

Building Code of Australia Requirements

In accordance with the Building Code of Australia, a dwelling (a Class 1a building) that is to be used as a boarding house may be classified as a Class 1b building, if individual rooms are allocated to separate groups that do not know each other, and therefore the following provisions will generally apply;

- Provision of hardwired smoke alarms on every storey and within every bedroom and passageway; and
- Evacuation lights in paths of exit.

A single dwelling used for holiday accommodation for groups that know each other is considered to be a Class 1a building, and therefore hardwired smoke alarms are required for a normal house, in between bedrooms and the remainder of the house (generally in a hallway).

The onus is on the applicant to ensure that the requirements of the Building Code of Australia are complied with.

Signage

Any signage associated with the holiday house requires planning approval of the Shire of Murray and is not approved with any registration of short stay accommodation.

Templates to assist with applications

If applicants complete the details in Appendix A, B and C, together with the relevant site plan, floorplan and code of conduct, the application will be complete. Alternatively, applicants may choose to create their own management plan addressing the criteria in this package, if they wish.

Appendix A – Management Plan (Complete or submit your own)

Property and Registration Holder Details	
Property Address	7 Marginata Crescent, Dwellingup
Name of Registration Holder (ie. Property Owner)	
Residential Address	
Contact Number	
Email	

Manager/Caretaker's Details	
<i>*the nominated manager/caretaker will have day to day management of the holiday house and specifically respond to complaints within a reasonable timeframe (eg 2 hours)</i>	
Name of Manager/Caretaker	
Residential Address	
Contact Number (All-Hours) preferably mobile phone	
Email	
Contact information can be provided to adjoining landowners upon their request	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Management Details	
Number of guest bedrooms	3
Maximum number of guests proposed to be accommodated (eg 2 per bedroom, plus 2)	6
Will pets be accommodated? If so, how will these be secured.	No pets
Location and number of car parking spaces available to guests inside the property	2 parking bays shown on site map. Rear access.
Detail the method of guest booking, how it is advertised and how guests contact details are collected	Air BnB, Stayz or similar
Detail the method of key collection / drop off	Lock box.
Detail the cleaning and service arrangements	Using local cleaners and gardener
Detail rubbish disposal arrangements, including who will put bins out	Cleaner to put bins out. Garden clippings etc taken to tip by owner regularly

Duties of Manager/Caretaker

- Display the code of conduct which details the expected behaviour and obligations of guests in a prominent position within the holiday house;
- Liaise with guests for the occupancy and vacation of the premises;
- Ensure complaints are responded to efficiently and appropriately;
- Ensure guests are aware of noise restrictions and that anti-social behavior will not be tolerated;
- Ensure the correct maximum number of people staying overnight is in accordance with the approved conditions;
- Ensure records are kept of guest’s names, last address, dates of stay and contact details;
- Ensure the premises is registered with DEMIRS with renewal of registration as required;
- Ensure guests are aware of the Emergency Response and Fire Management Plan;
- Ensure the premises is clean and maintained to a high standard;
- Ensure bed linen is clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon guest vacation;
- Ensure rubbish and recycling bins are put out and collect as required.

Other Comments on Management

Appendix B – Code of Conduct
(Accept as is [tick] or delete / amend as required, or submit your own)

Code of Conduct

The following code of conduct governs guest behaviour and use of the property. All guests and visitors to the property agree to follow the code of conduct at all times.

Guests:

A responsible adult (over 18 years of age) shall be on site at all times especially when children are present. No unauthorised people are permitted to stay overnight.

No more than ⁶[number] guests are allowed unless otherwise arranged.

No ‘schoolies’ or young groups under the age of 25 years unless otherwise arranged.

Noise/Nuisance:

All guests and visitors agree to not cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Strict regulation with noise regulations must be adhered to at all times and respect to adjoining/nearby residents shown at all times. Noise levels must not have a discernible impact on neighbours after 10.00pm. Disturbance to neighbours from excessive noise and offensive behaviour is prohibited.

