

# SHIRE OF SHARK BAY

65 Knight Terrace

Denham WA 6537



Telephone (08) 9948 1218

Facsimile (08) 9948 1237

Email ao@sharkbay.wa.gov.au

## PUBLIC NOTICE

### NEW DEVELOPMENT APPLICATION – EXISTING GROUPED DWELLING (FOR SHORT STAY RENTAL ACCOMMODATION) AT 1 LEEDS COURT, DENHAM

#### 1.0 Background and Previous Applications/Approvals

There are two dwellings located on a lot on the corner of Spaven Way and Leeds Court. A strata plan is in place for the 2 dwellings.

In 2024, the Shire received a planning application proposing to use an existing dwelling at 1 Leeds Court for short stay accommodation. The application was advertised for public comment, and a number of objections were received.

A report on the first application was considered by Council at the Ordinary Meeting held on the 27 March 2025. Council resolved to conditionally approve the application, and a formal approval was issued on the 8 April 2024. The initial approval was limited to a 12 month period.

The Shire received a new application seeking a new planning approval to continue to use the dwelling at 1 Leeds Court for short stay accommodation last year in 2025. The second application was advertised for public comment, and a number of objections were received.

A report on the second application was considered by Council at the Ordinary Meeting held on the 28 May 2025 - [ORDINARY COUNCIL AGENDA](#). Council resolved to conditionally approve the application, and a formal approval was issued on the 13 June 2025. The second approval was limited to a 12 month period.

The applicant had to lodge a revised Management Plan and revised Parking Plan to meet the conditions of the June 2025 approval. A revised Management Plan and revised Parking Plan was approved by the Shire on the 15 August 2025.

#### 2.0 Current 2026 Application for Public Comment

A new planning application has been received seeking a new planning approval. The applicant seeks to re-use the documents already approved in 2025.

As part of the 'renewal' process, applicants are requested to advise the Shire of any complaints received.

Please be advised that the Shire has been advised of two complaints received between July 2025 and October 2025.

The Shires Planning consultant has outlined the issues raised in the complaints in a table, and included information provided by the property manager as to how the complaints were responded to.

Please be advised that documents relating to the application can be reviewed by neighbours and the general public as they are available on the Shire's website. This information includes a table of the complaints (at the end of the documentation).

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

Should you wish to make a submission on the proposal, your comments (in writing) will need to be lodged within 4pm, 15 May 2026.

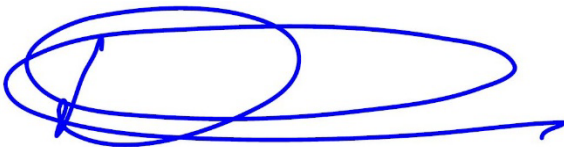
A location plan is attached for ease of convenience.

Please note, if no comments are received by the closure date, we will assume that you have no objections to the proposal.

Any submissions received will be public, and may be summarised in any future agenda item to be considered by Council at a formal public meeting. Any person who lodges a submission on the application will be advised of any relevant Council meeting dates, prior to the Council meeting.

Please be aware that Council may consider issuing any new approval for 1 year, or a longer 3 year period.

Should you have any queries relating to the proposed application, please do not hesitate to contact the Shire.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

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Dale Chapman  
CHIEF EXECUTIVE OFFICER

16 April 2026

**LOCATION PLAN**



17 March 2026

Shire of Shark Bay  
65 Knight Terrace  
DENHAM WA 6537

ATTN: LIZ BUSHBY  
TOWN PLANNING INNOVATIONS

Via Email: [liz@tpiplanning.com.au](mailto:liz@tpiplanning.com.au) and  
[ao@sharkbay.wa.gov.au](mailto:ao@sharkbay.wa.gov.au)

Dear Liz,

Please find attached the formal application for the Renewal of the Short Stay Holiday Home at 1 Leeds Court, Denham (Mojo Dreaming).

Approval is given to the Council to reuse the documentation lodged with the original application and the previous renewal application. We are seeking approval for a 3-5 year renewal of the Short Stay Holiday Home approval rather than the 1 year given previously. I believe the owners have done everything possible to ensure all council requirements have been met and this property should now be put on a standard 3 or 5 year renewal.

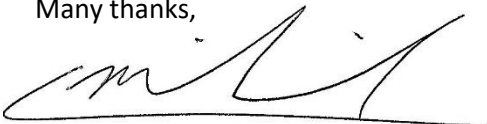
Attached is the required checklist highlighting the attachments to this application.

