

Leonie Barbara Wade

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13 July 2026

Planning Services
City of Vincent
244 Vincent Street
Leederville WA 6007

To Whom It May Concern,

Re: Development Application — Change of Use to Unhosted Short-Term Rental Accommodation — Unit 10, 212 Carr Place, Leederville WA 6007 (“The Milano”)

I am writing to lodge a development application for a change of use of Unit 10 at 212 Carr Place, Leederville, to Unhosted Short-Term Rental Accommodation under the City of Vincent’s Local Planning Policy: Short Term Accommodation and Local Planning Scheme No. 2 (as amended by Amendment No. 13).

The property is a self-contained, fully accessible two-bedroom apartment within a modern boutique development known as “The Milano,” in the Leederville town centre. As the apartment will be made available to paying guests for more than three months in any 12-month period, planning approval is required, and this application is submitted accordingly. The proposal supports the City’s intent to encourage appropriately located, well-managed short-term accommodation, particularly within centre and commercial areas.

The apartment was purpose-built to the High Physical Support (HPS) design standard under the National Disability Insurance Scheme (NDIS) Specialist Disability Accommodation (SDA) framework, and was let on that basis until 25 November 2025. The owner is actively seeking a new NDIS participant to occupy the apartment. Short-term rental in the interim provides the flexibility for prospective NDIS tenants to inspect the property and for it to be re-let for its intended disability-accommodation purpose at short notice, rather than being committed to a long-term lease or left vacant while a suitable tenant is sought.

The proposal addresses the key considerations under the Policy as follows:

- **Positive contribution and diversity of accommodation** — The proposal adds to the diversity of accommodation in the area by providing a well-managed, fully accessible short-term rental suited to tourists, business travellers and visiting families. The apartment is fully wheelchair accessible, helping to address a shortage of accessible short-term accommodation in the inner-city area.
- **Amenity protection through responsible management** — The apartment will be managed by the owner in accordance with a comprehensive House Management Plan and Code of Conduct, incorporating guest screening, occupancy limits, noise-control protocols and a 24/7 owner contact

for complaints or concerns. These measures ensure guest behaviour does not adversely affect neighbours or the broader community.

- **Minimisation of noise impacts** — The property is located within a town-centre setting where some ambient noise is already present from surrounding commercial activity. The apartment has adequate separation from neighbouring outdoor living areas, and internal measures — including house rules and quiet hours from 10:00 pm to 7:00 am — further limit noise. Management procedures ensure any issues are addressed promptly.
- **Respect for heritage and local character** — The Milano is a modern building with no heritage significance. The proposed use involves no external works or alterations and maintains the building's design integrity and its alignment with the character of the precinct.
- **Avoidance of amenity impacts on neighbours** — The property adjoins a mix of non-residential uses, including offices, retail and hospitality venues, and the proposal is consistent with this established mix. Guests are provided with clear instructions on conduct, waste disposal and respectful use of the property and common areas.
- **Provision of parking and access to transport** — The apartment includes one private on-site parking bay within the secure car stacker system. It is located within approximately 500 metres of Leederville Train Station and within walking distance of bus routes, restaurants, cafés and shops, reducing reliance on private vehicles.

I believe this proposal aligns with the City's planning objectives and its broader vision for a vibrant, well-managed Leederville town centre. The application is accompanied by a House Management Plan, which incorporates the Code of Conduct (Annexure B) and the apartment floor plan (Annexure A).

Should you require any further information, I would be pleased to provide it.

Enclosure: House Management Plan — Unit 10, 212 Carr Place, Leederville (incorporating Annexure A — Floor Plan and Annexure B — Code of Conduct).

Yours faithfully,

Signed by:

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Leonie Barbara Wade
Owner and Applicant

Leonie Barbara Wade

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+61 420 974 500

House Management Plan

Short-Term Accommodation

Property Address: Unit 10 – 212 Carr Place, Leederville WA 6007**Prepared by:** Leonie Barbara Wade (Owner and Applicant)**Date:** 15 June 2026

1. Introduction

This Short-Term Accommodation (STA) House Management Plan outlines the management, operation and operational controls for the apartment located at Unit 10, 212 Carr Place, Leederville, within the Milano building. The purpose of this plan is to demonstrate how the apartment will be operated and managed to ensure the safety of guests, the orderly functioning of the building, and the protection of the amenity of neighbouring residents, while aligning with the requirements of the City of Vincent.

