



**SHIRE OF SHARK BAY
PUBLIC NOTICE**

**DEVELOPMENT APPLICATION – PROPOSED HOLIDAY HOUSE (RENEWAL)
5 MEAD STREET, DENHAM**

The Shire issued a temporary 12-month approval for the above-mentioned house to be used as a holiday house on 6 April 2022. A second 3-year approval was issued on 3 August 2023 and has expired.

The owners of the property have lodged a new planning application seeking approval to continue using the existing house as a holiday house. The Shire has discretion to issue a new approval for a longer 5-year period.

Prior to determining this application, the Shire would like to provide you with the opportunity to comment on the proposal. The plans can be viewed at the Shire of Shark Bay 65 Knight Terrace, Denham during office hours or on the Shire website.

Should you wish to make a submission on the proposal, your comments (in writing) will need to be lodged with Council within 14 days by **4.00 PM, 31 August 2026**

Please note, if no comments are received by the closure date, we will assume that you have no comment you wish to make, and the application will be assessed and determined on its merits and without any further consultation.

Should you have any queries relating to the proposed application, please do not hesitate to contact the Shire's Planning consultant, Ms Liz Bushby on 0488910869 (between Tuesday and Friday).

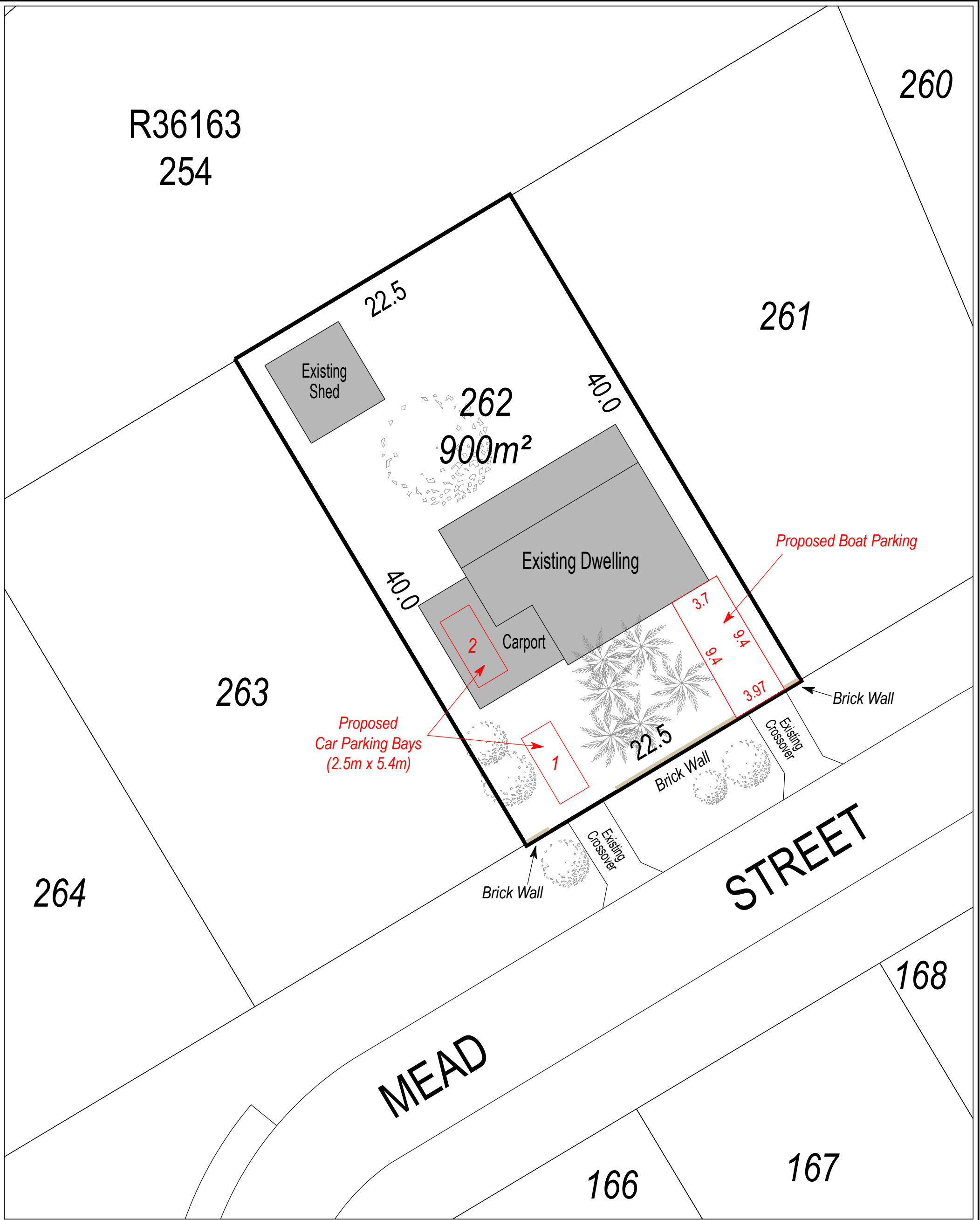
A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line.