I can confirm that Mojo Dreaming has been managed by Ray White Shark Bay since being re-approved in June 2025 and August 2025 and within this time Ray White has received a number of complaints in relation to the holiday home in reference to parking (please refer to attachment 7).

For any further information on the property, please refer to the advertising website for details (<https://www.sharkbayholidayhouses.com.au/properties/mojo-dreaming-shark-bay/>)

Should you require any additional information, I would appreciate if you could contact me at your earliest convenience.

Many thanks,



Carol Marinkovich  
GCM Corporate Services

## **ATTACHMENT 1**

17 March 2026

Shire of Shark Bay

Email: [ao@sharkbay.wa.gov.au](mailto:ao@sharkbay.wa.gov.au)

Attention: Chief Executive Officer

Dear Sir

### **FORMAL APPLICATION SEEKING A NEW PLANNING APPROVAL (RENEWAL) FOR A HOLIDAY HOUSE AT LOT 2 (1) LEEDS COURT, DENHAM**

Existing planning approval for a short stay holiday house at the above address has been received, which is due to expire on 13 June 2026.

We are lodging this renewal application on behalf of the owner seeking a new approval (for a 3 or 5 year period) and advise as follows:

1. The maximum number of persons that the dwelling will accommodate at any one time has not changed and remains limited to 6 people.
2. The number and nature of the bed arrangements has not changed and is as per the last plans approved by the Shire on 15 August 2025 (revised approval).
3. The property is still managed by Ray White Shark Bay AND their contact details have not changed.
4. There have once again been a number of unsubstantiated complaints received since approval and within the last 12 months. This is detailed within this application (refer attachment 7).

We authorise the Shire of Shark Bay to re-use all plans, management plans, fire emergency plans and other supporting documents lodged with our last planning renewal application which was approved by the Shire on 13 June 2025 and 15 August 2025.

It is acknowledged that the last planning approval, which is attached (Attachment 3 and 3a), included a number of conditions; and we confirm that we have complied with all the conditions listed within the Shires approval letters.

**COMPLIANCE WITH EXISTING APPROVAL:**

We confirm that the property applying for renewal has complied with the following specific condition requirements:			
Keep and maintain a working fire extinguisher within the house at all times as per Australian Standards	<b>Applicable</b> ✓	<b>N/A</b>	Photo of the fire extinguisher is Attachment 5. Copy of renewal invoice is available if required
Keep a fire blanket in the house at all times as per Australian Standards	✓		Photo of the fire blanket is in Attachment 5. Copy of renewal invoice is available if required
Display an A3 laminated copy of a fire escape plan within the house	✓		Photo of the displayed fire plan attached – Attachment 6
Scaled parking plan displayed in A3	✓		Refer Attachment 4
Car and Boat parking	✓		All car and boat parking is within the property boundary (as per Attachment 4)
STRA Registration	✓		Registration Number: STRA6537LLL5719Y
Construction of one crossover	✓		Existing crossover in place
Engage local property manager	✓		Ray White Shark Bay continues to manage the property

Yours Sincerely



**Carol Marinkovich**  
**GCM Corporate Services**

- Enc: Attach 1 Formal Application Letter  
Attach 2 Signed Application Form  
Attach 3 Copy of last planning approval, plus the revised approval  
Attach 4 Photo of A3 Laminated Parking Plan installed at property  
Attach 5 Photos of Fire Extinguisher & Fire Blanket installed at property  
Attach 6 Photo of A3 Laminated Fire Evacuation Plan installed at property  
Attach 7 Details of Complaints

**TPI / Shire Note:**

- Attachment 1 is the application form and is not included in advertising.
- Attachment 7 has not been included in advertising. Instead, a table summarising complaints has been prepared.

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Denham WA 6537  
PO Box 126 Denham WA 6537

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All correspondence to the  
Chief Executive Officer

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Your Ref P4296 / O-CR-23550  
Our Ref Liz Bushby  
Enquiries

13 June 2025 023

L O'Donnell & S Buswell  
PO Box 237  
Boyanup WA 6237

Email: [mojobuzzy@bigpond.com](mailto:mojobuzzy@bigpond.com) & [lee89@live.com.au](mailto:lee89@live.com.au)  
Cc: [sharkbay.wa@raywhite.com](mailto:sharkbay.wa@raywhite.com)

Dear Sir/Madam,

### **Short Stay Dwelling – Lot 312 (1) Leeds Court - Approval under Delegated Authority to 13 June 2026**

Please be advised that under delegated authority from the Shark Bay Shire Council, I approve the renewal application for approval for a Short Stay Dwelling on Lot 312 (1) Leeds Court, Denham for a period of one (1) year.

