

2 July 2026

Chief Executive Officer
City of Vincent
PO Box 82
Leederville WA 6902

Attention: Planning Services

PROPOSED AMENDMENT TO DA REF 5.2025.84.1 – NO. 4 NAMUR STREET NORTH PERTH (LOT: 1 STR: 83540) – HOLIDAY ACCOMMODATION / SHORT TERM RENTAL – EXTENSION OF THE APPROVAL PERIOD BY THREE (3) YEARS (TILL 30 SEPTEMBER 2029)

I act on behalf of JOPAV Pty Ltd (the landowner) in relation to the abovementioned proposal.

DA Ref 5.2025.84.1 conditionally approved the existing grouped dwellings for holiday accommodation / short term rental use.

Approval was granted on 18 July 2025. A copy of that approval is attached for ease of reference.

Condition 3 of the approval limited the approval period to one (1) year.

Condition 8 of the approval required preparation of supplementary documentation prior to commencement of the activity.

Condition 4 required that the City be notified seven(7) days prior to the activity / use commencing.

These tasks were completed and the activity / use commenced on 29 September 2025.

Please refer to the attached chain of email correspondence between Mr Steve Pandevski, the author of this correspondence, and Mr Jono Cohen, an officer of the City charged with the file and the application matter for the City. The email clearly sets out the reason and rationale for the 29 September 2025 activity / use commencement date.

The approval lapses on 29 September 2026.

The purpose of this application is to request a three (3) year extension to the activity / use approval period on the property (i.e. until 30 September 2029).

The holiday accommodation / short term rental accommodation use has been operating from the site without incidence or complaint for the period of the existing approval.

The property manager is very competent and disciplined with guests, and will continue in the role of managing these properties.

The City of Vincent Local Planning Policy – Short Term Accommodation, of which the latest version was adopted by the Council of the City of Vincent at its ordinary meeting held on 12 August 2025, provides criteria for the approval period of unhosted short term accommodation.

Following is the relevant extract:

APPROVAL PERIOD

In considering the length of approval for **unhosted short-term rental accommodation**, the following criteria apply:

Time Limited Approval	Permanent Approval
A 12-month initial approval where a development application: • Is located within a Residential or Mixed Use zone; and/or • Does not meet all general and specific standards of this Policy. Subsequent approval/s of up to 3 years may be granted where it has been demonstrated that the use can operate without any detrimental impact on adjoining and surrounding landowners, and no changes are made to the management measures.	Where it meets all general and specific standards of this Policy and are not within a Residential or Mixed Use zone.

The use is unhosted accommodation and:

- has been supported by neighbouring property owners;
- is located within 30 metres of a transit stop on a high frequency public transport route;
- a Code of Conduct has been prepared and accepted by the City;
- a Complaints Management Procedure has been prepared and accepted by the City;
- is located adjacent to (east) a non-residential use that is not sensitive to noise, and is also located where ambient noise from a major transport corridor (Fitzgerald Street) exists;
- no more than four visitors are permitted at any one time (per dwelling) between 7am and 10pm, with no visitors permitted outside of these hours;
- bookings have a minimum stay of two (2) nights; and
- an Operational Management Plan has been prepared and accepted by the City.

For this reason, a three (3) year approval extension to the use is considered appropriate and duly requested.

We now look forward to the City's favourable and timely consideration of our request.

Should you have any queries regarding this matter please do not hesitate to contact me on 0400 116 847 or steve.pandevski@inet.net.au.

Yours faithfully,



Steve Pandevski
Town Planning & Development Advisor

Attach.



18 July 2025

S Pandevski
115 Milano Avenue
STIRLING WA 6021

Dear Applicant

NO. 4 NAMUR STREET NORTH PERTH (LOT: 1 STR: 83540) – PROPOSED CHANGE OF USE FROM SINGLE HOUSE TO HOLIDAY ACCOMMODATION

I refer to your Application for Approval to Commence Development dated 10 March 2025 for the above proposal.

The proposal was assessed and found to be in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and associated policies. The application has been granted conditional approval under delegated authority from Council, subject to the terms and conditions shown on the attached Notice of Determination.