Unit 10 operates under a hybrid management arrangement. Short-term accommodation bookings (excluding NDIS-related bookings) are managed directly by the owner, Leonie Wade. NDIS-related bookings are managed by Innogreen Homes on the owner's behalf.

The accommodation is intended to operate in a manner consistent with the residential character of the building. The apartment is used for quiet accommodation only and is managed to minimise any potential impact on neighbouring residents.

Guest screening procedures, strict house rules, occupancy limits, and a 24/7 contact and complaints response process are implemented to ensure the amenity of surrounding residents and the wider Milano building community is maintained at all times.

The apartment is primarily used by visiting families, professionals and individuals requiring short-term accommodation in the Leederville area, and is not marketed or operated as party or event accommodation.

2. Property Details

- **Bedrooms:** 2
- **Bathrooms:** 1 (fully accessible)
- **Unique Features:** A fully wheelchair accessible apartment located within The Milano complex. Features include a car stacker for parking and proximity to public transport, shops, and Beatty Park Leisure Centre.
- **Minimum Stay:** 2 nights

- **Maximum Stay:** 90 nights
- **Total Occupancy:** A maximum of six (6) persons are permitted in the apartment at any time, including visitors. A maximum of four (4) overnight guests may be adults.

3. Accommodation Management & Employees

Property Management Structure

- **Unit 10:** Short-stay bookings (non-NDIS) are managed directly by the owner, Leonie Wade. NDIS bookings are managed by Innogreen Homes on the owner's behalf.

Owner / Primary Contact (24/7 — all matters except NDIS bookings):

Leonie Wade — +61 420 974 500 | leoniewade@gmail.com

NDIS Booking Contacts (Innogreen Homes — NDIS-related bookings only):

Arian Gorjy — 0405 209 233 | arian@innogreen.net.au

Allison Chan — 0452 231 215 | allison@innogreen.net.au

Cleaning Services (Unit 10):

Maria Nascimento — Maid & Sparkle Co — 0426 205 193

maidnsparkleco@gmail.com | Maria@maidnsparkleco.com.au

4. Marketing & Advertisement

Bookings are screened through the verification and review systems used by Airbnb, Booking.com and VRBO. Short-stay bookings are screened by the owner. NDIS-related bookings are screened and managed by Innogreen Homes on the owner's behalf. Short-stay marketing and platform management (excluding NDIS bookings) is conducted directly by the owner via social media and direct contact through industry networks. Innogreen Homes manages the marketing and placement of NDIS-related bookings.

5. House Rules & Behaviour Management

- **Smoking:** Outdoors only. Smoking on the balcony must be done with the sliding door closed.
- **Noise:** Quiet hours are from 10:00 pm to 7:00 am. Guests must comply with the Environmental Protection (Noise) Regulations 1997.
- **Pets:** Pets are not allowed.
- **Total Occupancy:** A maximum of six (6) persons are permitted in the apartment at any time, including visitors. A maximum of four (4) overnight guests may be adults. Any breach of the occupancy limit may result in immediate termination of the booking without refund.
- **Visitors:** Visitors are permitted provided that the total number of people within the apartment does not exceed the maximum occupancy limit of six (6) persons. Visitors must comply with the house rules and quiet hours, and the primary booking guest is responsible for the behaviour of all

visitors. Visitors are not permitted to remain on the premises after 10:00 pm unless included as registered overnight guests.

- **Anti-Social Behaviour:** Loud music, parties, or disturbances are prohibited. Guests must adhere to the Code of Conduct/House Rules provided at booking and upon arrival. Violations may result in termination of stay.
- **No Parties or Events Policy:** The apartment covered by this House Management Plan is intended for quiet residential accommodation only. Parties, functions, events, gatherings, or celebrations are strictly prohibited. Guests must not organise or host events that involve additional visitors, loud music, excessive alcohol consumption, or behaviour that may disturb neighbouring residents. Bookings for the purpose of parties or social gatherings will not be accepted. Where a booking is suspected to be for such purposes, the reservation may be declined or cancelled. If a party or unauthorised gathering occurs during a stay, the owner may immediately terminate the booking and require the guests and visitors to vacate the property. Any damage, additional cleaning, or security costs arising from such behaviour may be charged to the guest. This policy is communicated to guests prior to booking, included in the house rules, and reinforced through the booking platforms used to advertise the property.
- **Enforcement:** Breach of occupancy limits, house rules, or building by-laws may result in immediate termination of the booking without refund.