Following the one (1) year period this approval shall expire and become void.

- i. The Shire will maintain a holiday house register. Where a planning approval is issued Lot will automatically be listed on the holiday house register until such time as the approval expires.
- ii. This second approval is limited to a one (1) year approval period in accordance with Clause 32.15.4 of the Shire of Shark Bay Local Planning Scheme No 4.
- iii. The Shire has discretion to issue subsequent approvals for a short stay dwelling for terms of one (1) year, three (3) years or up to a maximum of five (5) years.

If you require any further information please contact the Shire's Planning consultant, Ms Liz Bushby on 0488910869 (between Tuesday and Friday) or email [liz@tpiplanning.com.au](mailto:liz@tpiplanning.com.au).

Yours sincerely,

Dale Chapman  
**Chief Executive Officer**

O-CR-23550 / P4296

Liz Bushby

**NOTICE OF DETERMINATION ON APPLICATION FOR  
PLANNING APPROVAL**

Planning and Development Act 2005  
Shire of Shark Bay  
Determination on Application for Planning Approval

<b>Location:</b> 1 Leeds Court, Denham	
<b>Lot:</b> 312	<b>Plan/Diagram:</b> 53559
<b>Volume No:</b> 2733	<b>Folio No:</b> 815
<b>Application Date:</b> 13 March 2025	<b>Received on:</b> 13 March 2025
<b>Description of proposed development:</b> Short Stay Dwelling	
<b>The application for planning approval is:</b>	
✓	Granted subject to the following conditions:
<p>Conditions:</p> <ol style="list-style-type: none"><li>1. This approval is valid for a maximum of 12 months from the date of this planning consent. Following the 12-month period this approval shall expire and become void.</li><li>2. That following a site visit by Council, the owner shall submit a revised parking plan that addresses the concerns raised in the body of the report, the revised parking plan is to be incorporated into an updated Management Plan.</li><li>3. The owner shall implement stricter measures regarding noise mitigation as part of the Management Plan lodged and approved as part of this application.</li><li>4. This approval for a 'short stay dwelling' is issued to Sheridan Buswell and Lee O'Donnell as the landowners of Strata Lot 2 (No 1) Leeds Court, Denham. This approval shall not be transferred or assigned to any other person and shall not be transferred from the land in respect of which it was granted.  Should there be a change of ownership of Strata Lot 2 this approval is cancelled and expires.</li><li>5. The owner shall continue to engage a local property manager to manage the short stay dwelling in accordance with the Management Plan approved as part of this application.  If an alternative manager is engaged (other than the agent stated in the Management Plan), then a revised Management Plan is to be lodged for separate written approval by the Chief Executive Officer with revised contact details for any new property manager.</li><li>6. The owner shall keep and maintain a working fire extinguisher on the premises at all times in accordance with the Management Plan approved as part of this application, or any revised Management Plan approved separately in writing by the Chief Executive Officer.</li></ol>	

7. An A3 laminated copy of the fire escape plan approved as part of this application shall be displayed in prominent places within the existing dwelling.
8. The existing landscaping/garden beds in front of the dwelling shall be retained and maintained.
9. No guest shall be accommodated for periods totalling more than 3 months in any 12-month period.
10. The maximum number of persons to be accommodated at any one time shall be limited to 6.
11. If any sign is installed to advertise or identify the short stay dwelling it shall only be located within the lot boundary and the sign face shall not exceed an area of 0.2 square metres.

**Footnotes/Advice to the applicant:**

Note 1:	If an applicant is aggrieved by this determination, there is a right of review under Part 14 of the Planning and Development Act 2005. An application for review must be lodged within twenty-eight 28 days of the determination.
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Signed:



Dale Chapman Chief Executive Officer

Dated: 13 June 2025

For and on behalf of the Shire of Shark Bay

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Denham WA 6537  
PO Box 126 Denham WA 6537

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Your Ref P4296 / O-CR-23550  
Our Ref Liz Bushby  
Enquiries

13 June 2025 023

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- iii. The Shire has discretion to issue subsequent approvals for a short stay dwelling for terms of one (1) year, three (3) years or up to a maximum of five (5) years.

If you require any further information please contact the Shire's Planning consultant, Ms Liz Bushby on 0488910869 (between Tuesday and Friday) or email [liz@tpiplanning.com.au](mailto:liz@tpiplanning.com.au).