Your attention is drawn to the fact that this notice is for development approval only.

A Building Permit must be obtained from the City prior to commencement of any construction works. Your builder should be provided with a copy of the attached Notice of Determination on application for development approval.

To avoid delays in the issue of your Building Permit, ensure that the drawings and information submitted to Vincent with your Building Permit application are identical to those approved that form part of this development approval.

Any amendments to the drawings and information approved in this development approval that are proposed in the Building Permit application may mean a new development application needs to be submitted for assessment and determination.

I trust that the information is to your satisfaction. If you have any questions about this notice, please contact Jono Cohen on (08) 9273 6568.

Yours sincerely

SCOUT WALSH
A/COORDINATOR PLANNING SERVICES

Planning and Development Act 2005

City of Vincent

Notice of determination on application for development approval

Location: No. 4 Namur Street NORTH PERTH

Lot, Plan/Diagram: LOT: 1 STR: 83540

Vol. No: 1993

Folio No: 364

Received on: 10 March 2025

Serial No: 5.2025.84.1

Description of proposed development: Change of Use from Single House to Holiday Accommodation

Plans dated: 10 March 2025

This application for development approval is approved subject to the following conditions:

1. This approval is for Change of Use from Single House to Holiday Accommodation as shown on the approved plans dated 10 March 2025. No other development forms part of this approval.
2. This approval is for Holiday Accommodation as defined in the City of Vincent Local Planning Scheme No. 2. The use of the subject land for any other land use may require further approval from the City.
3. This approval is granted for a term of 12 months from the date the use commences, after which date any use of the site as a Holiday Accommodation would require further development approval from the City.
4. The operator is required to notify the City of Vincent in writing seven days prior to commencement of the Holiday Accommodation land use.
5. The Holiday Accommodation shall be limited to a maximum of four guests per dwelling at any one time.
6. The Holiday Accommodation shall be limited to a maximum of two visitors per dwelling at any one time.
7. The Holiday Accommodation shall operate with a minimum of two-night minimum stay period.
8. Prior to the commencement of use, an amended Management Plan and Code of Conduct shall be submitted to, and approved by, the City and shall include details outlining:
 - No offensive noise is to be generated after 10:00pm.
 - No visitors are permitted between 10:00pm and 7:00am.
 - No pets are to be left unattended at the property.
 - Guest obligations for waste disposal.

- A comprehensive complaints management procedure that includes:
 - Complaint parameters as to when guest eviction will occur.
 - A Complaints Log that records:
 - Nature of the complaint.
 - Date and time of the complaint.
 - The complaint itself.
 - How the complaint was addressed.
 - How long it took to address the complaint.

The Holiday Accommodation shall operate at all times in accordance with the approved Management Plan and Code of Conduct for the duration of the use. The approved Code of Conduct shall be provided to guests of the Holiday Accommodation at the time of check-in and displayed in a prominent location within Holiday Accommodation.

9. Prior to occupancy or use of the development all neighbouring properties are to be provided with the Management Plan.
10. An A4 sized sign shall be provided on site at the front of the dwelling in a location visible from the street. This sign shall identify the property as a Holiday Accommodation use and shall detail the contact number of the manager or owner. This sign is to comply with the City's Local Planning Policy: Signs and Advertising, to the satisfaction of the City.
11. No residential parking permits shall be made available to guests of the Holiday Accommodation use, to the satisfaction of the City.

ADVICE NOTES:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
3. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
4. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
5. This approval is not an authority to ignore any constraint to development on the land, which may exist through statute, regulation, contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and not the City to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the City's attention.
6. The applicant is advised that to extend the period of operation of the land use beyond 12 months, an application should be lodged 90 days prior to the date by which the land use must cease operations (i.e. 9 months after operations commence).

7. The noise generated by activities on-site, including machinery, motors or vehicles is not to exceed the levels as set out under the *Environmental Protection (Noise) Regulations 1997*.

