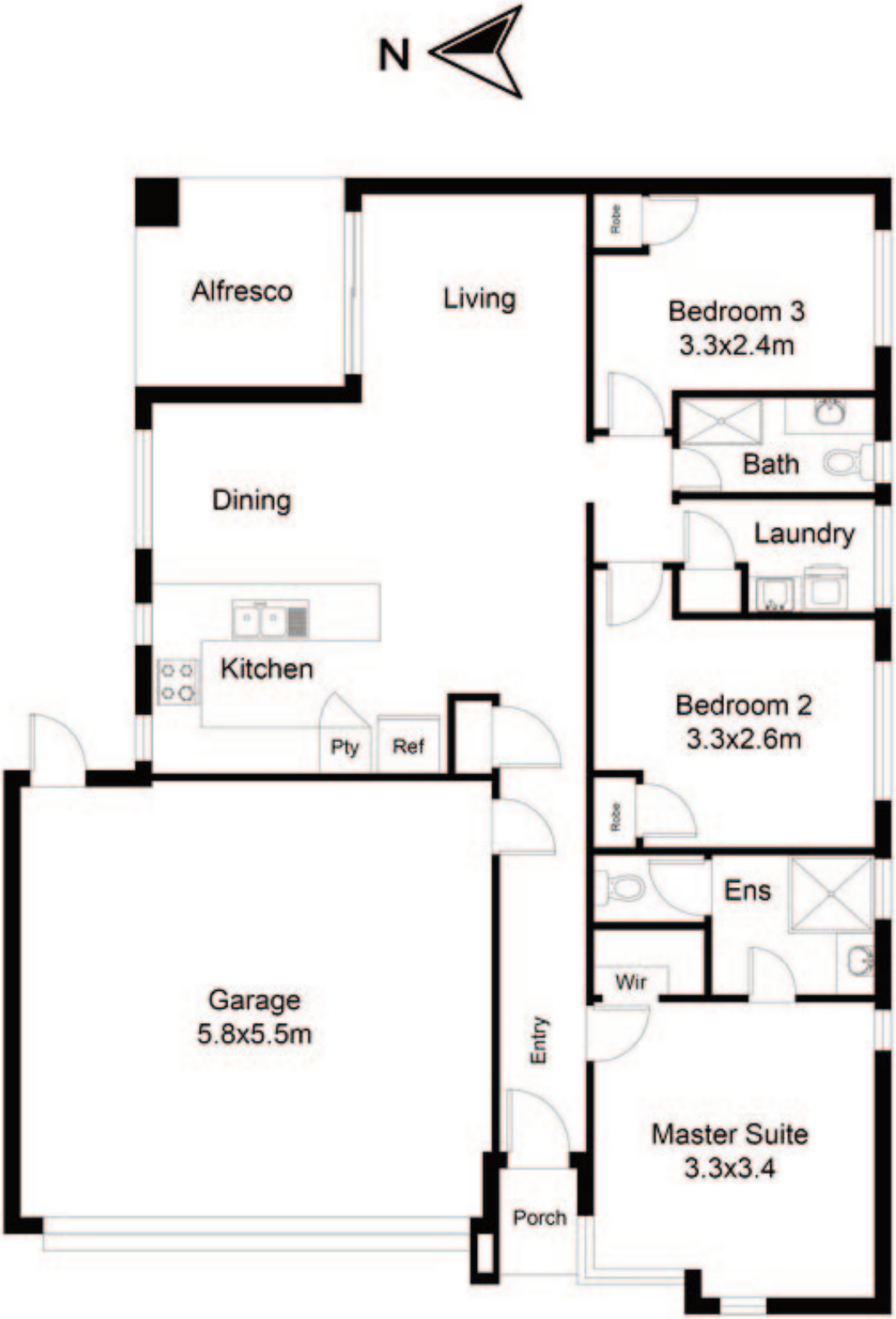
PLANNING APPLICATION/MANAGEMENT PLAN
CHANGE OF USE- SHORT TERM ACCOMMODATION

5 Burnett Road Brabham

Prepared for: The City of Swan June/2026

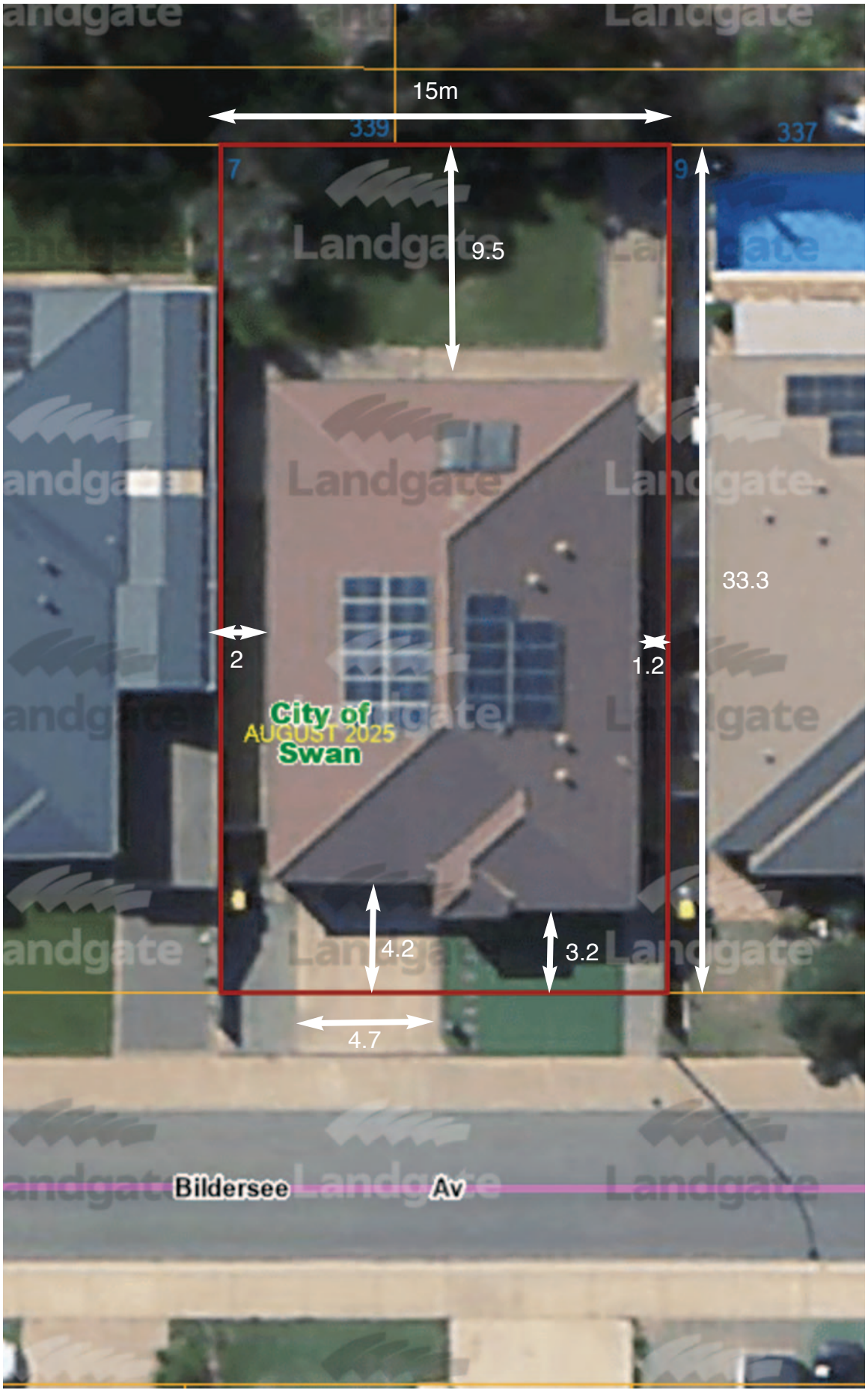
4/228 James Street
Northbridge 6003
0410326308

FLOOR PLAN



5 Burnett Rd, BRABHAM

SITE PLAN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LOCATION

4/228 James Street
Northbridge 6003
0410326308

COVERING LETTER

June 2026

City of Swan
2 Midland Square,
Midland

APPLICATION FOR CHANGE OF USE TO SHORT-STAY ACCOMMODATION.

5 BURNETT ROAD BRABHAM

The owner of this property is seeking approval to offer Short-Term Accommodation.

The reason for applying for Change of Use is the owner works in Tom Price, but needs access to a house when he visits Perth during rostered time off.

If approval is granted, the property will be managed by Cloud BNB.

We specialise in Short-Term Accommodation management and have the procedures in place to ensure neighbours and surrounding property owners are not adversely affected.

Guests must agree to a strict Code of Conduct during their stay which includes minimising noise and only parking in designated areas.

We install noise monitors to alert us if guests are making excessive noise after 9pm.

We then deal with the disturbance immediately by contacting the guests. If they continue to disturb neighbours the Terms of Occupancy give us the authority to insist they vacate the property.

We also use specialised software to automatically check each guest's rating with Short-Stay Web Sites.If they have previously caused disturbances or damage we do not accept the booking.

This software also requires guests to provide additional identification information which is automatically checked and verified before each booking is confirmed.

Attached is a detailed Management Plan and associated information to enable the City of Swan to assess this application to allow the owners to provide short-term accommodation to people visiting the area for business or holidays.

