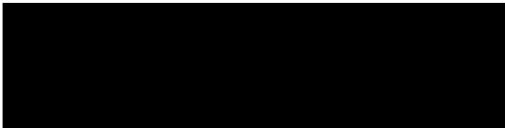


**BY EMAIL TO**  
mail@vincent.wa.gov.au

**18 September 2026**

The City Vincent  
244 Loftus Street,  
Leederville, WA 6007

**Erity Legal Services**



SHORT TERM RENTAL ACCOMMODATION (STRA)  
**DEVELOPMENT APPROVAL APPLICATION**  
**Change of Use**

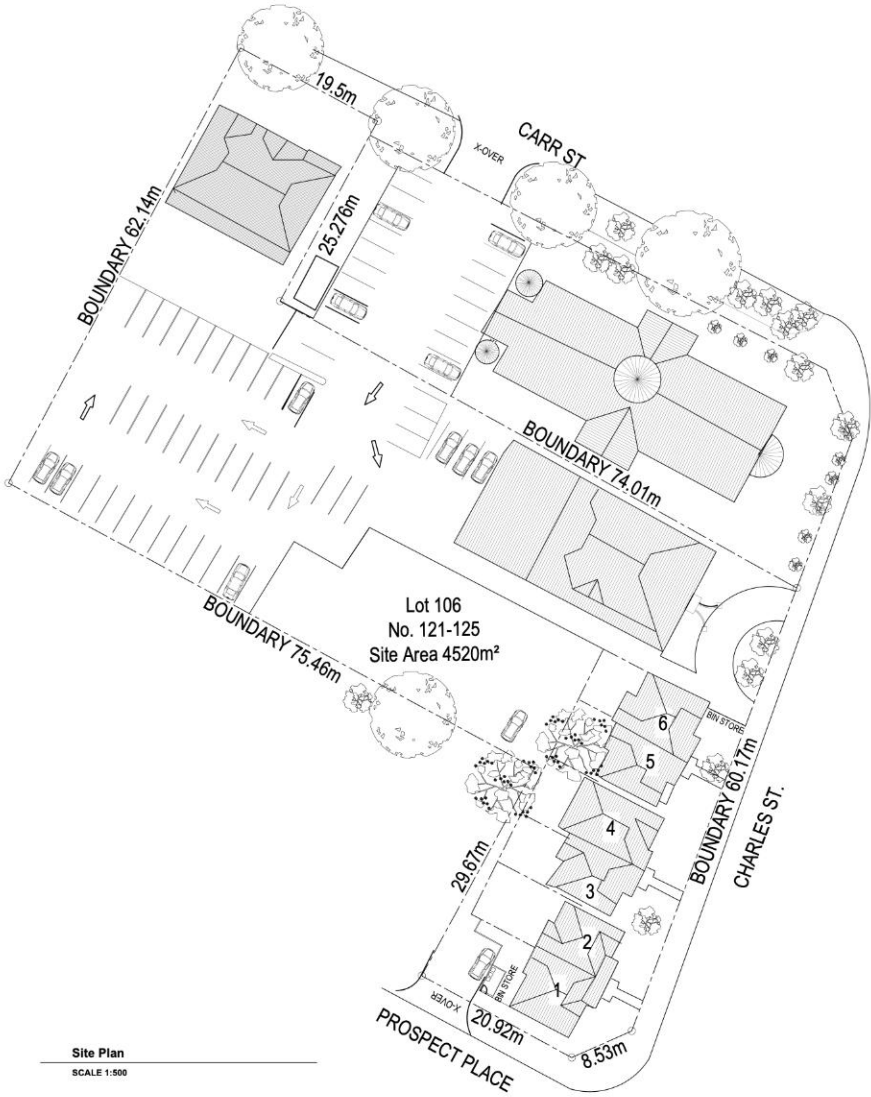
*59 Carr Street, West Perth WA 6005*

Greek Orthodox Church of Evangelismos

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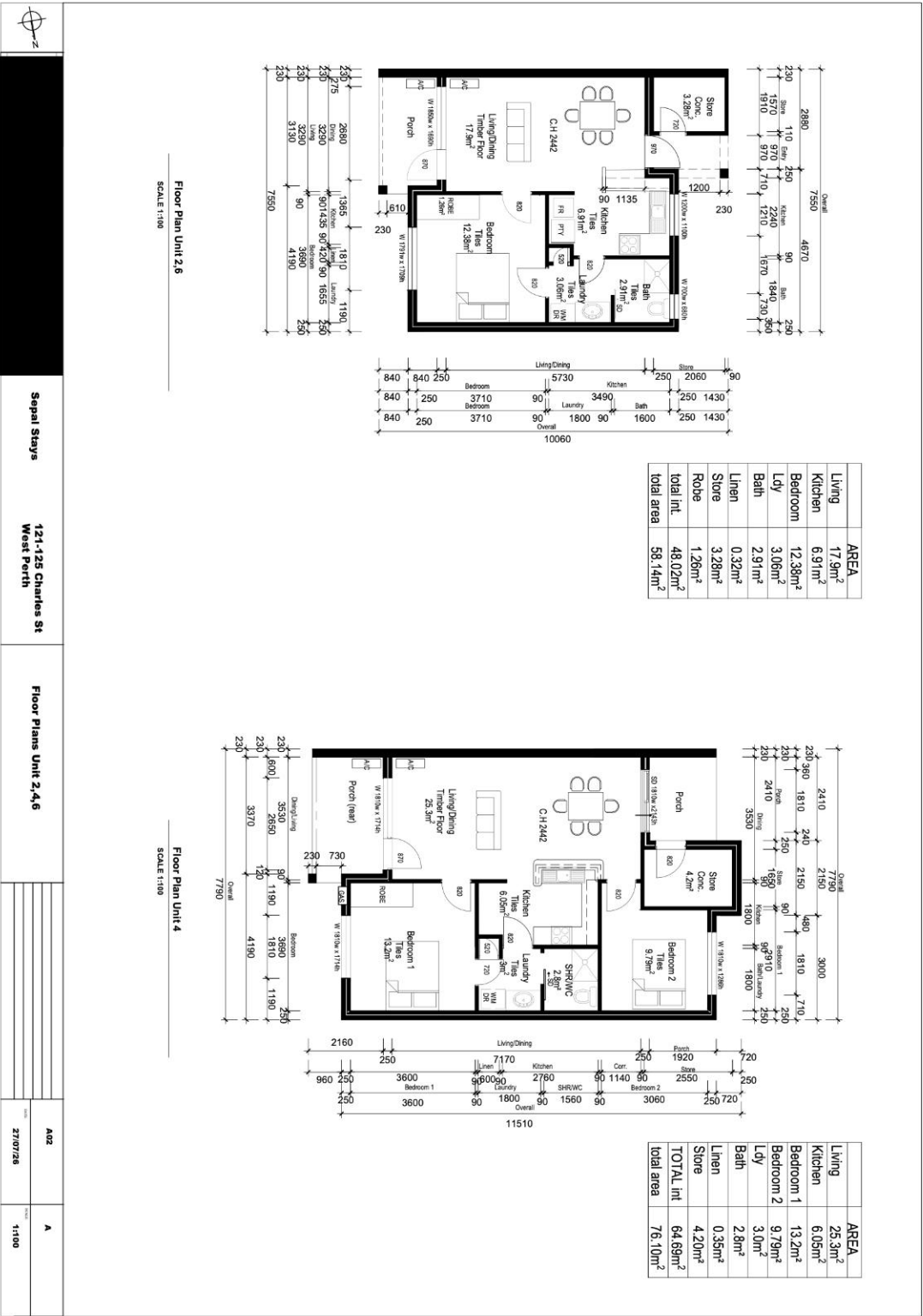
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# Site Plan