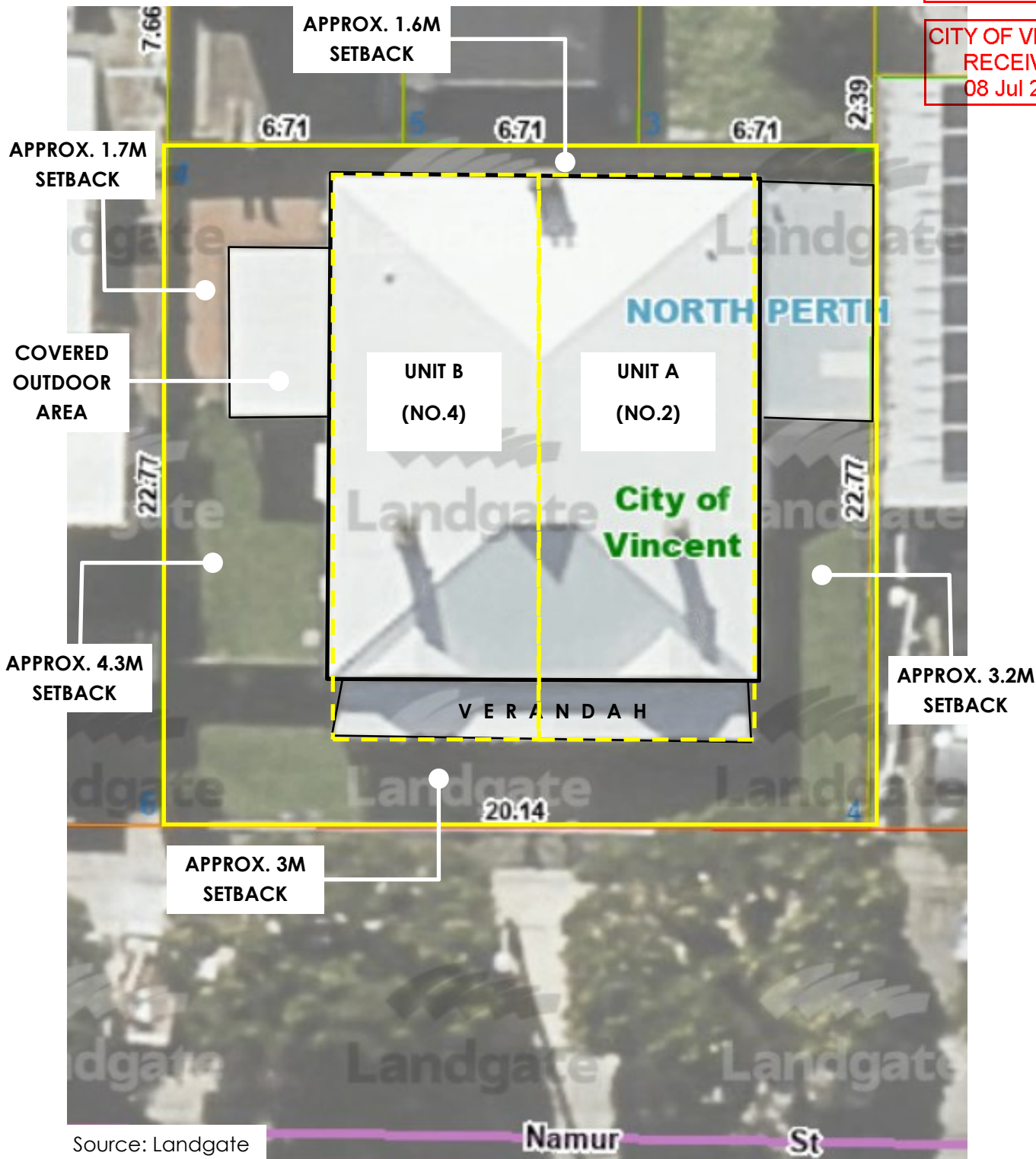
Date of determination: 18 July 2025

Signed: 

SCOUT WALSH
A/COORDINATOR PLANNING SERVICES
for and on behalf of the City of Vincent

