etc.). This is something they have actually expressed to me in a previous letter.

What I will do straight away is to speak to my neighbour about having a fence built or vegetation planted along the common boundary between our two dwellings, which will provide adequate screening. This we had actually previously agreed on but decided to wait until the buildings were completed.

Finally, I would just like to say that most of the houses along Riverside Drive in Nornalup are holiday homes that are vacant for the most part of the year. At the same time, and notwithstanding the nearby chalets, I have heard that it can be very difficult to get accommodation in Nornalup at certain times of the year.

I have spent about 1/2 mio. dollars building our holiday home in Nornalup. It has an expensive, very high-quality fit-out and I have no interest in renting this out to large groups or what could be considered 'party people'.

Given that the Great Southern is being promoted as a tourism destination, I feel it would be beneficial to provide visitors with options for where they can stay. Of course there are also benefits in terms of work opportunity for locals, e.g. cleaning, maintenance, etc. associated with this.

Thank you for considering my application.

Thank you once again, Marieke, and should there be further questions or if you require any further information please let me know.

Regards,  
Peter Hora