|  |  |                |                                  |              |  |         |       |
|--|--|----------------|----------------------------------|--------------|--|---------|-------|
|  |  | Sopal<br>Stays | 121-125 Charles St<br>West Perth | Site<br>Plan |  | A01     | A     |
|  |  |                |                                  |              |  | 3/07/26 | 1:500 |
|  |  |                |                                  |              |  |         |       |
|  |  |                |                                  |              |  |         |       |

Floor Plan



12

# Outline of the Proposed

## Details of the Use/Development

This application seeks Development Approval for the use of six existing accommodation units located within the grounds of the Greek Orthodox Church of Evangelismos at 59 Carr Street, West Perth, as Unhosted Short-Term Rental Accommodation (STRA) units.

The proposal relates solely to the use of the existing accommodation units and does not involve any physical alterations, additions, or modifications to the approved built form. Existing access arrangements, parking areas, landscaping, and servicing infrastructure will remain unchanged.

The six existing one and two-bedroom units are capable of providing temporary accommodation for short-stay visitors. The units will not operate as party houses, function venues, backpacker accommodation, or any other form of high-intensity accommodation use.

The accommodation will be professionally managed, with booking administration, guest communication, cleaning coordination, and operational matters overseen by the nominated management provider. Guests will be provided with house rules and a code of conduct, addressing matters such as noise, parking, waste disposal, visitor behaviour, and respect for neighbouring residents and visitors to the grounds.

The proposal does not involve any change to the physical character of the site and is not anticipated to generate traffic, servicing, noise, or waste impacts beyond those ordinarily associated with low-density residential accommodation. The proposal represents a compatible and appropriately managed use within the existing urban residential environment.

## Site Description

The subject site is zoned Residential R80 under the City of Vincent's Local Planning Scheme No. 2 and falls within the Transit Corridor Built Form Area under the City's Policy No. 7.1.1 – Built Form.

The six accommodation units contain the facilities ordinarily associated with residential occupation, including bedrooms, bathrooms, kitchen facilities, living areas, and associated ancillary residential spaces.

The site contains established vehicle access, parking arrangements, a dedicated waste disposal area, landscaping, and servicing infrastructure associated with the existing development.

The surrounding locality is characterised by a mix of residential, community, educational, and commercial land uses, reflecting the site's location within an inner-city urban environment, with proximity to public transport routes, local services, employment centres, and recreational facilities.

## Portion of the Property to be Used as Short-Term Rental Accommodation

The proposal relates to the entirety of the six existing accommodation units located within the grounds of the Greek Orthodox Church of Evangelismos. No other part of the site, including the church, hall, or associated community facilities, forms part of this application.

Each unit will be used in its entirety for Unhosted Short-Term Rental Accommodation, with guests having full access to the residential amenities within their unit for the duration of their stay. No shared or communal areas outside the units are proposed to be let as part of the STRA use, other than the use of the waste disposal area and car parking facilities.

The use of the accommodation units will be subject to occupancy limits, house rules, parking requirements, waste management procedures, and operational controls administered by the nominated management provider.

## Management and Operational Arrangements

The proposed short-term rental accommodation units will be professionally managed by Sepal Stays, an experienced short-term accommodation management provider. Sepal Stays will be responsible for booking administration, guest communications, check-in and check-out coordination, property oversight, and ensuring the accommodation units operate in accordance with applicable planning requirements and management measures.

Professional management arrangements will include:

- guest screening and booking controls;
- clearly defined house rules and occupancy limits;
- communication with guests regarding parking requirements, waste management procedures, noise expectations, and respectful behaviour towards neighbouring properties;
- monitoring compliance with management requirements and house rules;
- coordination of cleaning, linen services, maintenance, and property inspections as required; and
- responding to guest enquiries and operational matters throughout each stay.

Guest screening and booking controls will include the use of booking platform verification processes, guest identification requirements, booking history reviews where available, and management oversight prior to booking confirmation.

Access to the accommodation units will be facilitated through secure lock box check-in arrangements, with guests provided with arrival instructions prior to check-in, and codes changed regularly for safety and assurance purposes.

Guests will also be provided the house rules addressing occupancy limits, visitor restrictions, parking requirements, waste disposal procedures, noise expectations, and respectful conduct within the site and surrounding locality. These requirements will be communicated prior to arrival and reinforced throughout the booking process.

Where a breach of house rules, occupancy limits, parking requirements, noise requirements, or reasonable management directions is identified, management may contact guests directly, require immediate rectification of the situation, issue warnings, and where necessary terminate the booking and require guests to vacate the accommodation.

Sepal Stays will maintain active oversight of all bookings and respond promptly to operational matters. A management contact number will be monitored 24 hours a day, seven days per week, ensuring that any concerns relating to the accommodation can be addressed in a timely manner.

## Conflict Resolution and Complaint Management

Management contact details for Sepal Stays will be made available to guests and provided to the City of Vincent upon request, ensuring a direct point of contact for any concerns arising from the accommodation's operation.

