



**SHIRE OF SHARK BAY  
PUBLIC NOTICE**

**DEVELOPMENT APPLICATION FOR SHORT STAY RENTAL ACCOMMODATION  
(EXISTING DUPLEX) – 18 SUNTER PLACE, DENHAM**

The owners of the abovementioned lot had a 'first time' planning approval to utilise the existing duplex for short stay rental accommodation which was granted on the 3 April 2025, for a one year period.

The owners have lodged a new application seeking approval to continue to rent out both dwellings in the duplex for short periods. The Shire can consider issuing approval for a longer 3 year period.

Prior to determining this application, the Shire would like to provide the general public with an opportunity to comment on the proposal. The plans and documents 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 by **4pm, May 12<sup>th</sup> 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 merits and without any further consultation.

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

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Dale Chapman  
CHIEF EXECUTIVE OFFICER  
13 April 2026

**Attachment 2**

**Street View – 18A & 18B Sunter Place – Shark Bay Escape Villas**



**Attachment 2**

**Aerial View  
18A & 18B Sunter Place**

**Car & Boat Parking**

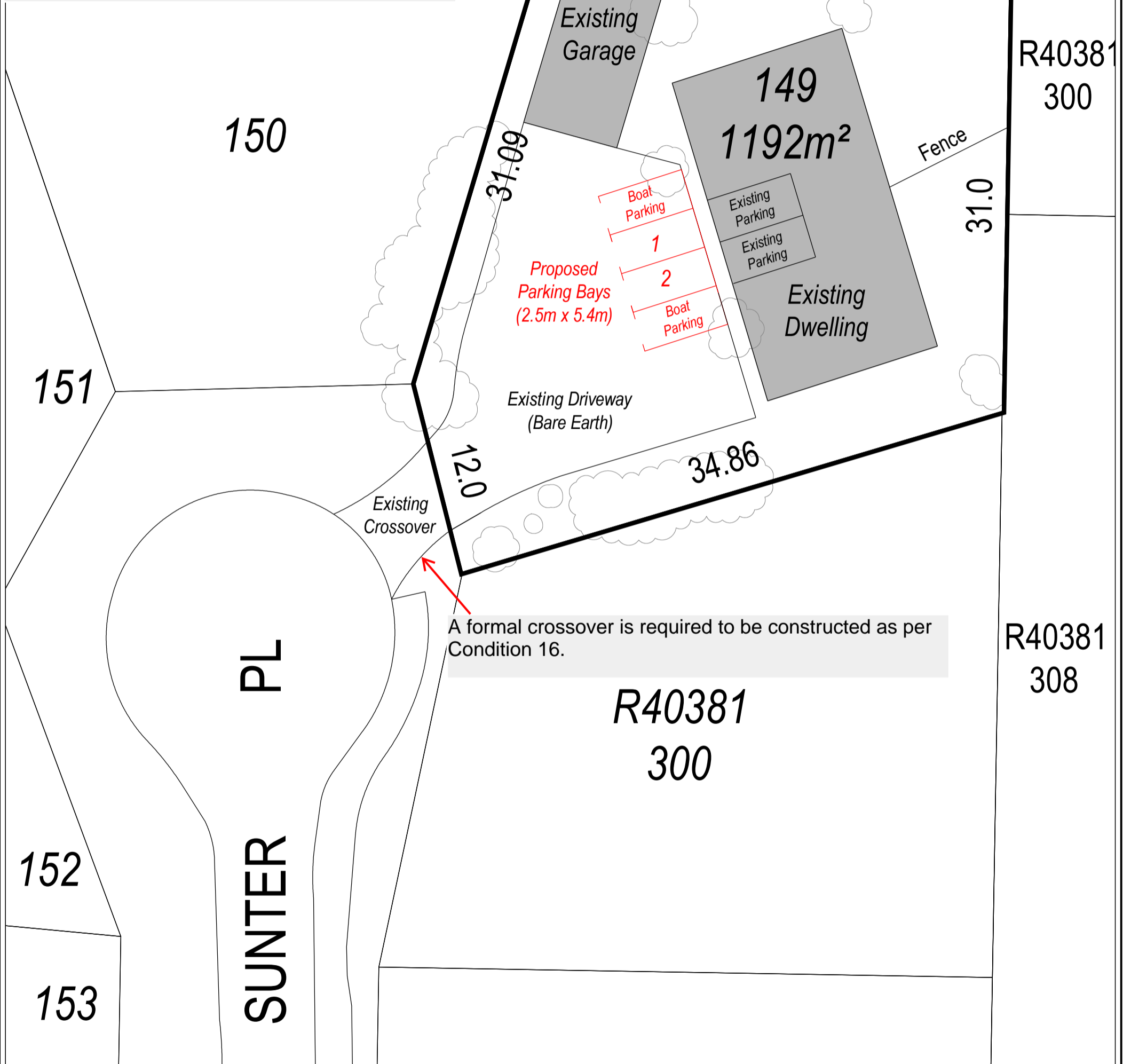
**Ample room for 2 cars and 1 boat  
per unit on property as per the  
Attached Parking Plan**