Dale Chapman
CHIEF EXECUTIVE OFFICER

17 August 2026







0 2 4 6 8 10 12 16 18m SCALE 1:250 ORIGINAL PLAN SIZE: A3	LEGEND: SUBJECT LAND 	PROPOSED PARKING BAYS SITE PLAN
 NORTH PREPARED FOR: Tom Holben PO Box 1090 Cowaramup WA 6284 E: tom_holben@outlook.com T: 0427 903 116 NOTE: Dimensions and areas subject to survey.	DATE: 13.08.2026	LOT 262 (No. 5) MEAD STREET DENHAM Shire of Shark Bay

**RAY WHITE SHARK BAY
MANAGEMENT PLAN**

1. PROPERTY ADDRESS: HOLBY'S RETREAT – 5 MEAD STREET, DENHAM

2. PROPERTY MANAGER DETAILS:

Name: Debbie Byett, Ray White Shark Bay
Address: U3/ 71 Knight Terrace, Denham
Phone Number: 9948 1323
Mobile: 0448 753 314
Email: sharkbay.wa@raywhite.com

3. DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):

- ☒ Property Manager : All bookings through Ray White Shark Bay
- ☒ Other (internet) : All bookings through Ray White Shark Bay

4. RAY WHITE SHARK BAY MANAGEMENT STATEMENT

Ray White Shark Bay has been managing holiday accommodation houses and units in Denham continuously for the last 20 years.

Ray White Shark Bay are a complete property management service and have the skills necessary to help the owners of the properties, and, the many thousands of visitors we deal with annually. We are based permanently in Denham and have an office located at 3/71 Knight Terrace. The office is officially open 6 days a week and staff are available by mobile if the office is not open.

Some key points of our service below.

- The premises are inspected after guest check out to ensure that it has been kept in a neat and tidy condition. Guests can provide their credit card details as security or pay a bond which is refunded after inspection.
- Bins are put out weekly for standard Council pick up or as necessary.
- We arrange regular cleaning of the premises in between guest stays, and ongoing maintenance of the property.
- Any damage, safety or general maintenance issues are reported to the owner, including smoke alarms.
- If works are needed, such as replacement of smoke alarms, new batteries in smoke alarms, or general safety / maintenance repairs then we organise those works for the owners.
- As premises are inspected regularly we have a high level of knowledge about the condition of each property/dwelling under our management.
- Because we are based locally and live in the Denham community we have excellent knowledge of what happens at all the properties that we manage.

5. BOOKING PROCEEDURE CONDUCT FOR GUESTS

RAY White Shark Bay have booking proceedures and provide guests with the following at the time of booking:

TERMS AND CONDITIONS (House rules) Need to know items such as Check in Check out times. After Hour Key Pick Up. Linen and what is provided. Cancellation Policy. Pet Information. Rubbish collection. Guest Numbers/Excessive Noise. Guest Responsibilities. Left Items. Feedback. Call Outs. Loss or Damage to Property. Alternate Accommodation. Property Keys. Covid 19 information.

CONFIRMATION LETTER which the guest acknowledges the booking is for **6 guests** and that there is a strict no smoking policy inside the premises, they also acknowledge that if house rules are broken and false or misleading information has been given that as the manager we have the authority to order the premises be vacated with no refunds given.