Where a complaint or operational concern is raised, Sepal Stays will investigate the matter promptly and take appropriate action. This may include contacting the guest directly and applying the breach and enforcement measures or implementing further operational adjustments if a pattern of concerns is identified.

Sepal Stays will maintain records of complaints and the actions taken in response, providing a basis for ongoing monitoring of the accommodation's impact on the surrounding locality and demonstrating accountability to the City should concerns arise.

## Public Transport and Accessibility

The subject site is located within an established inner-urban area of West Perth and benefits from excellent access to public transport infrastructure, pedestrian networks, and surrounding community facilities.

The property is situated within a Transit Corridor under the City of Vincent planning framework and is well serviced by nearby bus routes, cycling infrastructure, and pedestrian connections linking the site to West Perth, Leederville, Northbridge, the Perth CBD, and surrounding activity centres.

Guests will have convenient access to a wide range of services and amenities during their stay, including public transport, retail and commercial services, cafés, restaurants, recreational facilities, and community infrastructure.

The location of the site reduces reliance on private vehicle use and supports short-term accommodation within an established urban environment that is well connected to the broader metropolitan area.

## Residential Amenity Impacts and Compatibility

The proposed use of the existing accommodation units as Unhosted Short-Term Rental Accommodation is not anticipated to result in unreasonable impacts on the amenity of the surrounding residential area.

The proposal does not involve any changes to the approved built form, site layout, vehicle access arrangements, parking areas, or external appearance of the property. The application relates solely to the use of existing accommodation units located within the church property.

The accommodation units will continue to operate within the established residential framework of the locality and will maintain the existing character and function of the site. No function spaces, event facilities, or other high-intensity accommodation uses are proposed as part of this application.

## Hours and Days of Operation

The proposed short-term rental accommodation units do not operate within fixed business hours in the manner of a commercial premises.

Guest arrivals and departures will be managed by Sepal Stays in accordance with the operational arrangements for the property. Access to the accommodation units will be facilitated through secure lockbox entry systems, allowing guests to access the premises without requiring on-site staff presence.

The accommodation units will operate in a manner generally consistent with ordinary residential occupation patterns, with occupancy limits, house rules, and management oversight in place to minimise impacts on neighbouring properties.

The proposed use does not involve the operation of any commercial activities, events, functions, or other activities outside those ordinarily associated with short-term residential accommodation.

## Number of Employees

No staff attending to the proposed STRA units will be permanently based on site, consistent with the unhosted nature of the short-term rental accommodation.

Cleaning, linen change-over, and property maintenance will be carried out periodically between guest stays by cleaners and maintenance personnel engaged by Sepal Stays, attending only as required to service each unit.

Booking administration, guest communication, and operational oversight will be conducted remotely by Sepal Stays, with no dedicated on-site management presence or reception function associated with the accommodation.

## Maximum Number of Guests

The proposal comprises six accommodation units, each with a defined maximum occupancy in accordance with standard short-term rental accommodation practice and the City's requirements. Based on a typical occupancy standard of two guests per bedroom, and with all available bedrooms comprising double beds, the maximum total occupancy across the six units (five one-bedroom and one two-bedroom) would be 14 guests at any given time.

Occupancy limits for each unit will be clearly communicated to guests as part of the house rules and will be actively monitored and enforced by Sepal Stays.

## Type of Equipment being used

No commercial equipment will be used or installed as part of this proposal. Each accommodation unit will contain only standard residential fixtures, fittings, and appliances ordinarily associated with domestic occupation, such as kitchen appliances, bathroom fittings, and household furniture. No commercial kitchen equipment, function or event equipment, signage, or other non-residential equipment will be used in connection with the accommodation units.

## Assessment against the Objectives of the applicable Zone provided within the City's Local Planning Scheme No. 2

The subject site is zoned Residential under the City of Vincent's Local Planning Scheme No. 2 (LPS2). Clause 16 of LPS2 sets out the objectives of the Residential zone, against which the proposal is assessed below.

**Objective: To provide for a range of housing and a choice of residential densities to meet the needs of the community.**

The proposal does not seek to alter the site's existing housing stock, built form, or density. It relates solely to the use of six existing accommodation units, and does not diminish or displace any existing long-term housing supply within the locality.

**Objective: To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.**

No physical alterations, additions, or new construction are proposed. The site's existing built form and streetscape presentation remain entirely unchanged.

**Objective: To provide for a range of non-residential uses, which are compatible with and complementary to residential development.**

The site's predominant use as a place of worship is an established, lawful non-residential use within the Residential zone. The proposed STRA use is ancillary to this existing use and is complementary to it, operating within the church's existing accommodation units without altering the site's fundamental religious and community function.

**Objective: To promote and encourage design that incorporates sustainability principles, including but not limited to solar passive design, energy efficiency, water conservation, waste management and recycling.**

As no new development or physical works are proposed, this objective is not directly engaged. Existing waste management arrangements will continue to apply and will be reinforced through the management measures outlined in this application.

**Objective: To enhance the amenity and character of the residential neighbourhood by encouraging the retention of existing housing stock and ensuring new development is compatible within these established areas.**

The proposal retains the site's existing built form in its entirety and does not involve redevelopment or intensification. Management measures including house rules, occupancy limits, and 24/7 oversight by Sepal Stays, are designed to ensure the accommodation operates compatibly and without adverse impact on the surrounding residential neighbourhood.

**Objective: To manage residential development in a way that recognises the needs of innovative design and contemporary lifestyles.**

This objective primarily addresses innovative residential design responses to contemporary living needs within new development. As the proposal does not involve new development or a change to the site's built form, this objective is not directly engaged by the application.

**Objective: To ensure the provision of a wide range of different types of residential accommodation, including affordable, social and special needs, to meet the diverse needs of the community.**

The proposal contributes to the diversity of accommodation options available within the City, providing short-stay visitor accommodation as a complement to, rather than a replacement of, the area's existing long-term residential housing stock. This is particularly relevant given Perth's sustained visitor demand throughout 2024 and 2025, with strong tourism growth and high hotel occupancy recorded across the city during this period. The accommodation is also well suited to visitors connected to the Greek Orthodox community and congregation, offering a level of familiarity and security within the church grounds not readily available in standard commercial accommodation.