Yours sincerely,

Dale Chapman  
Chief Executive Officer

O-CR-23550 / P4296

Liz Bushby

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PLANNING APPROVAL**

Planning and Development Act 2005  
Shire of Shark Bay  
Determination on Application for Planning Approval


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<p>Conditions:</p> <ol style="list-style-type: none"><li>1. This approval is valid for a maximum of 12 months from the date of this planning consent. Following the 12-month period this approval shall expire and become void.</li><li>2. That following a site visit by Council, the owner shall submit a revised parking plan that addresses the concerns raised in the body of the report, the revised parking plan is to be incorporated into an updated Management Plan.</li><li>3. The owner shall implement stricter measures regarding noise mitigation as part of the Management Plan lodged and approved as part of this application.</li><li>4. This approval for a 'short stay dwelling' is issued to Sheridan Buswell and Lee O'Donnell as the landowners of Strata Lot 2 (No 1) Leeds Court, Denham. This approval shall not be transferred or assigned to any other person and shall not be transferred from the land in respect of which it was granted.  Should there be a change of ownership of Strata Lot 2 this approval is cancelled and expires.</li><li>5. The owner shall continue to engage a local property manager to manage the short stay dwelling in accordance with the Management Plan approved as part of this application.  If an alternative manager is engaged (other than the agent stated in the Management Plan), then a revised Management Plan is to be lodged for separate written approval by the Chief Executive Officer with revised contact details for any new property manager.</li><li>6. The owner shall keep and maintain a working fire extinguisher on the premises at all times in accordance with the Management Plan approved as part of this application, or any revised Management Plan approved separately in writing by the Chief Executive Officer.</li></ol>	

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**Footnotes/Advice to the applicant:**

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Signed:



Dale Chapman Chief Executive Officer

Dated: 13 June 2025

For and on behalf of the Shire of Shark Bay

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Your Ref P4296/O-CR-23788  
Our Ref Liz Bushby  
Enquiries

15 August 2025

L O'Donnell & S Buswell

PO Box 237

Boyanup WA 6237

Email: [mojobuzzy@bigpond.com](mailto:mojobuzzy@bigpond.com) & [lee89@live.com.au](mailto:lee89@live.com.au)

cc. [sharkbay.wa@raywhite.com](mailto:sharkbay.wa@raywhite.com)

[gcmcorpsservices@gmail.com](mailto:gcmcorpsservices@gmail.com)

Dear Sir/Madam,

### **Revised Management Plan and Parking Plan for Short Stay Rental Accommodation: 1 Leeds Court, Denham**

As you are aware the Shire issued a conditional one (1) year planning approval for the abovementioned lot, and the approval is valid up to 13 June 2026. A copy of the approval is attached for reference.

I offer the following advice:

- **Condition 2**

Condition 2 required lodgement of a revised parking plan to address concerns raised, and to be included in a revised Management Plan.

I confirm that the Shire approves the revised car parking plan included as Attachment 1 to this correspondence.

- **Condition 3**

The Shire has received a revised Management Plan on the 21 July 2025, which incorporates the revised parking plan.

The Shire approves the Management Plan included as Attachment 2, with the inclusion of an addendum being the 'terms and conditions' provided by Ray White, which references noise.

- **Complaints**

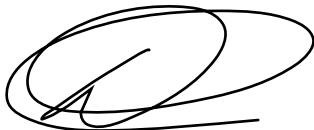
As you are aware, a number of complaints were previously received in regard to this property, and a review of the situation will need to occur in a years time.

It is recommended that your property manager use the one (1) year period to:

- a) Deal with all complaints, no matter how minor, in a courteous, polite and thorough manner.
- b) Record and summarise all complaints in a table, so that the information can be provided as part of any future application for a 'renewal'. It is a requirement for any new application to include information on complaints.
- c) Take site photographs when investigating any complaints as evidence.
- d) Pay particular attention to any complaints about noise and take extra measures to educate and inform guests of the expectations due to the location of the short stay accommodation in a residential area.

I wish you well with the continued use.

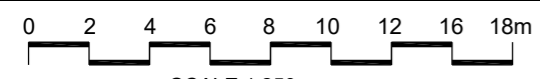
Sincerely,

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

Dale Chapman  
**Chief Executive Officer**

# PARKING PLAN

ATTACHMENT 1  
APPROVED PARKING PLAN



SCALE 1:250  
ORIGINAL PLAN SIZE: A3

LEGEND:  
SUBJECT LAND



NORTH

PREPARED FOR:  
Ray White  
3 / 71 Knight Terrace  
Denham  
E: sharkbay.wa@raywhite.com  
T: 9948 1323

NOTE:  
Dimensions and areas subject to survey.