Parties or functions are strictly prohibited. A refundable damage bond of [amount] is required at the time of your booking, and may be deducted for any damage or breach of terms and conditions.

Vehicle Parking:

All guests and visitors agree to use the parking spaces provided and to not park on lawn or garden areas on the property or on the street verge or street itself outside the property unless otherwise agreed. Visitors and guests agree not to park any additional vehicles on the property in excess of the parking spaces provided and to not cause any access issues for adjoining/nearby residents.

Shire Regulations:

All guests and visitors agree to comply with all Shire regulations at all times including noise and fire limitations.

Premise Condition and Cleanliness:

All guests and visitors agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of their stay. Guest are to advise the manager/caretaker of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to your stay will be paid for by you.

Fires:

All guests and visitors agree not to allow candles, open fires or the similar burn unsupervised within the premises. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner. Smoking is not permitted in the property.

Rubbish Disposal:

All guests and visitors agree to contain their rubbish in the bins provided. Guests are responsible for the putting out and collection of the bins where their stay coincides with collection dates.

Keys:

At the conclusion of the agreed stay, guests are to lock the premises, close all windows and return the keys to the ~~manager/caretaker~~ lock box. Any lost or damaged keys will be replaced at the guest's expense.

Termination of Accommodation:

If guests or visitors are found to have contravened the code of conduct, depending on the degree of the contravention, a verbal warning may be issued or the accommodation booking immediately terminated. In the case of a verbal warning, if the contravention is not rectified immediately, the accommodation booking will be immediately terminated with 2 hours' notice to vacate the premises. No refunds will be made.

Problems or Complaints:

In the case of any problem or complaint, you must inform Management at your earliest opportunity so that Management has the opportunity to rectify the situation as soon as possible.

**Appendix C – Emergency and Fire Management Plan (Complete or submit your own)
(it is recommended you also provide this information to your guests)**

Property Details	
Property Address	
Nearest Road Intersection	
Local Government Area	Shire of Murray
Land line telephone number of premises <i>If a land/fixed telephone is connected</i>	N/a
Is there mobile phone/data coverage available and which telcos?	Yes - Telstra
Does the building have an operational smoke alarm outside the bedroom(s)	

*DFES Emergency Plan Attached.

Emergency Contacts and Information	
National Emergency Service Number <i>Police, Ambulance, Fire</i>	000
State Emergency Service Assistance <i>Non-emergency</i>	132 500
Emergency Information <i>Phone and website</i>	1300 657 209 www.dfes.wa.gov.au
Radio frequency of the official local emergency radio broadcaster	ABC Radio
Possible Evacuation Point eg nearby oval / park	

Nearest Hospital Information (24hr Emergencies)	
Name	Murray District Hospital
Address	McKay Street, Pinjarra
Distance from Holiday House	24 km
Telephone Number	9531 7222

Bushfire Brigade Information (if relevant eg outside of town site or settlement)	
Name of local brigade if relevant	Emergency WA Website or App
Local fire emergency contact number, otherwise 000	000

Bushfire season preparation	
Make sure visitors know what to do in a bushfire	Keep property access clear and easily trafficable
Prepare firebreaks / reduce vegetation in bushfire season	Tree pruning – remove lower branches for fire truck access, check powerlines are clear
Move woodpile and stack timber away from building	Clear roof and gutters from leaf litter and debris
Prepare an emergency evacuation kit and place in an accessible area	Check first aid kits, fire extinguishers are current, serviceable and accessible

Site Specific Emergency Matters
Any site-specific emergency situations that may occur that guests should be made aware of?
<input type="checkbox"/> Flooding <input type="checkbox"/> House Fire <input checked="" type="checkbox"/> Bush Fire <input type="checkbox"/> Snakes <input type="checkbox"/> Mosquitoes <input type="checkbox"/> Other

Other Matters

Optional attachments to the Emergency Response and Fire Management Plan:

- Map of locality clearly showing an emergency evacuation point that you feel may be suitable for your property and primary route for vacating the area – noting that the route must lead to a main arterial road; and
- Floor plan showing location of smoke alarms, fire blanket if applicable, fire extinguishers if applicable, external taps/hose locations, and paths of exit.