## **Conclusion**

The proposal is considered to align with, and not conflict with, the objectives of the Residential zone under LPS2. The use of six existing units for unhosted STRA units does not alter the site's built form, character, or predominant use, and is proposed to be appropriately managed to ensure compatibility with the surrounding residential locality.

## Waste Management Plan

Waste management at the property will occur in accordance with the City of Vincent's waste collection requirements and applicable local waste management standards.

The accommodation units will utilise the existing waste disposal facilities servicing the site and guests will be provided with information regarding the appropriate separation and disposal of waste during their stay, including instructions relating to general waste, recycling, and FOGO waste streams. All waste is to be disposed of within the designated bins and managed in a manner consistent with ordinary residential occupation.

Sepal Stays will oversee waste management arrangements for all six accommodation units and ensure guests are informed of the applicable waste disposal requirements. Management will monitor collection schedules, arrange for bins to be presented for collection on the nominated collection days, and ensure bins are returned to their designated storage locations following collection.

Any issues relating to waste management identified during a guest stay will be addressed promptly by management to ensure the ongoing cleanliness and amenity of the property.

The proposed use is not anticipated to generate waste volumes beyond those ordinarily associated with the occupation of six small residential accommodation units and is therefore considered compatible with the existing waste collection arrangements servicing the property.

## Parking Management Plan

The proposal does not involve any changes to the existing vehicle access arrangements, parking facilities, or site layout. The application relates solely to the use of existing accommodation units as Unhosted Short-Term Rental Accommodation.

The site contains substantial established car parking areas, accessed via existing crossovers from Carr Street and Prospect Place. The parking area is shared across the site's uses, serving both the Church's regular congregational activities and the existing accommodation units. Parking demand associated with the Church's operation is greatest during scheduled services and events, which typically occur outside the peak occupancy periods of STRA guests. Given the site's substantial area and the scale of existing on-site parking provision, there is ample capacity to accommodate both church-related parking demand and STRA guest parking without conflict or overflow into the surrounding street network.

Guests will be provided with detailed arrival information prior to check-in, including directions to the property and designated on-site parking areas, and will be required to utilise these facilities and comply with any parking instructions issued by management. Guests will be advised that parking must not obstruct accessways, pedestrian pathways, or emergency access areas, with Sepal Stays monitoring compliance and taking appropriate action where breaches are identified.

Access to each accommodation unit will be facilitated through secure lockbox entry arrangements, allowing guests to independently access the accommodation upon arrival without the need for on-site staff attendance.

The site's location within an established urban area and convenient access to public transport services, pedestrian networks, and nearby activity centres further reduces reliance on private vehicle use by guests during their stay.

Having regard to the shared parking capacity across the site's church and accommodation uses, the scale of existing on-site parking provision, and the proposed management measures, the proposal is not anticipated to generate parking demand or vehicle movements beyond those the site already accommodates. The existing parking arrangements are considered sufficient to support the proposed short-term accommodation use alongside with the Church's ongoing operation, without adverse impacts on surrounding properties, businesses or the local road network.

## Noise Management Plan & Acoustic Report

The proposed accommodation units will operate within the existing residential framework of the locality and are not anticipated to generate noise impacts beyond those ordinarily associated with short-term residential occupation.

Quiet hours will apply between 9:00pm and 7:00am, consistent with the house rules and occupancy requirements.

To support proactive noise management, each accommodation unit will be fitted with a Minut acoustic monitoring device. The device measures ambient sound levels only, using an internal sensor and processor to detect decibel levels and duration in real time. It does not record, store, or transmit audio, and cannot capture speech or conversation content and registers only the loudness and duration of sound, not what is being said. Guests will be advised of the device's presence and function prior to arrival.

Sepal Stays will set decibel thresholds for standard and quiet-hour periods, with the device generating a notification to management if sound levels exceed the applicable threshold for a sustained duration. This allows management to identify and respond to a potential disturbance in real time, rather than relying solely on complaints from neighbouring residents.

Having regard to the scale of the accommodation units, the proposed management measures, the residential nature of the surrounding area, and the addition of real-time acoustic monitoring, the proposal is not anticipated to adversely affect the acoustic amenity of the locality and is considered compatible with the established residential character of the area.

# Code of Conduct

## 1. Occupancy

Occupancy of each accommodation unit is strictly limited to the approved maximum number of guests for that unit, based on bedroom configuration. No visitors are permitted at the accommodation unless otherwise agreed upon by management.

Suspicious visitor activity will be monitored by management through booking records, communication, and the Minut noise and occupancy monitoring system with crowd detection functionality. Unauthorised visitors or occupancy breaches may result in immediate eviction.

## 2. No Parties or Events

Parties, functions, gatherings, or events of any kind are not permitted. Each unit is to be used solely for short-term residential accommodation.

## 3. Noise and Behaviour

Guests must not cause nuisance or disturbance to neighbouring units, the Church, or its congregation at any time. Unreasonable noise, including amplified music or disruptive behaviour, is not permitted. Quiet hours apply between 9:00pm and 7:00am, during which no noise is to be audible beyond the property boundary.

Excessive noise and disruptive behaviour will result in management intervention and possible termination of booking. External lighting must be turned off during quiet hours to minimise impacts on neighbouring units.

## 4. Parking

Guests are restricted to using the designated on-site parking area only, shared across the site's uses. Guests will be advised that parking must not obstruct accessways, pedestrian pathways, or emergency access areas, with Sepal Stays monitoring compliance and taking appropriate action where breaches are identified. Parking arrangements and restrictions will be clearly communicated to guests prior to check-in and reinforced through guest check-in communications.

## 5. Waste Disposal

Guests must dispose of all waste using the bins provided on-site and ensure waste is placed in the correct general waste, recycling, or FOGO bin where applicable. All rubbish must be securely bagged where appropriate and disposed of responsibly to avoid contamination between bins.

## 6. Respect for the Grounds and Community

Guests must not cause nuisance or disturbance to neighbouring properties and must treat the accommodation unit and surrounding grounds with care. As the accommodation is located within the grounds of the Church of Evangelismos, guests must respect the site's religious and community function at all times, and must not enter or interfere with the church, hall, or any community facilities or activities taking place on the grounds unless invited to do so. Any damage to the property or failure to comply with house rules may result in termination of the booking.

## **7. Complaints and Enforcement**

Sepal Stays manages the property and is available to respond to any issues or complaints at all times. Any concerns raised by neighbouring residents, the Church, or the local authority will be addressed promptly. Guests are required to comply with all reasonable directions issued by management in relation to behaviour, noise, parking, and general conduct.