DATE: 01.07.2025

PROPOSED PARKING BAYS  
SITE PLAN

LOT 312 (No. 1) LEEDS COURT  
DENHAM  
Shire of Shark Bay

**ATTACHMENT 2**  
**APPROVED MANAGEMENT**  
**PLAN (with terms and conditions**  
**as an addendum)**

**RAY WHITE SHARK BAY**

**MANAGEMENT PLAN**

**1. PROPERTY ADDRESS: 1 LEEDS COURT, DENHAM**

**2. PROPERTY MANAGER DETAILS:**

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

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

- Internet (please specify) : All bookings through Ray White Shark Bay
- Property Manager : All bookings through Ray White Shark Bay
- Other (please specify) N/A

**4. RAY WHITE SHARK BAY MANAGEMENT STATEMENT**

Ski At Denham Pty Ltd T/A Ray White Shark Bay has been managing holiday accommodation houses and units in Denham continuously for the past 20 years.

Ray White Shark Bay are a complete property management service and over the years have developed 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 we are available by mobile if the office is not open.

Some key points of our service below.

- The premises are inspected after guests 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 and fire emergency equipment.
- 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.

## Attachment 5

### 5. BOOKING PROCEDURE CONDUCT FOR GUESTS

Ray White Shark Bay have booking procedures 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 a total of **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 Property 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 hours contact numbers if they are needed and important things to know.

### 6. MAINTENANCE AND ACCESSIBILITY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Property Manager or Fire Technician (already installed)
Who will inspect the premises regularly to ensure that the smoke alarms are in working order?	Owner or Property Manager (already installed)
Who will inspect the premises regularly to ensure that the fire extinguisher is in working order?	By registered Fire Test & Tag Technician at least 2 times per year
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 (5 in total) – three downstairs, one at the side front of the house and two downstairs at the back of the house along with two upstairs on either side of the verandah.
If windows are fitted with locks, are the keys provided to guests?	Yes – organised by Ray White Shark Bay
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 and 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 generally be provided in writing by email for recording purposes.

## Attachment 5

- 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. We 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.

### **8. PARKING**

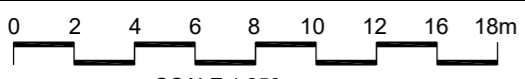
Boat Parking for 1 Leeds Court is limited to reversing your vehicle up the driveway on the South Side of the property. Please be sure that your Boat & Car are not protruding past the fence blocking any neighbouring property's view entering or leaving their property.

If you are unable to place your boat in the boat parking area, there is boat parking available at 60 Monkey Mia Road, please contact Jamie on 0427 481 324.

Other vehicles such as cars can be parked in front of the double roller doors at the front of the property.

Please refer to the Parking Plan clearly displayed at the property (and also available on the Ray White website).

# PARKING PLAN



SCALE 1:250  
ORIGINAL PLAN SIZE: A3

LEGEND:  
SUBJECT LAND

DATE: 01.07.2025



NORTH

PREPARED FOR:  
Ray White  
3 / 71 Knight Terrace  
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E: sharkbay.wa@raywhite.com  
T: 9948 1323

NOTE:  
Dimensions and areas subject to survey.

PROPOSED PARKING BAYS  
SITE PLAN

LOT 312 (No. 1) LEEDS COURT  
DENHAM  
Shire of Shark Bay

**Ray White Shark Bay**

**TERMS AND CONDITIONS POLICY AROUND HOLIDAY SHORT TERM RENTALS**

**DEPOSIT:** A 50% deposit is required for all booking and is payable within (14) days from the date you made the booking. The balance is due prior to key issue, payment may be made by bank cheque (made payable to Ray White Shark Bay), money order, credit card or direct credit. If making a direct credit;

ACCOUNT NAME: RAY WHITE SB TRUST ACCOUNT

BSB: 066-509 ACCOUNT: 1021 8062

REFERENCE: please use your initials and surname

A receipt will be forwarded to you directly.

**AGREEMENT FORM:** An accommodation agreement form is required to be completed for all bookings. The forms requests details of name, address, drivers licence and credit card. If credit card is not available a minimum of \$500 will be required and payable on booking. The bond balance will be refunded by bank transfer to your nominated account 14 days after departure. An increased bond may be incurred for group bookings at our discretion.