6. Guest Screening, Accountability and Identification

- **Guest Screening:** All bookings are screened through the verification and review systems used by Airbnb, Booking.com and VRBO. Guests with a strong review history on Airbnb are able to use Instant Book. All other guests must submit a booking request, which is reviewed before acceptance. Requests from guests with negative reviews are declined. Guests who are new to Airbnb and do not yet have reviews are asked screening questions and are required to confirm acceptance of the house rules before their booking is approved.
- **Guest Accountability:** Guests are responsible for any damage caused to the apartment, common property, or building facilities during their stay. Bookings made through online platforms are subject to the platform's damage protection policies, and guests may also be charged for any costs associated with repairs, additional cleaning, or misuse of building facilities. This includes damage to the car stacker, common areas, lifts, intercom systems, and other shared facilities.
- **Guest Identification:** Booking platforms used to advertise the apartment require guests to verify their identity prior to booking. In addition, the primary booking guest must provide their full name and contact details and must be present during the stay. The person making the booking is responsible for ensuring that all occupants comply with the house rules.
- **Responsible Guest Requirement:** The booking guest must be at least 21 years of age and must not make bookings on behalf of third parties. The booking guest is responsible for ensuring all occupants comply with the house rules.

7. Complaints Management Procedures

- **24/7 Owner Contact:** The owner's contact details (Leonie Wade – +61 420 974 500) are provided to guests and neighbours.
- **After-Hours Protocols:** Immediate response expected within 1 hour for disturbances.
- **Neighbour Notification:** The owner's contact details are provided to neighbouring apartments within the Milano complex.
- **Neighbour Communication:** Residents within the Milano building are able to contact the owner directly if they experience any concerns relating to the operation of the Short-Term Accommodation apartment. Contact details are provided within the building and issues can be reported at any time. The owner will respond promptly and take appropriate action to ensure the quiet enjoyment of neighbouring residents is maintained.
- **Guest Awareness:** Guests are informed of the Code of Conduct prior to arrival and during check-in.
- **Complaints Management Process:** All complaints will be acknowledged within 24 hours, with urgent complaints actioned within 2 business hours. The owner will investigate promptly and take corrective action where required, such as contacting guests directly or arranging on-site checks. A follow-up response will be provided to the complainant once resolved.
- **Complaints Logbook:** A digital logbook will be maintained recording the date, time, nature of the complaint, actions taken, and outcome. This log will be made available to the City upon request.
- **Onsite Attendance:** The owner is contactable at all times and is able to attend the property in person to address urgent matters outside business hours when required.
- **Complaint Escalation Procedure:** The owner maintains a clear escalation process for managing complaints relating to Short-Term Accommodation. All complaints and actions taken will be recorded in the complaints logbook and made available to the City of Vincent upon request. If a complaint is received regarding guest behaviour, noise, or disturbance, the following steps will be taken:
 - The complaint will be acknowledged promptly and recorded in the complaints logbook.
 - The owner will contact the guest immediately to investigate and resolve the issue.
 - Where required, the owner may attend the property in person to address the matter.
 - If the behaviour continues after a warning has been issued, the guest's booking may be terminated and the guest required to vacate the property.
 - In cases involving serious disturbance, safety concerns, or unlawful behaviour, the matter may be referred to building management, strata management, or WA Police.
 - Records of complaints and actions taken will be made available to the City of Vincent upon request.

8. Guest Check-In and Check-Out Procedures

- **Check-In:** A keypad PIN code is sent to guests approximately one hour before check-in.

- **Check-Out:** 11:00 am latest; PIN code may expire 30 minutes after check-out time.
- **Late Check-Out:** Available upon request and approval.
- **Guest Information:** Guests receive a digital guest information guide prior to arrival. This guide includes building access instructions, parking instructions, car stacker safety information, house rules, emergency contact details, and information on respecting neighbouring residents. A printed copy of key house rules and emergency information is also displayed within the apartment.

9. Parking & Equipment Storage

- **Guest Parking:** The apartment has one allocated onsite car stacker bay available for guest use. A maximum of one vehicle is permitted and must be parked in the allocated bay. Guests are advised that on-street parking is limited and not provided as part of the accommodation.
- **Car Stacker Operation:** The Milano building utilises an automated car stacker system. Prior to check-in, guests are provided with operating instructions and a link to complete a mandatory car stacker induction. Vehicles must comply with the system's height and weight restrictions. Guests who are unfamiliar with the system are encouraged to use nearby public parking instead. Guests are responsible for any damage caused to the car stacker due to improper use.
- **Visitor and Public Parking:** One visitor parking bay within the complex on Electric Lane is available outside business hours (Monday to Friday, 7:00 am to 5:00 pm). Guests are also provided with the City of Vincent's *Parking in Leederville* map outlining nearby public parking options.
- **Storage:** Equipment and suitcases may be stored in designated in-unit areas.