**Failure to comply with this Code of Conduct may result in immediate termination of the booking and removal of the guest from the premises.**



## UNHOSTED SHORT-TERM RENTAL ACCOMMODATION

|                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Property Address:</b>                                                                                                                                                             |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| <b>Address:</b>                                                                                                                                                                      |  | 59 Carr Street, West Perth, WA 6005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| <b>Host/Managers contact details:</b>                                                                                                                                                |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| <b>Name:</b>                                                                                                                                                                         |  | Sepal Stays Pty Ltd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| <b>Phone:</b>                                                                                                                                                                        |  | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |
| <b>Email:</b>                                                                                                                                                                        |  | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |
| <b>Provide details of afterhours and emergency procedures:</b>                                                                                                                       |  | <p>The management contact number for Sepal Stays is monitored 24 hours a day, seven days a week, allowing any concerns to be addressed promptly at any time. These details will be made available to guests and are provided to the City of Vincent. Where a breach or complaint is identified, management will contact the guest directly, issue warnings, require rectification, and where necessary terminate the booking and require guests to vacate. Records of all complaints and actions taken are maintained for ongoing monitoring and accountability to the City.</p>                                                                                                                                    |                                        |
| <div style="border: 1px solid red; padding: 5px; color: red; font-weight: bold;">             CITY OF VINCENT<br/>             RECEIVED<br/>             25/08/2026           </div> |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| <b>Signature:</b>                                                                                                                                                                    |  | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                        |
| <b>Accommodation details:</b>                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                        |
| <b>Maximum number of guests:</b>                                                                                                                                                     |  | 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Maximum number of visitors:</b>     |
|                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                                      |
| <b>Minimum night stay requirements:</b>                                                                                                                                              |  | 2 nights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Will a host be present on site?</b> |
|                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Not at all times                       |
| <b>Guest arrival time:</b>                                                                                                                                                           |  | 3:00pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Guest departure time:</b>           |
|                                                                                                                                                                                      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10:00am                                |
| <b>Provide details of what portions of the dwelling will be available for and used by guests:</b>                                                                                    |  | <p>The proposal relates to the entirety of the six existing accommodation units on the grounds of the Greek Orthodox Church of Evangelismos, with each unit used in full for Unhosted Short-Term Rental Accommodation. Guests will have full access to the residential amenities within their own unit, including bedrooms, bathrooms, kitchen facilities, living area and private yard, for the duration of their stay. No other part of the site, including the church, hall, or associated community facilities, forms part of this application, and no shared or communal areas outside the units are let as part of the STRA use, other than the waste disposal area and allocated car parking facilities.</p> |                                        |
| <b>Detail how reservations/bookings can be made:</b>                                                                                                                                 |  | <p>Bookings will be made through recognised online platforms, specifically Airbnb, Travelstaytion, Booking.com, and Sepalstays.com.au. Sepal Stays oversees all reservation and guest screening processes across the platforms.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
| <b>Provide details of check in and check out procedures:</b>                                                                                                                         |  | <p>Guest arrivals and departures are managed by Sepal Stays through secure lockbox entry systems, allowing guests to independently access their accommodation unit without requiring on-site staff presence. Guests are provided with detailed arrival information prior to check-in, including directions to the property and designated on-site areas. Lockbox codes are changed regularly for safety and security purposes.</p>                                                                                                                                                                                                                                                                                  |                                        |

# OPERATIONS MANAGEMENT PLAN



CITY OF VINCENT

|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Describe the content and location of associated signage.                                                                                     | Small directional/parking signage will be provided at the site, allocated to indicate designated parking for each accommodation unit. Each unit will also be clearly numbered to assist with guest identification and way-finding on arrival.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Guest screening and information:</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Provide details on how the host intends to screen prospective guests:                                                                        | Guest screening will be undertaken by Sepal Stays prior to confirming any booking, incorporating booking platform verification processes, guest identification requirements, and booking history reviews where available. Bookings are only confirmed following management oversight of these checks, with guests then provided house rules and a code of conduct ahead of arrival to set clear expectations around occupancy limits, noise, parking, and respectful conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <div style="border: 2px solid red; padding: 5px; color: red; text-align: center;"> <b>CITY OF VINCENT<br/>RECEIVED<br/>25/08/2026</b> </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                                                                                                              | How guests will be provided the code of conduct and parking arrangements:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                                                                              | Guests will be provided with the code of conduct and house rules addressing occupancy limits, visitor restrictions, parking requirements, waste disposal, noise expectations, and respectful conduct, communicated prior to arrival and reinforced throughout the booking process. Parking arrangements and restrictions specifically will be clearly communicated to guests prior to check-in and further reinforced through guest check-in communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| How guests will be made aware of emergency contact and procedures:                                                                           | Guests will be made available a management contact number monitored 24 hours a day, seven days a week, ensuring any concerns can be addressed promptly at any time. These contact details will be provided to guests as part of the arrival information and check-in communications prior to their stay, giving them a direct point of contact for any operational issues or emergencies arising during their stay.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Noise and amenity:</b>                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Provide details on what measures will be in place to minimise noise impact to neighbouring properties:                                       | Quiet hours will apply between 9:00pm and 7:00am, during which no noise is to be audible beyond the property boundary, with guests advised of this requirement prior to arrival. To support proactive noise management, each accommodation unit will be fitted with a Minut acoustic monitoring device, which measures ambient sound levels and duration only (it does not record, store, or transmit audio and cannot capture speech or conversation content). Sepal Stays will set decibel thresholds for standard and quiet-hour periods, with the device generating a real-time notification to management if sound levels exceed the applicable threshold for a sustained duration, allowing prompt intervention rather than relying solely on neighbour complaints. Excessive noise or disruptive behaviour will result in management intervention, warnings, or termination of the booking where necessary. External lighting must also be turned off during quiet hours to minimise impacts on neighboring units. |
| Provide details of what measures will be in place for minimising the impact of antisocial activity to neighbouring properties:               | The units will not operate as party houses, function venues, backpacker accommodation, or any other form of high-intensity accommodation use. Occupancy of each unit is strictly limited to the approved maximum number of guests based on bedroom configuration, with no visitors permitted unless otherwise agreed by management. Parties, functions, gatherings, or events of any kind are not permitted, with each unit used solely for short-term residential accommodation. Guest screening at the booking stage, including identification requirements and booking history reviews, helps mitigate the risk of antisocial use before a booking is confirmed. Suspicious visitor activity is monitored through booking records, guest communication, and the Minut monitoring system's crowd detection functionality, with unauthorised visitors or occupancy breaches potentially resulting in immediate eviction. Where a breach of house rules, occupancy                                                        |