**CHECK IN:** Your holiday property is available from 3pm and keys can be collected from our office upon arrival after this time. Please be advised that keys will not be issued until payment is received in full and the accommodation agreement has been fully completed and returned to Ray White Shark Bay. Only one set of keys will be issued for each property. After hours key collection can be made on request as long as payment and forms have been received.

**CHECK OUT:** Check out time is strictly 9am on the day of departure. Any late departures may incur a late fee. The keys must be returned to our office upon your vacating, if you are leaving after hours please place keys in "Key Return" slot in the office door.

**LINEN:** Linen hire is now mandatory due to health concerns at the cost of the guest, we also have Porta Cots & Highchairs available for hire.

**Consumables:** Consumables such as washing detergents, dishwashing detergents, toilet paper, garbage bags etc are not supplied.

**CANCELLATIONS:** Any monies/payments paid toward your booking are non-refundable unless reasonable notice (minimum of four weeks) is given to allow re-letting of the premises. If we are able to rebook the premises a \$27.50 cancellation fee plus any credit card charges will be deducted from monies paid. We regret that we are unable to refund early departures.

**CHANGE OF OWNERS:** When a booking is made, the deposit is accepted for the owner at that time. If the property is for sale and the ownership changes before your stay, we cannot guarantee that the property will remain available as we cannot accept responsibility for decisions made by a new owner. However, if the property is sold and no longer available, you will be notified as soon as possible so that you can arrange alternative accommodation.

**PETS:** Unfortunately none of our properties allow any pets.

**RUBBISH:** Rubbish bins are provided with all properties. Please ensure that all rubbish is removed from your holiday property and placed in the green bin provided and any excess rubbish disposed of thoughtfully. Please note that rubbish days are **Tuesday & Friday and bins to be placed on verge by 6am**. Please also ensure that the bin lid is closed and no rubbish left beside the bin. No fish offal is to be placed in the bins at the property – there are blue offal bins at the shire fish cleaning facilities on the foreshore or can be taken directly to the tip.

## Continued...

**GUEST NUMBERS/EXCESSIVE NOISE:** Each holiday property is equipped for a specific number of guests. It is against the Health Department regulations for more people to occupy a property than there are beds to accommodate them. No mattresses, tents, campers or caravans, nor more cars than the property accommodates are allowed. If a property is reported to be overloaded and/or noise complaints are received the tenants will be ordered to vacate with no refunds made. Any Guests renting our Short Stay Holiday Properties need to make all efforts to minimize noise before 7am and after 10pm.

**PARKING:** All Guests need to adhere to the proposed parking plan for both cars and boats provided on the Website for the Property you have booked. Please Note: All properties have their own unique plan so be sure to adhere to the correct plan.

**GUEST RESPONSIBILITIES:** All holiday rentals under Ray White Shark Bay management are privately owned and are rented on a fully self contained and as is, basis. While every effort is made to ensure that all equipment supplied is in good working order and property is clean and tidy no additional responsibility will be accepted by the owner or Ray white Shark Bay. No discounts will be given for any perceived lack of value. All guests are responsible for keeping the property secure during their stay and will be responsible for any theft or damage due to neglect in this area. No liability is accepted for any injury, debt, damage, loss, delay, expense or inconvenience caused directly or indirectly by events beyond the agents or owners control. No responsibility is taken for guests personal property left on or near the property. It is recommended that guests take out personal property insurance or adequate travel insurance should any unexpected situations arise before or during your travel period.

**LEFT ITEMS:** If requested we will endeavour to recover and return any items of value inadvertently left in your holiday property, but take absolutely no responsibility for the recover or return. Packaging & postage will be at your expense (As Australia Post no longer has "COD" services you will need to provide a pre paid post bag). All other items held will be held for 2 weeks if not claimed within this time will be disposed of.

**FEED BACK:** We endeavour to ensure that each property is maintained to an acceptable standard. We do rely on feedback from visitors should there be any problems or improvements that could be made, most of the properties have visitors books. We do not take any responsibility should the property not be to your expectations. If you are not happy with your accommodation and nothing is reported to us prior to your departure then no refund will be given and no liability is accepted.

**CALLOUTS:** Should a tradesperson be sent out upon your request to carry out a repair without notifying this office the cost of the callout/repairs will be charged to you. All repairs need to be reported to this office, we will assess whether a tradesperson is required.

**LOSSES OR DAMAGE TO PROPERTY:** All guests are responsible for any loss or damage arising from breakages or other damage to the premises or common property during their stay, including removal of excess garbage and repairs or replacement of items in the property. The property must be left in a clean state and in the condition in which the property was found on arrival. If additional cleaning is required, the guests will be charged an additional fee. All properties are privately owned, please respect the owner's property and do not move furniture around, a fee may be charged should this occur.