CITY OF VINCENT
RECEIVED
10 Mar 2025

CITY OF VINCENT
RECEIVED
08 Jul 2026



DATE:
11/02/2025

SCALE:

Not to scale

CITY OF VINCENT
DA No. 5.2025.84.1

18 July 2025

APPROVED
Refer to Decision Notice

A/Coordinator Planning Services

PREPARED FOR:

JOPAV PTY LTD

LAND DETAILS:

LOT 1 ON SSP 83540 (NO.4) NAMUR STREET,
NORTH PERTH

PLAN / FIGURE:

AERIAL SITE PLAN (CHANGE OF USE TO HOLIDAY
ACCOMMODATION)



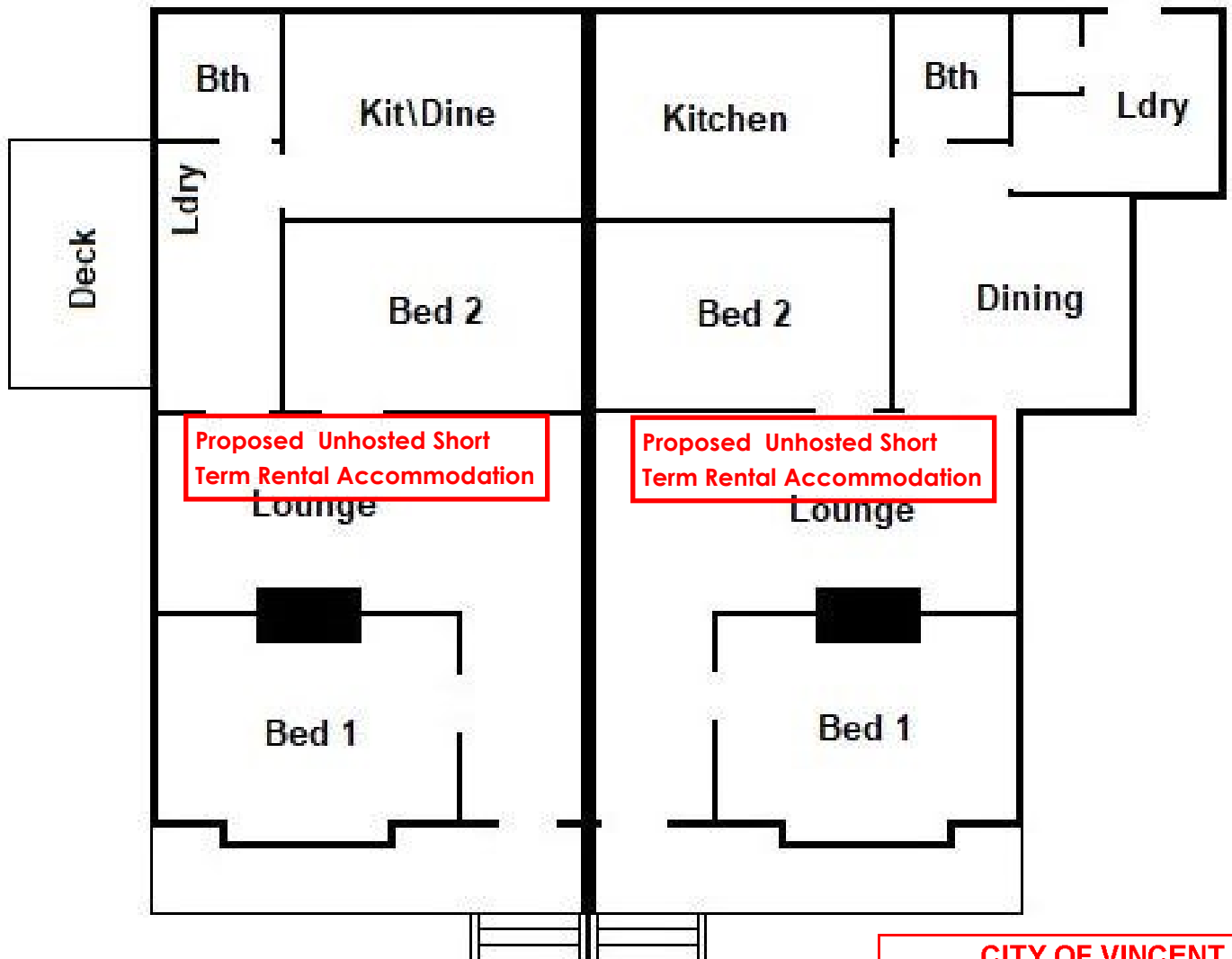
STEVE
PANDEVSKI
TOWN PLANNING
& DEVELOPMENT ADVISOR



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10 Mar 2025



4 Namur Street, North Perth

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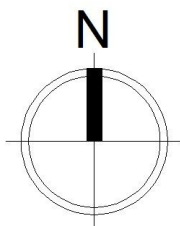
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DATE:
11/02/2025

SCALE:
Not to scale



PREPARED FOR: JOPAV PTY LTD

LAND DETAILS: LOT 1 ON SSP 83540 (NO.4) NAMUR STREET,
NORTH PERTH

PLAN / FIGURE: EXITING FLOOR PLAN (CHANGE OF USE TO
HOLIDAY ACCOMMODATION)



**STEVE
PANDEVSKI**
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CODE OF CONDUCT – SHORT TERM ACCOMMODATION

The operation of a Short Term Accommodation premises requires the submission of a Management Plan and Code of Conduct to the City of Vincent. The premises must operate in accordance with the Management Plan and Code of Conduct.

Guests must be made aware of the Code of Conduct prior to and on arrival, and this must be displayed in a prominent position within the premises at all times.

Code of Conduct

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:	Tanya Partington	CITY OF VINCENT DA No. 5.2025.84.1 18 July 2025 APPROVED Refer to Decision Notice A/Coordinator Planning Services
Address:	4 namur street, north perth WA 6005	
Phone number:	0411 752 044	
Email:	tanyapartington@westnet.com.au	

General requirements:

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

Host/Managers/Emergency Contacts details:

Name:	Tanya Partington
Phone:	0411 752 044
Email:	tanyapartington@westnet.com.au