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | limits, or reasonable management directions is identified, management may contact guests directly, issue warnings, and where necessary terminate the booking and require guests to vacate.                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Provide details of what measures will be in place to protect the privacy of neighbours: | No changes are proposed to the site's built form, with existing parking areas, landscaping, and servicing infrastructure remaining unchanged, meaning no new overlooking or loss of privacy arises from the proposal itself. Occupancy of each unit is limited to the approved maximum number of guests, with no visitors permitted unless otherwise agreed by management, reducing activity levels around the property boundary. Quiet hours apply between 9:00pm and 7:00am, during which external lighting must be turned off, further limiting light spill and activity affecting neighboring properties during those hours. |

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# OPERATIONS MANAGEMENT PLAN



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|                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provide details on how guests will be notified of their responsibilities and expectations: | Guests are provided with the code of conduct and house rules, covering occupancy limits, visitor restrictions, parking, waste disposal, noise expectations, and respectful conduct, communicated prior to arrival and reinforced throughout the booking process via guest check-in communications. Where a breach of these responsibilities is identified, management may contact the guest directly, issue warnings, or terminate the booking as appropriate.                                                                                                                                                                              |
| Waste:                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Detail how waste will be managed by guests and/or the property manager:                    | Guests will use the existing waste disposal facilities on-site and will be provided with information on proper waste separation and disposal, covering general waste, recycling, and FOGO streams, with all waste to be placed in the designated bins. Sepal Stays oversees waste management arrangements across all six units, monitoring collection schedules, presenting bins for collection on nominated days, and returning bins to their designated storage location afterwards. Any waste-related issues arising during a stay are addressed promptly by management to maintain the ongoing cleanliness and amenity of the property. |
| Pets:                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Detail whether pets are permitted, and if so, how will they be managed:                    | Pets are not permitted at any of the 6 units under any circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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# CODE OF CONDUCT - SHORT TERM ACCOMMODATION

Management requests the cooperation of all guests and visitors during your stay to ensure the upkeep of our property and the amenity of neighbouring properties is maintained.

Guests and visitors must comply with the Code of Conduct and any instructions from the Manager/Host during your stay.

| Accommodation premises details:    |                                                                              |
|------------------------------------|------------------------------------------------------------------------------|
| Manager/host name:                 | Sepal Stays Pty Ltd                                                          |
| Address of Accommodation premises: | Greek Orthodox Church of Evangelismos<br>59 Carr Street, West Perth, WA 6005 |

## Contact details:

1. Guests must notify the Manager/Host of any emergency, disputes or complaints as soon as possible.

| Host/managers/emergency contact details                  |                                                                                                                                                                                       |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name:                                                    | Shae Davies-Croft - Operations Manager of Sepal Stays                                                                                                                                 |
| Phone:                                                   |                                                                                                                                                                                       |
| Email:                                                   |                                                                                                                                                                                       |
| Provide details of after hours and emergency procedures: | A management contact number is monitored 24 hours a day, seven days a week. Guests are provided this contact prior to arrival and can reach management at any time for urgent issues. |
| Additional information:                                  |                                                                                                                                                                                       |

## Guests and visitors:

2. The maximum number of guests permitted at this property is:  
  
14 guests in total across the six units (5 one-bedroom units at 2 guests each, and 1 two-bedroom unit at 4 guests). There are to be no visitors any at any time unless otherwise permitted by management, under special consideration.

3. Guests must arrive and leave only during the times set out below. Any request to arrive or leave outside these times must be approved by management in advance.

|               |        |                 |         |
|---------------|--------|-----------------|---------|
| Arrival Time: | 3:00pm | Departure Time: | 10:00am |
|---------------|--------|-----------------|---------|

Car parking:

4. Guest vehicles must be parked only in the designated parking bays and in line with the parking rules set out below

Parking requirements:

Guests must park only in their unit's designated on-site parking bay, accessed via Carr Street or Prospect Place. One car bay is allocated per unit. A second bay is available by request to management only, subject to availability. Vehicles must not obstruct accessways, pedestrian pathways, or emergency access areas at any time. As parking is shared with the Church's congregational activities, guests must comply with any parking instructions issued by management. Overflow parking on surrounding streets is not encouraged, and non-compliance with these parking arrangements may be treated as a breach of this Code of Conduct.

Noise and amenity:

5. Guests and visitors must not engage in any antisocial behaviour and be respectful of neighbours at all times.
6. The property must not be used for parties or events of any kind.
7. Guests and visitors must not create excessive noise, including from music, televisions, or other equipment, that can be heard by neighbouring properties, especially between 9:00pm and 7:00am.
8. Noise must be kept to a minimum when arriving at and leaving the property at all times during the stay.
9. Excessive noise is not allowed and may result in permission to stay being cancelled or extra charges being applied.

House rules:

| Other house rules (please complete where applicable): |                                                                                                                                                                                                                 |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rubbish and recycling:                                | Guests must use the on-site waste disposal facilities provided and separate waste into general waste, recycling, and FOGO (organics) streams, placing all waste in the designated bins.                         |
| Security - e.g. locking of door/windows, alarms:      | Access to the property is via a secure lockbox entry system, with codes changed regularly for security. Guests must ensure all doors and windows are locked when the property is unattended and upon departure. |

# CODE OF CONDUCT



CITY OF VINCENT

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use of outdoor, balcony and barbeque areas: | Each accommodation unit has its own private porch and fenced rear yard, as shown on the site and floor plans, for the exclusive use of guests staying in that unit. These areas are not shared with other units, the Church, or its congregation. Guests must use these areas quietly and respectfully, particularly during quiet hours (9:00pm-7:00am), and must not use them for parties, functions, or any commercial activity. No permanent or built-in barbeque facilities are provided; guests may use a portable barbeque within their fenced yard only, provided it is used safely, kept clear of structures and vegetation, and fully extinguished after use. |
| Smoking:                                    | Smoking is not permitted at the property at any time, including within units, on the grounds, or in any vehicles. Smoking will result in immediate cancellation of the booking. Guests will be liable for the cost of any additional cleaning, repairs, or damage arising from smoking, including any tampering with smoke alarms, and may be banned from making future bookings. Breaches of this policy may also be reflected in an accurate review of the guest's conduct on the relevant booking platform, in accordance with that platform's review policies.                                                                                                     |
| Pets:                                       | Pets are not permitted at any of the 6 units under any circumstances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Damages and breakages:                      | Guests are liable for the cost of any damage, breakages, or excessive cleaning required beyond normal wear and tear, consistent with the extra charges referred to under the Complaints section of this Code of Conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Other:                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Complaints:

10. If management is contacted about an issue, guests will be contacted and, where directed to do so, must take action to resolve the issue.
11. Guest may be required to leave the property if this Code of Conduct is not followed.
12. Eviction may occur without a refund and may include extra charges for cleaning, repairs, or management call-outs.