10. Waste Management

- **Short Stays:** Waste is managed by cleaners. Guests are informed prior to check-in of the location of the communal bin storeroom on the lower ground floor. Separation of recycling and general waste is not required, as the building only has communal general waste bins. Approximately 80–90% of material from these bins is recovered for recycling at Instant Waste's sorting facility in Bayswater.
- **Long Stays (30+ days):** Guests are informed of the location of the communal bin storeroom on the lower ground floor and are responsible for disposing of waste during their stay.
- **Guest Duty:** Empty indoor bins into communal waste bins before departure. Excess waste or misuse of bin areas may result in additional cleaning charges.

11. Cleaning and Laundry

- **Post-Stay Cleaning:** Conducted after each stay. Additional cleaning available at extra cost.
- **Laundry:** Washer, dryer, and drying racks provided for guest use.

12. Security and Access Control Measures

- **Locks:** Deadlocks on all windows and doors.

- **Access:** Digital keypad with electronic lock. Code shared before check-in.
- **Intercom:** Secure video intercom system at entry.
- **CCTV:** CCTV operates throughout common areas of the building, including corridors and entry points. No CCTV is installed inside the apartment or on private balconies. CCTV is used for security and compliance purposes only.
- **Building Compliance:** Guests must comply with the Milano building rules and strata by-laws at all times. This includes respecting common areas, lift use, parking arrangements, and maintaining appropriate noise levels within the building. Failure to comply with building rules may result in termination of the booking.

13. Emergency Procedures

- **Emergency Services:** Call 000 for police, fire, or ambulance.
- **Emergency Evacuation:** Emergency evacuation plan can be found at the back of the front door.
- **Non-Urgent Police:** 131 444
- **Nearest Medical:**
 - Central City Medical Centre: (08) 9225 1188
 - Royal Perth Hospital: (08) 9224 2244
- **Utilities:**
 - Western Power (Electricity): 13 13 51
 - Water Corporation: 13 13 85
 - SES (Storm Damage): 132 500
 - Fire Alarm System (Swan Fire): 08 6296 6799
- **Owner (24/7):** Leonie Wade – +61 420 974 500
- **Strata Manager:** Fiona Koh (Southern Strata Services) – 08 9478 6881

14. Maintenance

- **Urgent Repairs:** Call the owner immediately.
- **Routine Issues:** Report during business hours.

15. Bushfire Management

This site is not located in a bushfire-prone area. No additional precautions required.

16. Code of Conduct (Summary)

The behavioural expectations for guests are summarised below. The full Code of Conduct is set out at Annexure B and forms part of this House Management Plan; it is provided to guests digitally upon booking and displayed within the apartment.

- Guests must comply with the house rules and respect neighbouring residents at all times.
- Noise must be kept to a minimum, particularly during quiet hours (10:00 pm to 7:00 am).
- Occupancy is capped at six (6) persons, including visitors, and parties, functions and events are prohibited.
- Parking is limited to the allocated onsite car stacker bay.
- Anti-social behaviour, illegal drugs and unlawful activity will not be tolerated.

17. Landowner Responsibilities

- Guests receive a digital House Management Plan and Code of Conduct upon booking.
- A printed copy is provided inside the apartment.
- Neighbours receive the owner's contact information for complaint purposes.

18. Monitoring and Review

The owner will monitor the operation of the Short-Term Accommodation apartment and review management procedures periodically to ensure they continue to operate in a manner that maintains the amenity of neighbouring residents and complies with local government requirements.

Signed:

Signed by:

 Signature: _____
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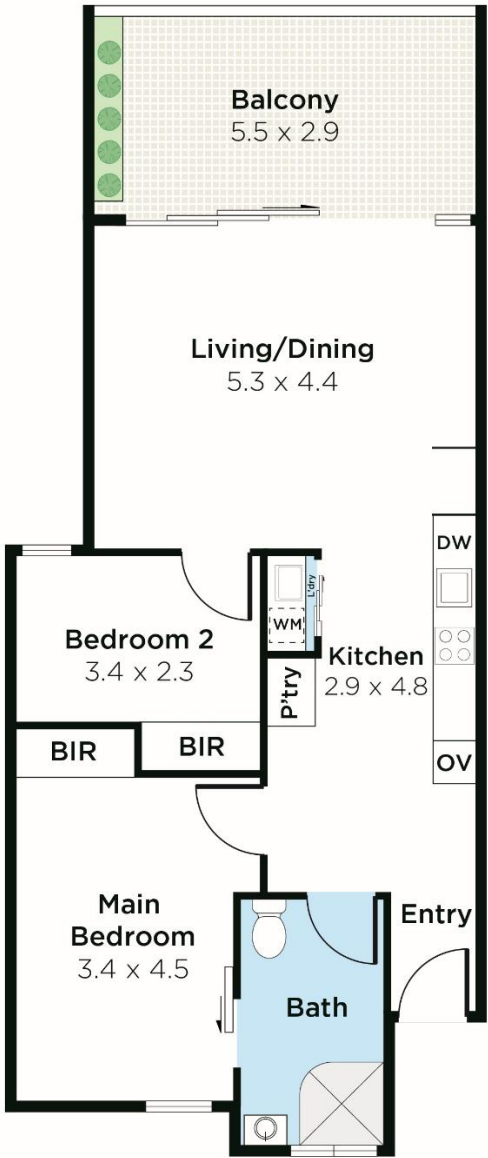
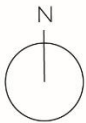
Date: 13/7/2026

Leonie Barbara Wade
 Owner and Applicant

Annexure A – Floor Plan (Unit 10)

Indicative floor plan for Unit 10, 212 Carr Place, Leederville WA 6007.

0	1	2	3	4	5
Floorplan Scale Bar (m)					
APPROXIMATE AREAS					
Internal Living	76 sqm				
Balcony	16 sqm				
Total	92 sqm				



Annexure B – Code of Conduct

This Code of Conduct sets out the standards of behaviour required of all guests and their visitors during a stay at Unit 10, 212 Carr Place, Leederville (the apartment), within the Milano building. It forms part of the booking terms and of this House Management Plan. By making or accepting a booking, the primary guest agrees to comply with this Code and to ensure that all occupants and visitors do the same. The apartment is a quiet residential apartment within a strata complex, and this Code exists to protect the safety of guests, the amenity of neighbouring residents, and the orderly operation of the building.

1. General Conduct

- Guests and their visitors must conduct themselves in a courteous, lawful and considerate manner, and must respect neighbouring residents and the wider Milano community at all times.
- The primary booking guest is responsible for the behaviour of all occupants and visitors, and for ensuring they are aware of and comply with this Code.
- The apartment may be used only for quiet, temporary residential accommodation.

2. Respect for Neighbours and Building Amenity

- Guests must not interfere with the quiet enjoyment of neighbouring residents or obstruct the shared areas of the building.
- Common areas — including the foyer, corridors, stairwells, lifts and car stacker — must be kept clear and used only for their intended purpose.
- Guests must comply with the Milano building rules and strata by-laws at all times, including any rules relating to common areas, lift use and the appearance of balconies.

3. Noise and Quiet Hours

- Quiet hours apply from 10:00 pm to 7:00 am. During these hours, noise must be kept to a level that cannot be heard from neighbouring apartments or common areas.
- Guests must comply with the Environmental Protection (Noise) Regulations 1997 at all times.
- Loud music, shouting, and other disturbances are not permitted at any time, including on the balcony. The balcony sliding door should be kept closed when noise may carry to neighbouring residents.

4. Occupancy Limits

- A maximum of six (6) persons may be present in the apartment at any one time, including visitors. A maximum of four (4) overnight guests may be adults.
- The number of overnight guests must not exceed the number confirmed at the time of booking. Any change to the number of guests must be approved in advance.
- Exceeding the occupancy limit is a serious breach of this Code and may result in immediate termination of the booking without refund.

5. Visitors

- Visitors are permitted only while the total number of people in the apartment remains within the maximum occupancy limit of six (6) persons.
- Visitors must comply with this Code, including the house rules and quiet hours, and the primary guest remains responsible for their conduct.
- Visitors are not permitted to remain on the premises after 10:00 pm unless they are registered overnight guests.

6. No Parties, Functions or Events

- The apartment is for quiet residential accommodation only. Parties, functions, events, gatherings or celebrations are strictly prohibited.
- Bookings must not be made for the purpose of holding a party or gathering. Where a booking is suspected to be for such a purpose, it may be declined or cancelled.
- Guests must not organise or host any activity involving additional visitors, loud music, excessive alcohol consumption, or behaviour that may disturb neighbouring residents.
- If a party or unauthorised gathering occurs during a stay, the booking may be terminated immediately and the guests and visitors required to vacate the property. Any resulting damage, additional cleaning or security costs may be charged to the guest.