Provide details of after hours and emergency procedures:	Tanya lives around the corner and available on mobile. We also have a drop box and electronic key code for any key issues. The owner of the property John Paynter (director of JOPAV Pty Ltd) is also available to be contacted for any issues
Additional information:	There is a camera that covers the exterior of the property and noise monitors

CODE OF CONDUCT

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Arrival and departure:

2. Guests must strictly adhere to the arrival and departure times. Prior arrangements must be made with management for requests outside these times.

Arrival time:	3pm	Departure time:	10am
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Noise and amenity:

3. Guests and visitors must not engage in any antisocial behaviour and must minimise their impact upon the residential amenity of neighbours.
4. There is a strict **no party policy**. Prior permission must be obtained from management for any gatherings or entertainment at the property.
5. All visitors must leave by **10 pm** and only registered guests (limits apply) are to be in the accommodation after this time.

Maximum number of guests:	4	Maximum number of visitors:	2
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6. Guest and visitors must not create excessive noise (including associated with amplified music, television noise and other equipment) which is audible to occupiers of neighbouring properties, especially between the hours of 10pm – 9am and during arrival and departure at any time throughout the occupancy.
7. Excessive noise is prohibited and may result in termination of permission to occupy the property or extra charges being imposed.

Car parking:

8. Guests and visitors are to comply with the on-street parking restrictions set out below and show consideration to neighbours and other vehicles at all times.
9. Guest and visitors are to comply with the instructions for on-site parking (if available) set out below.