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## SHORT TERM ACCOMMODATION

| Property information                                |                                                                                                                                                                                                                                        |
|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address:                                            | 59 Carr Street, West Perth, WA 6005                                                                                                                                                                                                    |
| Name of property manager:                           | Sepal Stays Pty Ltd<br>Shae Davies-Croft, Operations Manager                                                                                                                                                                           |
| Contact details of the property manager:            | Phone: [REDACTED]<br>Email: [REDACTED]<br>(Management contact number monitored 24 hours a day, 7 days a week)                                                                                                                          |
| Maximum guests and details if visitors are allowed: | 14 guests in total across the six units (5 one-bedroom units at 2 guests each, and 1 two-bedroom unit at 4 guests). There are to be no visitors any at any time unless otherwise permitted by management, under special consideration. |

| Information regarding quiet hours*                                                                                          |                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Detail on quiet hours for the proposed property:                                                                            | Quiet hours apply between 9:00pm and 7:00am, during which no noise is to be audible beyond the property boundary and external lighting must be turned off. |
| *Note: quiet hours should align with the requirements outlined within the Environmental Protection (Noise) Regulations 1997 |                                                                                                                                                            |

| General complaints management information                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details on security measures for the property as well as how guests are made aware of emergency numbers and protocols: | Each accommodation unit is accessed via a secure lockbox entry system, with codes changed regularly for security. Each unit is also fitted with a Minut acoustic monitoring device, which detects ambient sound levels and duration only and does not record, store or transmit audio. Guests are provided a management contact number, monitored 24 hours a day, 7 days a week, prior to arrival as part of their check-in information, giving them a direct point of contact for emergencies or concerns at any time during their stay. |
| How neighbouring properties will be provided with the contact details of the manager or owner:                         | As the accommodation units are located within the grounds of the Greek Orthodox Church of Evangelismos, there are no directly adjoining neighbouring residential properties to which this applies. Notwithstanding this, the relevant staff and representatives of the Church grounds will be provided with the property manager's contact details, allowing any complaints or issues to be raised and addressed promptly.                                                                                                                |

# COMPLAINTS MANAGEMENT PLAN



CITY OF VINCENT

| Complaints management procedure*                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details regarding how complaints can be lodged:                                                                                    | Complaints or concerns can be lodged with the property manager, Sepal Stays, via the management contact number (██████████) or email (██████████).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Details on expected response times:                                                                                                | Where the initial Sepal Stays representative is not available, all calls are forwarded directly to the Operations Manager, who is available 24/7 to address any issues. Complaints are acknowledged and an initial response provided within 1 hour of being received, with the matter investigated and resolved as promptly as practicable thereafter.                                                                                                                                                                                                                                                                                                                                     |
| Details on actions taken to address complaints (outline when eviction will be undertaken):                                         | On receiving a complaint, management will contact the guest directly to investigate and, where a breach is confirmed, may issue a warning, require rectification, and/or apply additional charges. Breaches of occupancy limits or unauthorised visitors may result in immediate eviction. For other breaches (e.g. noise or antisocial behaviour), management will generally issue a warning and require the guest to rectify the issue in the first instance, escalating to eviction if the guest does not comply or the breach is repeated. Records of all complaints and actions taken are maintained by Sepal Stays for ongoing monitoring and accountability to the City of Vincent. |
| <i>*Note: Consider providing separate procedures for minor and major complaints, each covering the information outlined above.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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## APPENDIX 1: COMPLAINTS REGISTER

| Information required when registering complaints*                                                                                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Complaint details<br>(address, name of occupants, phone numbers and emails)                                                                                                                                                                          |  |
| What is the date and time when the complaint was lodged:                                                                                                                                                                                             |  |
| What is the nature of the complaint<br>(i.e. noise, exceeding the number of permitted people at the property , parking issues, antisocial behaviour, etc.):                                                                                          |  |
| Proximity of complainants:                                                                                                                                                                                                                           |  |
| <i>*Note: The City may request access to the complaints register to confirm the STRA is operating in accordance with its approvals.<br/>Additionally, The City presents this section as guidance for setting up a complaints management process.</i> |  |

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# PARKING MANAGEMENT PLAN



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## PARKING MANAGEMENT PLAN - SHORT TERM ACCOMMODATION

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parking location:                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Address:                                      | 59 Carr Street, West Perth, WA 6005 (Greek Orthodox Church of Evangelismos)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Name of manager:                              | Sepal Stays Pty Ltd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Detail the parking arrangements for guests:   | One on-site parking bay is allocated per accommodation unit, accessed via the existing crossovers from Carr Street or Prospect Place. A second bay is available to guests by request to management, subject to availability. Guests are provided with parking directions and instructions as part of their arrival information prior to check-in, and must comply with any parking instructions issued by management. Parking must not obstruct accessways, pedestrian pathways, or emergency access areas at any time, with compliance monitored by Sepal Stays. |
| Detail the parking arrangements for visitors: | No visitors are permitted at the property at any time, other than with the express agreement of management on a case-by-case basis. Where a visitor is approved, they must comply with the same parking requirements and restrictions that apply to guests, including use of designated on-site bays only.                                                                                                                                                                                                                                                        |