7. Smoking

- Smoking is not permitted inside the apartment.
- Smoking is permitted outdoors only. Where smoking occurs on the balcony, it must be done with the sliding door closed, and cigarette waste must be disposed of responsibly.
- Any additional cleaning or damage costs arising from smoking inside the apartment may be charged to the guest.

8. Pets

- Pets are not permitted in the apartment or anywhere within the building, other than recognised assistance animals as required by law.

9. Illegal Drugs and Unlawful Activity

- The use, possession, supply or manufacture of illegal drugs is strictly prohibited in the apartment, on the balcony, and anywhere within the building.
- The apartment must not be used for any unlawful purpose. Any unlawful or dangerous activity may result in immediate termination of the booking, the guests being required to vacate, and referral to WA Police.

10. No Commercial Use, Subletting or Filming

- The apartment is provided for the personal accommodation of the registered guests only.

- Guests must not sublet, re-let, assign or otherwise transfer the booking, or allow any person other than the registered guests and approved visitors to occupy the apartment.
- The apartment must not be used for any commercial purpose — including filming, photography, recording, promotional activity, or the conduct of a business — without the prior written approval of the owner.

11. Care of the Property

- Guests must take reasonable care of the apartment, its contents, the common property and building facilities, and must leave the apartment in a clean and tidy condition.
- Guests are responsible for any loss or damage caused during their stay, including damage to the car stacker, common areas, lifts, intercom systems and other shared facilities. Bookings made through online platforms are subject to the platform's damage protection policies, and any costs associated with repairs, additional cleaning or misuse of facilities may be charged to the guest.
- Furniture and fittings must not be removed from the apartment or rearranged in a way that causes damage.

12. Safety and Security

- Guests must keep the apartment secure, including locking doors and windows when leaving the premises.
- For the safety of all occupants, open flames are not permitted. Candles, incense, fireworks and similar items must not be used in the apartment or on the balcony.
- Tampering with smoke alarms, fire safety equipment or security devices is strictly prohibited.
- Nothing may be thrown or dropped from the balcony or windows, and items must not be placed on, or hung from, balcony railings.

13. Parking and Car Stacker

- The apartment has one allocated car stacker bay. A maximum of one vehicle is permitted and must be parked only in the allocated bay.
- The Milano building uses an automated car stacker system. Guests must complete the mandatory car stacker induction provided before check-in and must comply with the system's height and weight restrictions and operating instructions.
- Guests who are unfamiliar with the system are encouraged to use nearby public parking. Guests are responsible for any damage caused to the car stacker through improper use.
- On-street parking is limited and is not provided as part of the accommodation.

14. Waste and Recycling

- Guests must dispose of waste in the communal bin storeroom on the lower ground floor and must empty indoor bins before departure.

- Common areas and bin areas must be kept clean. Excess waste or misuse of bin areas may result in additional cleaning charges.

15. Access, Keys and CCTV

- Access is by digital keypad code, which is provided shortly before check-in and may expire after check-out. Guests must not share access codes with any person who is not a registered guest.
- CCTV operates throughout the common areas of the building, including corridors and entry points, for security and compliance purposes only. No CCTV is installed inside the apartment or on private balconies.

16. Check-Out

- Guests must vacate the apartment by 11:00 am on the day of departure unless a late check-out has been approved in advance.
- On departure, guests must secure the apartment, dispose of waste, and leave the apartment in a reasonable condition.

17. Emergencies and Complaints

- In an emergency, call 000 for police, fire or ambulance. An emergency evacuation plan is displayed on the back of the front door.
- For all other matters, concerns or complaints, guests and neighbours may contact the owner at any time:
 - **Owner (24/7):** Leonie Wade – +61 420 974 500
- Complaints are recorded and responded to promptly. The owner may attend the property in person where required to resolve an issue.

18. Compliance and Consequences

- This Code of Conduct forms part of the booking terms. Breach of this Code, the house rules, the occupancy limits or the building by-laws may result in immediate termination of the booking without refund, and the guests and visitors being required to vacate the property.
- Any costs arising from a breach — including repairs, additional cleaning, security call-outs, or damage to common property — may be charged to the guest.
- Serious disturbances, safety concerns or unlawful behaviour may be referred to building management, strata management or WA Police. Records of complaints and any action taken will be kept and made available to the City of Vincent upon request.