**ALTERNATE ACCOMMODATION:** At times situations will arise which we have no control over. Ray White Shark Bay reserves the right to move visitors to alternate accommodation (subject to availability) at their discretion or at the direct instruction of the property owner. In this case, we will notify you as soon as possible and make every endeavour to place you in another property.

**RENTAL RATES:** In case of refurbishment or upon owner's request, rental rates may be subject to increase without notice. Should this occur you will be notified and given the opportunity to pay the difference in tariff or receive a full refund of your deposit. We will also offer you alternate accommodation if possible.

**PROPERTY KEYS:** If keys are lost you will be responsible for changing of the locks and 3 sets of keys. Should a guest require additional keys after hours please phone 08 9948 1323. If there are no spare keys available guests may be liable for any costs in gaining entry to the property. The keys are the guest's responsibility please take care of them.

**GAS BOTTLES:** In the event that the BBQ gas bottle runs out during your stay, please contact us at the office Monday to Friday 9am – 4pm, if afterhours please contact the afterhours number provided on the Welcome Letter in the envelope with your keys.

Photo of approved 2025 parking plan displayed



# PARKING PLAN



SCALE 1:250  
ORIGINAL PLAN SIZE: A3

LEGEND:

SUBJECT LAND



DATE: 01.07.2025



NORTH

PREPARED FOR:  
Ray White  
3 / 71 Knight Terrace  
Denham  
E: sharkbay.wa@raywhite.com  
T: 9948 1323

NOTE:  
Dimensions and areas subject to survey.

PROPOSED PARKING BAYS  
SITE PLAN

LOT 312 (No. 1) LEEDS COURT  
DENHAM  
Shire of Shark Bay

**Attachment 5**

**1 Leeds Court, Denham (Mojo Dreaming)**



Fire Extinguisher



Fire Blanket

**Attachment 6**

**1 Leeds Court, Denham (Mojo Dreaming)**

One A3 Fire Evacuation Plan for each external exit

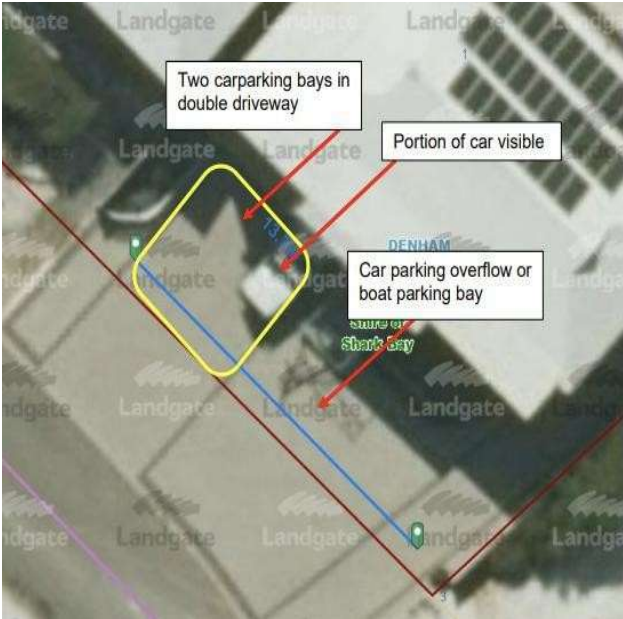


**Fire Evacuation Plan Installed (A3)**

**Table of Complaints**  
**Summarised and Prepared by TPI (Shire Planning Consultant)**

Note: The applicant lodged copies of emails which have not been included in public advertising. Instead, complaints have been summarised into a table.