Parking requirements:

There is specific allocated parking on the verge adjoining the property and also off street parking across the road facing the park which always has available parking

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CODE OF CONDUCT



Other house rules:

Other House Rules <i>(please complete where applicable):</i>	
Rubbish and recycling:	there are allocated bins on the front of the property for general rubbish, recyclable and green waste
Security – e.g. locking of door/windows, alarms:	there is a camera for the outside of the property and we have security codes for the doors and also a drop box if required. All the other doors and windows have either key locks or inside locks
Use of outdoor, balcony and barbeque areas:	these are allowed until 10pm so as not to disturb any neighbours
Smoking:	no smoking allowed
Pets:	no pets allowed
Damage and breakages:	this will be paid for at a cost price by the guests unless very minor
Other:	

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4 Namur Street

Host/Guest Management Plan

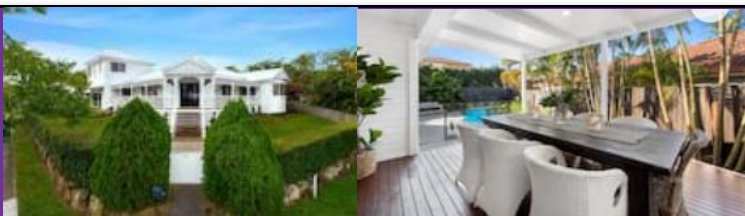
This document has been prepared to address the usage of 4 Namur Street, North Perth and it's use as a short-term accommodation business. It is reviewed by the Property Manager, in conjunction with the Owner annually, with the next review scheduled for January 2026.

The document addresses the property purpose, its usage, it's client base, risks and opportunities.

The Owner and Property Manager, in providing 4 Namur street, North Perth as a short-term accommodation, do so in order to provide a special and luxurious place for families, international guests, small wedding preparations, people undergoing renovations on their current property, people needing somewhere temporarily to look for more longer term rental options, relationship time away from one another temporarily, seeing families and or friends for a visit or special occasion, attending sporting and or cultural events in and around Perth and for a multitude of other reasons. In the following points, this document will address usage, management plan, risks and solutions to managing "Woodville" & "Toorak" as a short-term accommodation business.

1. At 4 Namur Street the property is one lot although we have the house split down the middle to host 2 separate Airbnb listings comprising two terrace accommodation units. Each listing fully separate to one another with only the front access to the steps leading up to the separate listings a shared space. Each terrace has 2 bedrooms and 1 bathroom and a small outside area with multiple garden areas.

We are located opposite Woodville Park which has ample parking allocated which we have access to. Each property has one car space in front of the house on the verge allocated specifically for our Airbnb guests.



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The terraces homes are both double brick and noise insulated so little noise travels to one another or the neighbours or outside of the property from inside of the property. We are fortunate as the neighbours to our right facing the property is a commercial property. Most of this property is used to park cars and house machinery. To our immediate left there is a highly set 3 level townhouse which has no living areas facing us. Directly behind us there is some housing but they don't get any noise from us as we don't have any areas to the back of the properties that are used for socialising. To our front we have the street front and the park over the road so we feel our property very well situated in terms of little inconvenience to nearby residents which we have good relations with.

2. The two terraces are currently being utilised as a short-term accommodation (using both Airbnb and Booking.com platforms). We cater from minimum one to four guest per each terrace (within the 2 bedrooms allocated to each place) for short term stays. The property is recently renovated with a new roof, ceilings and roof insulation, new gardens, new outside paved areas, painting inside and outside of the whole house. The internals of each property have been restyled and refreshed with new furniture, blinds and sheers, white goods and linens. Guests will pay approx.. \$350+ a night (this includes fees also to Airbnb) and also cleaning fess on top of this as we are now marketing to and appealing to a more affluent demographic including more families, international groups and local residents needing time away from their current properties for whatever reason/s. We have also a minimum of a two night stay to avoid people coming in for a one night celebration.
3. We have recently installed noise monitoring systems on the property to monitor any excessive noise coming from the listings that may disturb any of the neighbours. Any issues which we don't expect can be dealt with very quickly as we are immediately alerted if noise goes over a certain level.