Yours Sincerely

Tara Cunningham
0401 299 917
tara@cloudbnb.com.au

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MANAGEMENT PLAN
Property Description/Use

5 Burnett Road Brabham is a house which consists of three bedrooms, a living/dining room, a kitchen, two bathrooms, a laundry and an alfresco area at the rear.

There is parking for two vehicles in a double garage and an two additional parking bays in the driveway.

A maximum of six people will be allowed to stay at the property during each booking.

Minimum booking: 3 nights.

Maximum booking: 90 nights

The location is close to the Swan Valley and Whiteman Park which will appeal to tourists and corporate groups who need short-term accommodation in the area.

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MANAGEMENT PLAN
Introduction

This Short-Term Accommodation Management Plan has been prepared to demonstrate to the City of Swan that if a change of use to Short-Term Holiday Home is approved for 5 Burnett Road Brabham, the property will be professionally managed to minimise any adverse impact on neighbours and nearby residents.

Cloud BNB specialises in managing short-stay accommodation and have the procedures in place to ensure guests comply with a Strict Code of Conduct.

We use specialised software during the booking process to screen guests and only accept guests with a 5 star rating from Airbnb.

This software also requires guests to provide detailed identification information which is verified prior to bookings being accepted.

These additional checks flag potentially undesirable guests and discourages any anti-social behaviour.

If approved, guests will be able to book a stay via short-stay accommodation websites such as Airbnb, Bookings and Stayz.

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MANAGEMENT PLAN
Complaints Management

Complaints can be resolved via the Manager.

If neighbours believe guests are not being respectful of the Code of Conduct, they can contact the Manager.

The Manager's contact details are as follows:

Tara Cunninghan
0401 299 917
tara@cloudbnb.com.au

If neighbours are having any issues with the operation of the property, such as the location and/or orientation of lighting, vegetation on site or any other general issues, they are encouraged to contact the Manager.

A Register of Complaints will be maintained by the Manager and available for inspection by an authorised Council Officer.

The complaints register will contain the following information:

1: The date and time of the complaint;
2: The name and address of the complainant;
3: The nature of the complaint;
4: Investigations carried out;
5: Action taken; and
6: Response provided to complainant.

A copy of this Management Plan can be made available to neighbours. Neighbours will also be provided with the contact details of the Manager and owner.

Neighbours can to be provided with the following:

1: A copy of the Code of Conduct;
2: A copy of the complaints management procedure;
3: Contact details which allows neighbours to engage with the Manager in the event of anti-social behaviour, particularly after hours.

Neighbours will also be encouraged to contact the police if they have concerns of any il-legal activity at the property.

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MANAGEMENT PLAN
Complaints Management

Complaints are divided into two categories.

Level 1: Complaint (minor noise disturbance and/or complaint)

In the event of a Level 1 complaint the following procedure is to be adopted:

1: The neighbour is to contact the Manager;

2: The Manager will contact the guests to advise them of the complaint and remind them of their obligations under the Code of Conduct.

3: If the issue is not resolved and a further complaint is received within 12 hours, the Manager will visit the property and the guests will be evicted in accordance with the Code of Conduct.

Level 2 Complaint (major noise disturbance).

Guests are encouraged to enjoy their time on the property, but as specified in the Code of Conduct, social events are not permitted and noise should be minimised after 9pm and before 7am.

If a Level 2 complaint is received, the following procedure is to be adopted:

1: The Manager or security firm will attend the premises within one hour of the complaint to verify if this is a major noise disturbance.

2: If the complaint is verified as a Level 2 complaint, the guests will be evicted in accordance with the Code of Conduct.

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MANAGEMENT PLAN
Check-In and Check-Out

Check-In

At the time of booking online, guests must review and agree to accept the house rules which specifically state:

1: No visitors or social events.

2: Quiet house after 9.00 pm

Check-in time is 2.00pm - 9.00pm daily.

Guests are provided with a code for keypad entry into the property.

Check-out

Check-out time is between 7am and 11am on the day of departure, unless other arrangements have been made with the Manager.

In the event that the Manager grants approval for check-out before 7.00am, guests are to ensure that noise is kept to a minimum to avoid disturbing neighbours.

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MANAGEMENT PLAN
On-Site Register/Maintenance

On-site register.

A register of all occupants will be kept by the Manager and be available for inspection by an authorised Council Officer, and shall contain:

1: The full names and usual place of residence of all occupants

2: The dates of arrival and departure of the occupants.

Maintenance.

Maintenance refers to both building maintenance and care of the gardens.

Maintenance will be managed by the Manager.

Maintenance will preferably be performed at a time between occupancy unless it is urgent and requires attendance at time of occupancy.

Other than in the case of an emergency, any maintenance contractors or staff will be engaged to attend during normal business hours to minimise disruptions to neighbours.