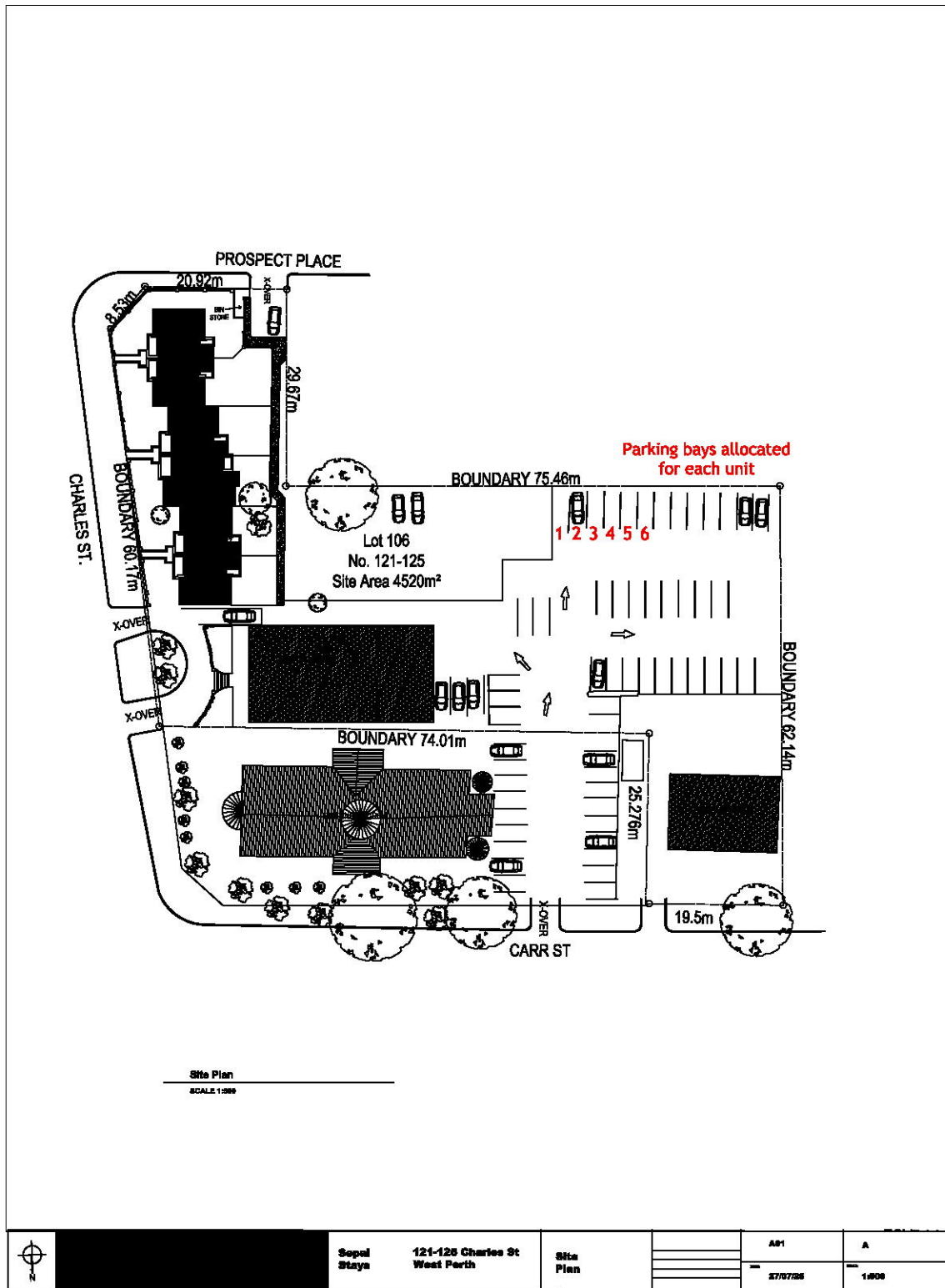
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# PARKING MANAGEMENT PLAN



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Provide images (preferably aerial) that show the parking bays:



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# PARKING MANAGEMENT PLAN



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| Parking management:                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Detail how on-site parking will minimise impact to adjoining properties.</p> <p>Justification may include how off-street parking will be mitigated</p>                                                                                                                         | <p>The site contains substantial established car parking, shared across the site's Church and accommodation uses and accessed via existing crossovers from Carr Street and Prospect Place. No changes are proposed to the existing vehicle access arrangements, parking areas, or site layout. Parking demand associated with the Church's operation is greatest during scheduled services and events, which typically occur outside the peak occupancy periods of STRA guests, meaning there is ample capacity to accommodate both uses without conflict or overflow onto the surrounding street network. Guests are advised that parking must not obstruct accessways, pedestrian pathways, or emergency access areas, with Sepal Stays monitoring compliance and taking appropriate action where breaches are identified.</p>                                                    |
| Parking provision:                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Justify why the number and location of guest and visitor parking bays are appropriate. This will also need to cover if any shortfall in car parking is proposed.</p> <p>Justification may include proximity to public transport and how guests could travel without a car.</p> | <p>One on-site parking bay is allocated per accommodation unit, with a second bay available to guests by request, subject to availability, reflecting the substantial scale of existing on-site parking shared with the Church's congregational activities. No shortfall in car parking is proposed, as the site's existing provision is considered sufficient to accommodate both the Church's operational needs and the STRA use without adverse impact on the surrounding road network. This is further supported by the site's location within a designated Transit Corridor under the City of Vincent's planning framework, with excellent access to nearby bus routes, cycling infrastructure, and pedestrian connections linking the site to West Perth, Leederville, Northbridge and the Perth CBD, reducing guests' reliance on private vehicle use during their stay.</p> |
| Additional information:                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Provide any additional relevant information.</p> <p>This can be in relation to elements such as site-specific restrictions.</p>                                                                                                                                                | <p>The proposal does not involve any changes to the site's existing vehicle access arrangements, parking areas, or site layout. Parking arrangements and restrictions are clearly communicated to guests prior to check-in and reinforced through check-in communications, with compliance monitored by Sepal Stays and appropriate action taken where breaches are identified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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**BY EMAIL TO**  
Liam.page@vincent.wa.gov.au

**19 August 2026**

**Erity Legal Services**

Liam Page  
Senior Urban Planner  
The City Vincent  
244 Loftus Street,  
Leederville, WA 6007



**ADDITIONAL PLANS**

SHORT TERM RENTAL ACCOMMODATION (STRA)  
**DEVELOPMENT APPROVAL APPLICATION**  
**Change of Use**

*59 Carr Street, West Perth WA 6005*

Greek Orthodox Church of Evangelismos