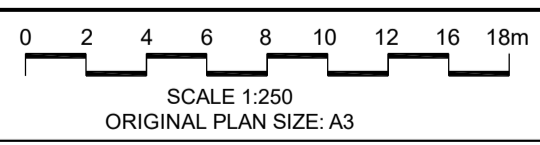
# Parking Plan

**NOTES:**

- Although the parking plan only shows 2 car parking bays per unit, there is sufficient room in the front yard to accommodate additional cars.
- the parking plan only shows two 5.4 metre long boat parking bays, however larger boats can be accommodated in the front yard area.
- Due to the informal nature of parking, it is recognised that the parking plan demonstrates where parking can occur, however the available parking is fluid and guests may park anywhere in the front yard space.
- All car and boat parking shall be accommodated within the boundaries of Lot 149 at all times.



A formal crossover is required to be constructed as per Condition 16.



LEGEND:  
SUBJECT LAND   
TREES / SHRUBS



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: 07.11.2024

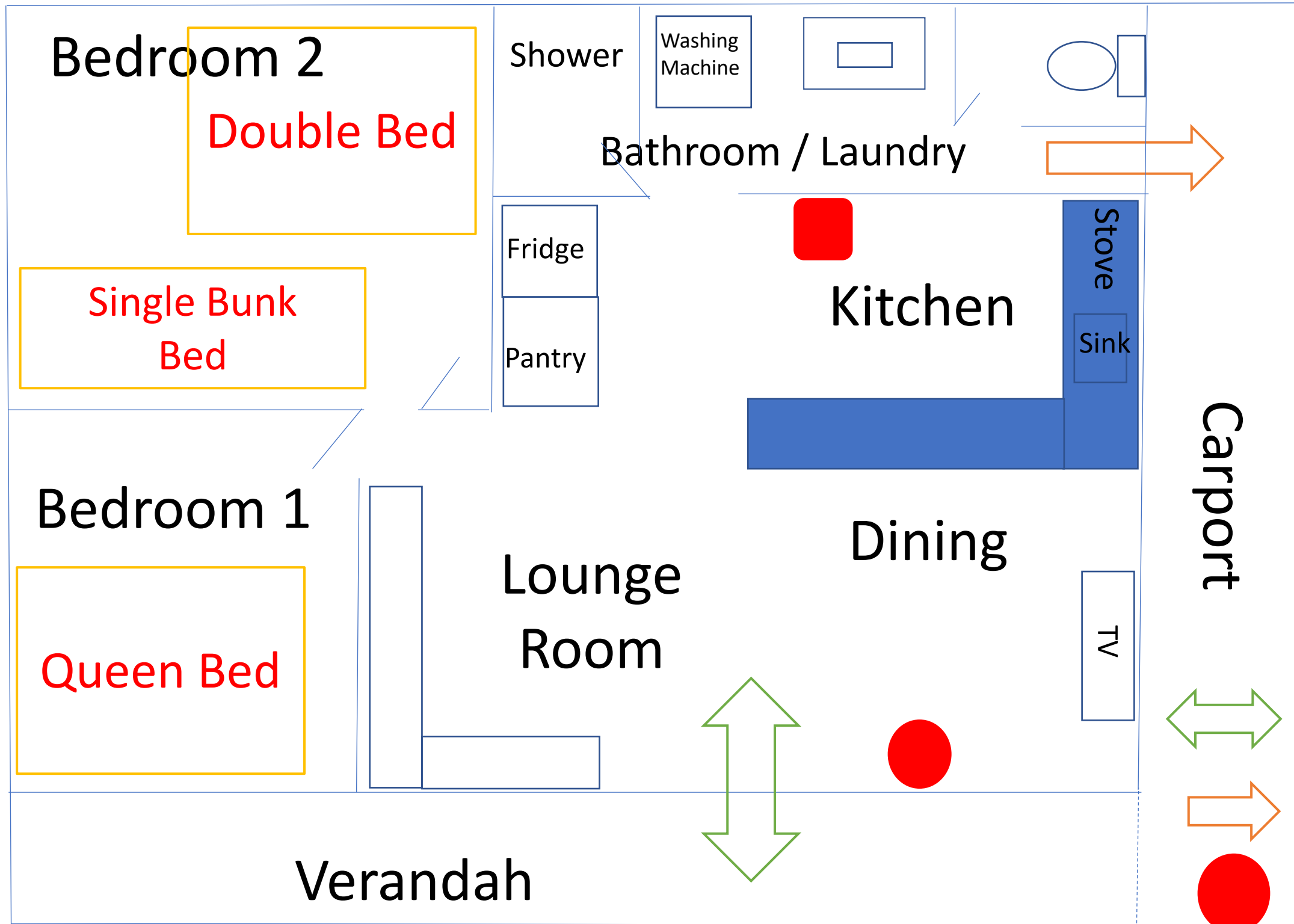
## PROPOSED PARKING BAYS SITE PLAN

LOT 149 (No. 18A & 18B) SUNTER PLACE  
DENHAM  
Shire of Shark Bay

# Attachment 3

# Internal Floor Plan

18a Sunter Place, Denham "Shark Bay Escape - Villa A"