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MANAGEMENT PLAN
Guest Guide

A guide containing the following information shall be prepared for guests and kept in a folder on the premises:

1: Manager name and contact details.
2: Code of Conduct.
3: Procedure in the event of the house alarm activating.
4: Wi-Fi Device name and password.
5: Key lockbox code.
6: TV Information.
7: Air Conditioner operation.
8: Location of the first aid kit.
9: Extra towels and sheets.
10: Hot water systems operation.
11: Rubbish bin location and procedure for collection of rubbish bins.
12: Check-in time.
13: Check-out time.
14: Local restaurants and shopping.
15: Local parks and recreation services.
16: Other major attractions.
17: Important contact numbers.
18: Any other information as required.

Manager's Guide and Responsibilities.

A guide documenting tasks and processes will be retained by the Manager for the following:

1: General hosting (Including liaisons with clients, providers and Local Government);
2: Cleaning information between occupants;
3: Procedure for bin collection;
4: Laundry requirements;
5: Garden preventative maintenance; and
6: Building preventative maintenance.

The Manager shall maintain:

The Register of Complaints as referred to in this Management Plan;

A register of all occupants referred to in this Management Plan;

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MANAGEMENT PLAN
Code of Conduct for Guests

The Code of Conduct is provided at the property to ensure that guests know and comply with specific behaviour governing their permission to enter and occupy the property.

The Code of Conduct will be displayed in a conspicuous place in the property so that it can be easily viewed by guests.

General Principles

Short-Term Accommodation is a unique experience and the guiding principles of this Code of Conduct are:

1: Treat the property as if it is your own home.
2: Respect your neighbours.
3: Leave it in the appropriate condition as it was upon occupation.

General Requirements

1: Guests must comply with this Code of Conduct and instructions from the Manager during their stay.

2: Guests must notify the Manager of any disputes or complaints from neighbours as soon as practicable.

Noise and Residential Amenity

1: Guests must not create noise which is offensive or has the potential to create a nuisance to occupiers of neighbouring properties especially between 9pm and 7am Monday to Saturday and 9pm – 9am on Sunday and public holidays, during arrival and departure, and at any time throughout the occupancy.

2: Offensive noise is prohibited and may result in termination of permission to occupy the property, eviction, loss of rental paid and extra charges for security and other expenses, which may be deducted from the security deposit or bond under the terms and conditions.

3: Guests and visitors must not engage in any anti-social behaviour and must minimise their impact upon the residential amenity of the neighbours and the local community.

Visitors

1: A ‘No Visitor’ policy applies.

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MANAGEMENT PLAN
Code of Conduct for Guests

Gatherings and Functions.

All such activities are strictly prohibited.

Parking.

1: Parking for two vehicles in the double garage.

2: Parking for up to two vehicles in driveway.

Waste Management

1: Rubbish and recycled goods are to be disposed of in accordance with the usual practice at the property in the allocated bins, and excess rubbish must not be left in a public area.

2: Rubbish and recycling arrangements at the property are in the form of a bin for general rubbish and a bin for recycled goods as per the City of Swan Guidelines.

3: Bins should not be placed on the verge before 12pm on the day before collection day.

The Manager is to check by 6pm on the evening prior to collection day that the bins have been placed on the verge. In the event that bins are not placed on the verge by 6pm on the evening prior to collection day, the Manager will place the bins on the verge.

The Manager is to check by 6pm on the day of collection that the bins have been brought onto the property and are not on the verge. In the event that bins are still on the verge at 6pm on the day of collection, the Manger will bring the bins back on the property.

Security.

1: Whenever guests are absent from the property they must close and lock all windows and doors to maintain security and prevent rain and water damage.

2: At all other times, doors and windows should be secured as a general security measure.

3: The mains electricity RCD's (Residual Current Devices) are located in the property's meter box.

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MANAGEMENT PLAN
Code of Conduct for Guests

Outdoor Areas.

1: Guests are to respect the privacy of neighbours when utilising outdoor areas.

2: Guests are to also minimise noise when in the outdoor areas.

Smoking.

Smoking is not permitted within the residence.

Pets.

Pets are only permitted with approval of the Manager.

Motorcycles and Bicycles.

Motorbikes and bicycles are not permitted within the residence.

Damages and Breakages.

Any damage or breakages must be reported to the Manager.

Compliance.

1: Breach of the Code of Conduct is a breach of The Terms and Conditions of Contract and permission to occupy of the property.

2: The owner and Manager reserve the right, in accordance with the law, to terminate permission to occupy and to evict from the property guests who refuse to follow the Code of Conduct,

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MANAGEMENT PLAN
Management Contact Information

Manager Tara Cunninghan
Mobile 0401 299 917
Email tara@cloudbnb.com.au

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