When guests check in whether it be in business hours or after hours they collect an envelope with a town map and directions to their accommodation, a set of keys, our after hour contact numbers if they are needed and important things to know.

6. MAINTENANCE AND ACCESSIBLTY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Owner
Who will inspect the premises reguarly to ensure that the smoke alarms and fire extinguisher are in working order?	Owner / at least 2 times per year but up to 4
What arrangements are in place for cleaning the house before each booking?	Organised by Ray White Shark Bay via local contract
Is there a working outdoor hose available to guests?	Yes
If windows are fitted with locks, are the keys provided to guests?	The windows do not have locks.
Are guests given keys to all external lockable doors, including security doors?	Yes - organised by Ray White Shark Bay
What arrangements are in place for maintenance of external yard areas?	Organised by Ray White Shark Bay & also conducted via owners on a regular basis. The place is always well kept.

7. RAY WHITE SHARK BAY ACTIVE COMPLAINTS POLICY

- Ray White Shark Bay have staff available after hours who are contactable by mobile and email if neighbours need to report any guest behaviour issues.
- All complaints are recorded in an electronic form with the address and nature of complaint.
- Each complaint is assessed based on the individual situation taking into regard the seriousness of the complaint.
- Any premises would be inspected in person on receipt of a complaint and staff would talk to the guests about any issue reported by a neighbour.
- Depending on the nature of the issue, staff may give the guests a warning or under extreme circumstances our company has authority to evict guests.
- The complainant /neighbour would be informed of the outcome of any inspection, and action taken by our company to respond to the complaint. Advice would be generally be provided in writing by email for recording purposes.

- Owners are also advised in writing of the any serious or justified complaint and action taken to respond or resolve any complaint.
- If warranted we would liaise with police over any serious issues, and have a good working relationship with local police.
- During peak holiday periods we conduct drive by inspections of properties under our care to ensure that they are well managed. We take an active role in overseeing the use of all holiday houses under our management to ensure that they are used responsibly.
- It is in our interest to ensure that all properties under our care are well managed, looked after, and maintained to fulfill our contractual obligations with land owners.

Also being a part of a large franchise group such as Ray White we can also call on our corporate office for assistance and support regarding any complaints or disputes.

As outlined in Point 5 all guests are provided with detailed terms and conditions as part of the booking process.

