



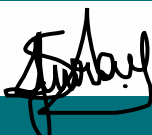
CITY OF VINCENT
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MANAGEMENT PLAN – SHORT TERM ACCOMMODATION

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

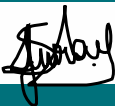
The Management Plan provides important information to ensure that the operation of the premises maintains safety and amenity for guests and nearby neighbours. The elements of the Management Plan are in accordance with the requirements of the City's Local Planning Policy - Short Term Accommodation.

Property Address:	
Lot Number:	
Address:	37/280 lord Str Perth
Host/Managers/Emergency Contacts details:	
Name:	
Address:	
Phone:	
Email:	
Provide details of after hours and emergency procedures:	At first instance contact my mobile number. If no reponse, send a text message and i will return the call I will also provide alrnative numbers and emails
Signature:	
Property Owner Details:	
Owner name:	
Address:	
Phone:	

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Email:			
Signature:			
Accommodation details:			
Maximum number of guests:	2	Maximum number of visitors:	3
Minimum night stay requirements:	2	Will a host be present on site?	No
Guest arrival time:	1400	Guest departure time:	1000
Provide details of what portions of the dwelling will be available for and used by guests:	1 bedroom apartment on 3rd floor, swimming pool, sauna, gym, BBQ area, games room and parking spaces.		
Provide details of check in and check out procedures:	Guests will be advised if check in procedure at the booking platforms like Airbnb and Booking.com. We will meet guests at reception area to hand keys over and keys will be left inside apartment when they depart		
Guest screening:			
Provide details on how the host intends to screen prospective guests:	Guests are rated on the platforms based on previous stays. We will only accept bookings where all ID checks have been conducted		
Noise and amenity:			
Provide details on what measures will be in place to minimise noise impact to neighbouring properties:	No parties are allowed. Visitor numbers are limited to 3 Guests will have to accept and agree to rules prior to booking being accepted A copy of rules will be displayed in apartment		
Provide details of what measures will be in place for minimising the impact of antisocial activity to neighbouring properties:	Antisocial behaviour will not be tolerated and any reports mean that guests will be evicted the authorities will be involved if necessary		
Provide details on how guests will be notified of their responsibilities and expectations:	Guests will be advised of all expectations, responsibilities, house rules Via booking platform The rules and responsibilities will be displayed in apartment		

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Complaints handling procedures:

Contact details for complaints:	
Provide details on how complaints will be handled:	The host will address any complaints as required
Expected response times to complaints:	30 minutes for phone calls 1 hour in person
Please provide any process for notification or eviction of guests:	Guest will be advised with a phone call, text messaging and platform messaging. If unable to contact Host will attend site to ensure eviction

Car parking:

Provide details of off-street car parking (if available):	There is a permanent parking bay on B2 for stays longer than 2 nights There are also bays marked as visitors parking bays that can be used for a maximum of 2 days
Provide details of on-street parking requirements/restrictions for guests and visitors:	Please follow council signage parking rule
How will guests be notified of this information:	On Airbnb and Booking.com platform in writing

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.