<b>Summary of Three Complaints compiled by TPI (Consultant Planner for Shire of Shark Bay)</b>	
<b>Complaint 1 (summary) July 2025</b>	<b>Summary of Ray White response and TPI comments where relevant</b>
<p>1A. Unhitched boats on verge</p> <p>Request that property manager ensure guests keep to the current parking plan and don't leave unhitched vehicles/boats on verge</p>	<p>1A.</p> <p>Ray White responded by email on the 15 July 2025 and advised that:</p> <p>We have tried to contact the guests however they are not answering, one of my staff will pop up to the house throughout the course of the day to rectify the situation.</p>
<p>1B. Parking Plan</p> <p>According to the current approval for boat parking, the boat needs to be parked in front of the house on site. Parking the boat in the narrow passage was deliberately not included in the new plan to reduce noise impact.</p> <p>Requested that files be updated and ensure that guests comply with the current parking plan.</p> <p>Reminder about the confidentiality issue we had in regards to you passing on information to third parties.</p>	<p>1B.</p> <p>Ray White responded by email on the 16 July 2025 and advised that:</p> <p>That parking plan that you have is incorrect. I have attached a copy of the revised approved parking plan for your information.</p> <p>TPI Comment: The approved parking plan includes the area to the east of the house.</p>
<b>Complaint 2 (summary) July 2025</b>	<b>Summary of Ray White response and TPI comments where relevant</b>
<p>2A. Parking / Compliance</p> <p>Could you please make sure that the guests in 1 Leeds Court comply with the new parking plan AT ALL TIMES.</p> <p>And to reduce further stress to holiday makers staying in 1 Leeds Court, I recommend to update your website to "one <u>small</u> boat with limited parking possibility".</p> <p>As pointed out in our submission: the place is unsuitable for boat parking. The poor guests in 1 Leeds tried over ten minutes yesterday to back their boat into the narrow passage without hitting the fence or the green dome. There was a lot of shouting and stress involved.</p> <p>In the end they gave up with the car now parking (still hitched) on the verge blocking my view to the junction. In the end they gave up with the car now parking (still hitched) on the verge blocking my view to the junction. Please attend the issue.</p>	<p>2A.</p> <p>Ray White responded by email on the 18 July 2025 and advised that:</p> <p>Thankyou for all that info, Obviously with coming home late they decided better not to hit the adjoining fence, However due to the fact that the boat is still hitched to the vehicle this is still within the guidelines for the shire. I also feel that the holiday makers have been keeping to the parking guidelines when the vehicle is unhitched and in the driveway, and although still as stated legally parked overnight , I would not expect this to be a regular occurrence for them.</p>

<p><b>Complaint 2 (summary) July 2025</b></p> <p>2B.</p> <p>Just to clarify... the car was parking on the verge and that is NOT in the parking guidelines (hitched or unhitched) and it also does not comply with the Shire's Planning Policy No 1 (see attached).</p>	<p><b>Summary of Ray White response and TPI comments where relevant</b></p> <p>2B.</p> <p>Ray White responded by email on the 18 July 2025 and advised that:</p> <p>FYI you can park a boat, Trailor or caravan on the verge if it is hitched to a vehicle.</p>
<p><b>Complaint 3 (summary) October 2025</b></p> <p>3A.</p> <p>Could you please ensure that the guests in 1 Leeds Court comply with the current parking plan (see below). The parking plan excludes the narrow passage for boat parking (in consideration of the early morning noise problem) and as Town Planning Innovations stated <i>"there is sufficient area on the Strata lot to park a boat" IN FRONT OF THE HOUSE.</i></p> <p>The boat of the current guests is parked in the passage and their car is constantly parked on the verge right next to our boundary, hence not only impacting on our amenity but also making it impossible for us to leave our property safely by car.</p> 	<p><b>Summary of Ray White response and TPI comments where relevant</b></p> <p>3A. Response 1:</p> <p>Ray White responded by email on the 5 October 2025 and advised that:</p> <p>I will take this under consideration, however as far as I am aware you are allowed to park a car on the verge it's just boats, caravans and trailers that can not be un hitched and left on the verge.</p> <p>In fact, FYI you can legally park the car and boat on the verge if it remains hitched. I'm sure with Leeds court being a cul-d-sac with all of approx 6 houses in it, it must be hectic to pull out of your drive way with all that traffic. Possibly reverse into your drive for easier viewing access.</p> <p>As far as the drive way is concerned again as far as I am aware, guests are definitely allowed to park boats and other vehicles in the allocated drive way. Especially small boats as shown in your attached photo. It makes commonsense if the vehicle fits up the drive way as then it is not impeding on your viewing to leave your property.</p> <p>3A. Response 2:</p> <p>Ray White sent a second response by email on the 6 October 2025 and advised that:</p> <p>I have contacted the guests and emailed them through another copy of the parking plan.</p>
	<p>FYI - the parking plan you are referring to is incorrect as this has been revised, please see attached a copy of the correct parking plan (I am pretty sure I have emailed this to you previously).</p>

*TPI Comment: The Shire CEO emailed a copy of the approved parking plan to the complainant (6 October 2025). The approved parking plan allows for parking to the east side of the house.*

Photos sent with Complaint 3:



*TPI Comment: The parking plan approved by Council allows for parking to the east of the house. The boat parking shown in the photo above complies with the approved 2025 parking plan.*