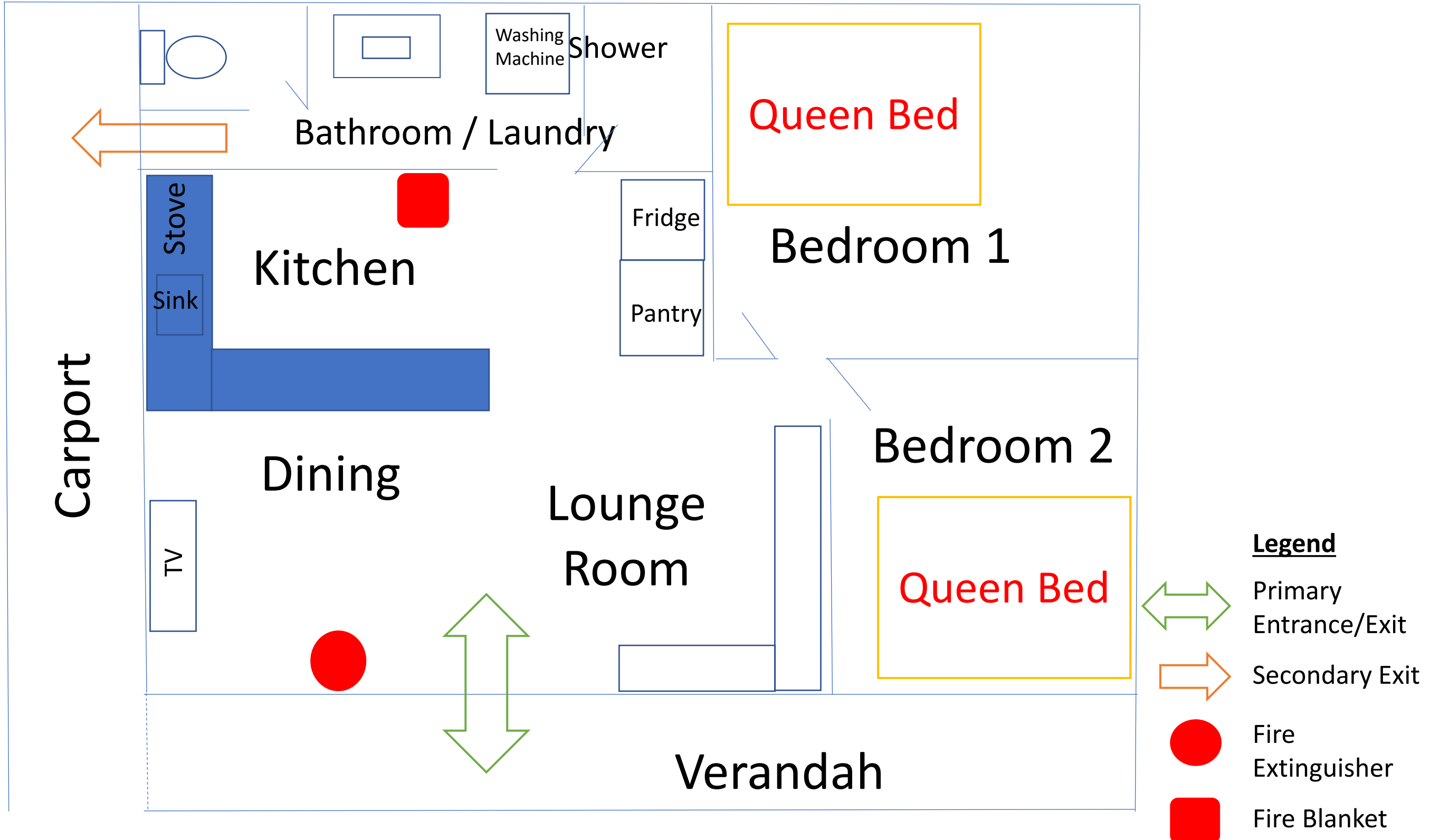


- Legend**
- Primary Entrance/Exit
  - Secondary Exit
  - Fire Extinguisher
  - Fire Blanket

# Attachment 3

# Internal Floor Plan

18b Sunter Place, Denham "Shark Bay Escape - Villa B"



**RAY WHITE SHARK BAY  
MANAGEMENT PLAN**

**SHARK BAY ESCAPE VILLAS**

**1. PROPERTY ADDRESS: 18 SUNTER PLACE, 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 23 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.
- Linen is provided for all guests.
- Bins are put out weekly for standard Council pick up or as necessary.
- Ray White Shark Bay 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 safety 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 (if applicable).

CONFIRMATION LETTER (which the guest acknowledges) the booking is for a total of **6 guests (Villa A)** and **4 guests (Villa B)** 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 Ray White Shark Bay 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, Ray White Shark Bay 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?	Owner 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 - one at the back of the house (outside the toilet)
If windows are fitted with locks, are the keys provided to guests?	Not applicable
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 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 Ray White Shark Bay has authority to evict guests.
- The complainant /neighbour would be informed of the outcome of any inspection and action taken by Ray White Shark Bay to respond to the complaint. Advice would 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 Ray White Shark Bay would liaise with police over any serious issues, and have a good working relationship with local police.

## **Attachment 5**

- During peak holiday periods Ray White Shark Bay conduct drive by inspections of properties under our care to ensure that they are well managed. Ray White Shark Bay 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.

**CODE OF CONDUCT FOR GUESTS  
SHARK BAY ESCAPE – VILLA A**

**PROPERTY ADDRESS: 18A SUNTER PLACE, DENHAM WA 6537**

**PROPERTY MANAGER: RAY WHITE SHARK BAY**

The following Code of Conduct governs guest behaviour and use of the property. All guests are to follow the Code of Conduct for themselves and any visitors they allow at the property.

**GUESTS:**

- A responsible adult (over 18 years of age) shall be on site at all times when children are present.
- No unauthorised people are permitted to stay overnight.
- There shall be a maximum of **6 guests** on the property at any one time.