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4. The property and bookings through Airbnb will be managed by Tanya Partington (the Property Manager); an experienced communicator, consultant and previous successful business owner. Tanya has a great reputation throughout the local area from other ventures. She has introduced herself to neighbours ensuring open and friendly communication with all. The Property Manager has a team of cleaners and can also rely on her husband Linton Partington, if there is any minor maintenance issues that need immediate assistance. In a short period of time Tanya has already earned a Super Host title for her Airbnb profile which means she has gone above and beyond looking after guests and resolving any issues quickly and efficiently that have arisen.
5. The Property Manager lives 5 minute drive away at [REDACTED], [REDACTED] and is accessible by mobile, email and Airbnb site, seven days a week to manage any issue, concerns or questions that guests and/or neighbours. In her absence, the Owner (John Paynter) and Tanya's husband are also available via phone or Airbnb messages. Additionally, the Property Manager does on occasions call in on the property for any maintenance, gardening and water, just seeing how the guests are going and any other concerns.
6. The property also has a security camera capturing outside areas of the property. This is regularly maintained and has a live camera feed which the guests are also made aware of when they book and verbally when they check in. The intention is this will increase security for the guests but also make the guests more accountable and conscious of others.
7. All bookings through Airbnb, Booking.com or private bookings are quantified by the Property Manager in the short-term accommodation booking profiles and if there is any suspicion/concern at the time of booking by advising/asking guests the following questions:
- What is the purpose of the booking?
 - Are the guests approved by Airbnb and have previous references?

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- How many guests are staying and what are the age range of guests?
- Advising guests that “we are located the lovely suburb of North Perth and are therefore under the strict guidelines of City of Vincent noise restrictions and that all gatherings should move inside by 10pm at night” and that we are a house for family gatherings and holidays however we do not hold parties.
- Advising that check-in is at 3pm and check-out at 10am.
- Advising that we do not accept parties or large gatherings.

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All bookings not fitting the property criteria or deemed to be unsuitable to the Property Manager, are declined. The bookings system of Airbnb won't allow guests to be able to book unless they have shown their government ID and if they have any bad reviews against their name or no previous reviews at all.

8. The Property Manager provides guests with a welcome book, which is digitally sent prior to check in, there is also a printed version in each property. with personal mobile number so that guests can contact her should they have any concerns. This gives guests information about the local area with recommendations of where to eat out, things and places to see, as well as information about how to use appliances in the property. The Welcome Guide Book also includes the Property Managers contact details, emergency numbers, house rules and guests obligations.
9. The Property Manager has personally introduced herself to all neighbours and has provided her mobile number and email address and has advised that she is accessible at all times should neighbours have any concerns with our guests and will address their concerns. The Owner has also introduced himself to the neighbours and provided his personal mobile number.



We believe we are on great terms with all of our neighbours and don't expect to have any issues here. They all appreciated us letting them know about our intentions in advance and advised that to date, they didn't have any reasons for concern.

10. Every evening at 10pm and 10.30pm, the Property Manager checks the security cameras to ensure that guests have indeed moved inside the property. If not, a reminder message is sent to the guest's phone. If this is not adhered to, the Property Manager (or her representative) will visit the guests to advise they must adhere to City of Vincent Council Noise Restrictions and move their gathering inside. If this is not complied with, the Property Manager will call the local authorities to assist in enforcing guidelines, as required.
11. Regular noise checks are conducted by the Property Manager (or her representative) outside the property by using the App **dB** a professional sound level metre which detects harmful environmental noises, or a Decibel X, one of the very few noise meter apps on the market that has highly reliable, pre-calibrated measurements and supports dBA and dBC".
12. A suggested escalation process for neighbours to raise concerns is to:
 - a. In the first instance to contact the Property Manager.
 - b. If the Property Manager is not available, to contact the Owner or Linton.
 - c. Contact Airbnb Neighbourhood Support Team <https://www.airbnb.com.au/neighbors>
 - d. Contact other authorities.
13. The hygiene policy, which is having a 5 star cleanliness rating, requires to ensure that all surfaces are cleaned & mopped, all fabric furnishings to be sprayed with Glen 20 and all bed linens washed and refreshed with each new guest.

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14. The Property Manager conducts regular maintenance checks on the property including, but not limited to, garden, security, cleanliness and safety checks with regards to smoke detector alarms, electrical points and door locks.

-The End-

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DA No. 5.2025.84.1

18 July 2025

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