(it is recommended you also provide this information to your guests)



EMERGENCY PLAN

Your activation level is:



WATCH AND ACT

This activation level has been set based on the details in your plan.

You can change it if your situation or preferences are different.



Emergencies can happen quickly - don't wait for a warning before you act.

Monitor your surroundings and put your plan into action immediately if conditions are unsafe.

NAME & LOCATION

Plan name

7 Marginata Cres Dwellingup

Where is your emergency plan for?

Marginata Fire Zone

TRIGGERS TO ACT

When will you put this plan into action?

Learn more about:

[Warnings](#)

[Fire Danger Ratings](#)

- [Warnings](#) on Emergency WA
- Smelling or seeing smoke
- Forecast weather conditions such as Extreme [Fire Danger](#)

WHO TO PROTECT

Who do you need to protect?

Learn more about:

[People who need assistance](#)



Other adults, including visitors



Me



Babies, children & young people



People who need assistance

You are protecting people or animals who need assistance.

Put your plan into action early because you will need more time to act.



Don't leave it too late because roads may close.

If you require a specialised plan for people who need additional assistance please create a [Person Centered Emergency Plan](#).

YOUR LEAVE EARLY PLAN

Where will you and your group go?	Evacuation centre
What is the address of Evacuation centre?	Pinjarra WA
What route will you take?	via Pinjarra-Williams Road

If leaving you will use your own reliable transport such as your car.

There are two or more routes to reach the Evacuation centre.

What you will need.

Think about essential items that can be prepared early and those to grab when leaving:

Emergency kit:

- Important documents and precious items
- Clothing and hardy footwear for everyone
- First aid kit
- Personal hygiene items
- Keys and wallet with bank cards and cash
- Food and water for the journey
- Medications and special equipment for infants, elderly etc
- Phone and charger
- Portable, battery-operated AM/FM radio with spare batteries
- Pet supplies (food, bowls, cage, leash etc). Pets unfortunately cannot enter an evacuation centre. Seek alternative arrangements.

If relocating to a safer place, and time allows, add:

- Sleeping bags, blankets and towels
- Spare clothing
- Pen and paper
- Books, playing cards or games

BUSHFIRES

You made a plan to leave early.

SEVERE WEATHER

You made a plan to relocate to a stronger building.

The best option is to relocate to a stronger building.
Where will you go?

Evacuation centre if available

If leaving you will use your own reliable transport such as your car.

Start gathering the items for your [emergency kit](#) and keep up to date with the warnings.

Storm surge is an abnormal rise in sea level over the normal tide, caused by strong winds produced by cyclones and some storms.

If a [storm surge](#) is forecast your only option is to leave early. Learn about other emergencies by using these [resources](#).

WHO TO TELL

Who will you contact when your plan is activated?

Deb
0438 520 102

PREPARING YOUR PROPERTY

For bushfires:

Start gathering the items for your [emergency kit](#) and keep up to date with the warnings.

For floods:

- Clean gutters and downpipes
- Turn off your gas, electricity and water
- Move your furniture, clothing and valuables to the highest point possible
- Secure loose objects and relocate vehicles, outdoor equipment, waste containers, chemicals and poisons
- Get your pets and animals to safety
- Securely store or tie down all loose items such as outdoor furniture, trampolines, toys, garden pots, etc

For storms and cyclones:

- Clean gutters and downpipes
- Take down shade sails
- Securely store or tie down all loose items such as outdoor furniture, trampolines, toys, garden pots, etc
- Move caravans and boats under cover or securely anchor to the ground

- Put heavy duty close-fitting plastic bags over old style single-unit wall or window-mounted air conditioners and whirly birds. Cover any gable vents

Emergencies can happen at any time. Talk about the plan at home, so everyone knows what to do.

It's especially important to think about what to do if anyone is home alone when an emergency strikes or when people are at work or school.