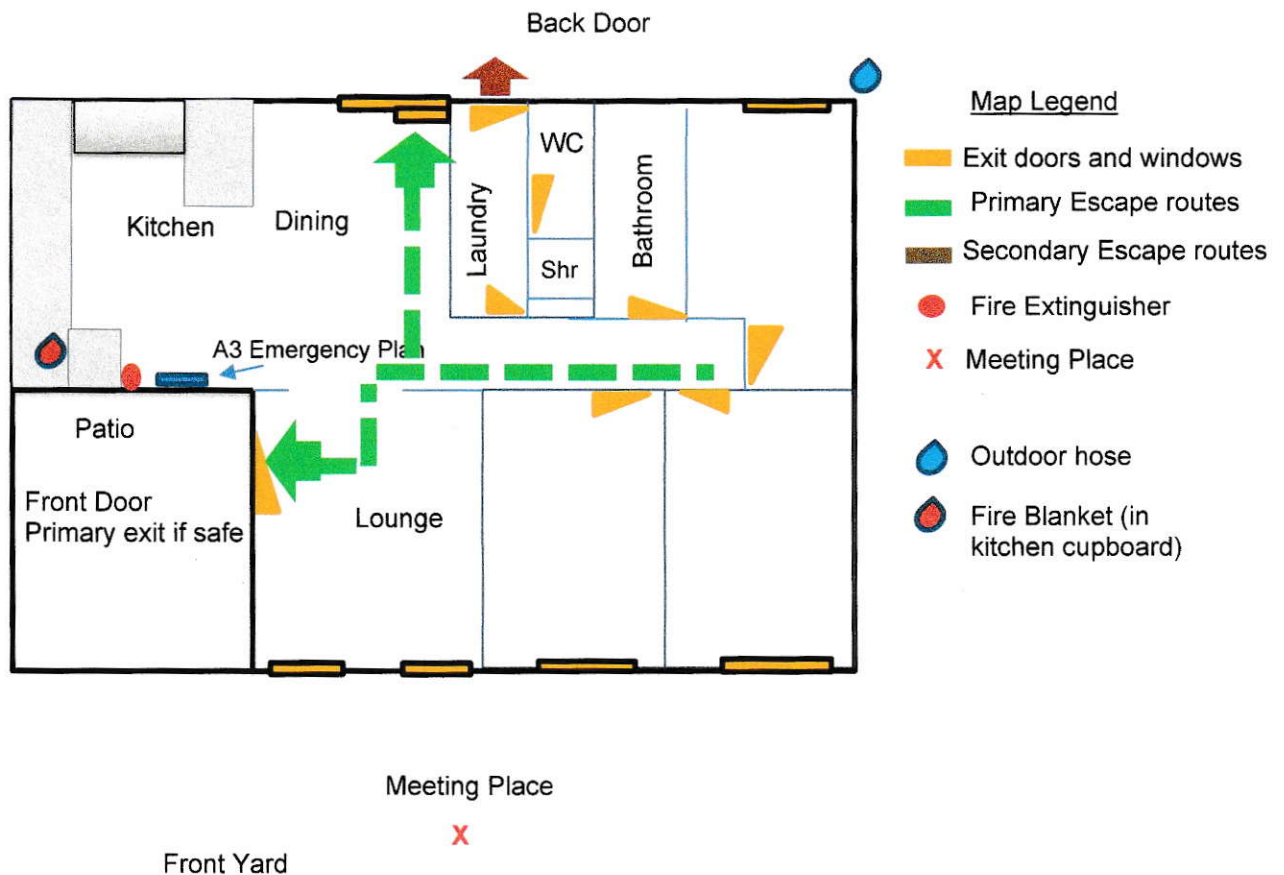
FIRE AND EMERGENCY PLAN

1. PROPERTY ADDRESS: 5 MEAD ST DENHAM

Fire Extinguisher Location : (description of room) KITCHEN - DINING

***Insert a floor plan. An example plan is below.*

2. FIRE EMERGENCY EVACUATION PLAN (to be displayed in house)



In Case of Fire:

- All guests to exit the house immediately. Adults should take all children outside.
- Call emergency services on '000' once you have safely exited the house.
- Assemble in the driveway near the letterbox. Do not go back into the house.
- Follow all instructions by emergency personnel.

3. EMERGENCY CONTACT DETAILS:

FOR ALL EMERGENCIES DIAL TRIPLE ZERO – 000 for Police, Fire or Ambulance

- A. Property Manager Contact
Name: Ray White (Deb Byett) Mobile: 0448 753 314 or 9948 1323
- B. State Emergency Service: 132 500 or mobile: 0417 097 330

4. USEFUL SOURCES OF INFORMATION:

In the event of a fire, cyclone or evacuation information may be broadcast from the following sources:

ABC Radio 846am

ABC RN: 107.5FM

DEPARTMENT OF FIRE AND EMERGENCY SERVICES – www.dfes.wa.gov.au
13 DFES (13 33 37)

5. CYCLONES:

The Bureau of Meteorology issues cyclone advice to the public through a Cyclone Watch and Cyclone Warning – www.bom.gov.au/cyclone The Department of Fire and Emergency Services then issues Community Alerts to keep people informed and safe – www.dfes.wa.gov.au. The Alert System changes to reflect the increasing risk to your life and advises what you need to do before, during and after a cyclone.

CYCLONE WATCH is used when damaging winds are expected to affect communities within 48 hours.

CYCLONE ALERT is used when damaging winds are likely to affect communities within 24 hours.

DFES then issues the following cyclone alerts:

BLUE ALERT Get ready for a cyclone. You need to start preparing for cyclone weather.

YELLOW ALERT Take action and get ready to shelter from a cyclone. You need to prepare for the arrival of a cyclone.

RED ALERT Take shelter immediately. You need to go to shelter immediately.

ALL CLEAR The cyclone has passed but take care. Wind and storm surge dangers have passed but you need to take care to avoid dangers caused by damages.

6. USEFUL CONTACT INFORMATION (NOT FOR EMERGENCIES):

Silver Chain Health Centre – 9948 1400

Denham Police Station (for general enquiries) – 9948 1201

Shire of Shark Bay – 9948 1218