**NOISE AND NUISANCE:**

- Guests are not to cause or permit nuisance at the property.
- This includes excessive noise, disruptive behaviour or anti-social behaviour.
- Noise should generally cease after 9:00pm Sunday to Thursday and 10:00pm Friday and Saturday.
- The Property Manager may contact any guests where noise levels are deemed unacceptable.

**VEHICLE PARKING:**

- Guests shall park all cars and any trailers, caravans or boats on the property at all times.
- Guests shall not park on the verge or on the street outside of the property.
- Villa A is able to comfortably park 2 x vehicles and 1 x boat with Villa B also able to park 2 x vehicles and 1 x boat (refer to parking plan).

**PREMISE CONDITION AND CLEANLINESS:**

- It is all guests responsibility to leave the premises in a clean and tidy condition upon vacating.
- All fittings and chattels are to be left in their original condition and position that they were in at the beginning of each stay.
- Guests are to notify the Property Manager of any damage or disrepair within 24 hours of this occurring.
- Any damage repairs or excessive cleaning that is attributed to guests stay will be paid for by the guests.

**FIRES:**

- No candles or open fires are permitted on the property.
- All guests should read the Fire and Emergency Response Plan.

## **Attachment 4**

### **RUBBISH DISPOSAL:**

- All rubbish is to be placed in the bins provided.
- Guests are responsible for taking out the outdoor rubbish bin where their stay coincides with collection days.
- Your collection day is as per the Ray White Shark Bay information sheet (on the fridge door and within the information booklet).

### **KEYS:**

- At the end of your stay please lock the premises (including all doors and windows) and return the keys to Ray White Shark Bay.

### **TERMINATION OF ACCOMMODATION:**

The Property Manager reserves the right to terminate accommodation if guests are found to have contravened any part of the Code of Conduct. No refunds will be made where termination is made due to a breach of the Code of Conduct. Refer to the Ray White Shark Bay rental agreement.

**CODE OF CONDUCT FOR GUESTS  
SHARK BAY ESCAPE – VILLA B**

**PROPERTY ADDRESS: 18B SUNTER PLACE, DENHAM WA 6537**

**PROPERTY MANAGER: RAY WHITE SHARK BAY**

The following Code of Conduct governs guest behaviour and use of the property. All guests are to follow the Code of Conduct for themselves and any visitors they allow at the property.

**GUESTS:**

- A responsible adult (over 18 years of age) shall be on site at all times when children are present.
- No unauthorised people are permitted to stay overnight.
- There shall be a maximum of **4 guests** on the property at any one time.

**NOISE AND NUISANCE:**

- Guests are not to cause or permit nuisance at the property.
- This includes excessive noise, disruptive behaviour or anti-social behaviour.
- Noise should generally cease after 9:00pm Sunday to Thursday and 10:00pm Friday and Saturday.
- The Property Manager may contact any guests where noise levels are deemed unacceptable.

**VEHICLE PARKING:**

- Guests shall park all cars and any trailers, caravans or boats on the property at all times.
- Guests shall not park on the verge or on the street outside of the property.
- Villa B is able to comfortably park 2 x vehicles and 1 x boat with Villa A also able to park 2 x vehicles and 1 x boat (refer to parking plan).

**PREMISE CONDITION AND CLEANLINESS:**

- It is all guests responsibility to leave the premises in a clean and tidy condition upon vacating.
- All fittings and chattels are to be left in their original condition and position that they were in at the beginning of each stay.
- Guests are to notify the Property Manager of any damage or disrepair within 24 hours of this occurring.
- Any damage repairs or excessive cleaning that is attributed to guests stay will be paid for by the guests.

**FIRES:**

- No candles or open fires are permitted on the property.
- All guests should read the Fire and Emergency Response Plan.

## **Attachment 4**

### **RUBBISH DISPOSAL:**

- All rubbish is to be placed in the bins provided.
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### **KEYS:**

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# FIRE AND EMERGENCY RESPONSE PLAN

## SHARK BAY ESCAPE – VILLA B

1. PROPERTY ADDRESS: 18A SUNTER PLACE, DENHAM WA 6537

**Fire Extinguisher Location :** Fixed on the wall in the lounge/dining room area.

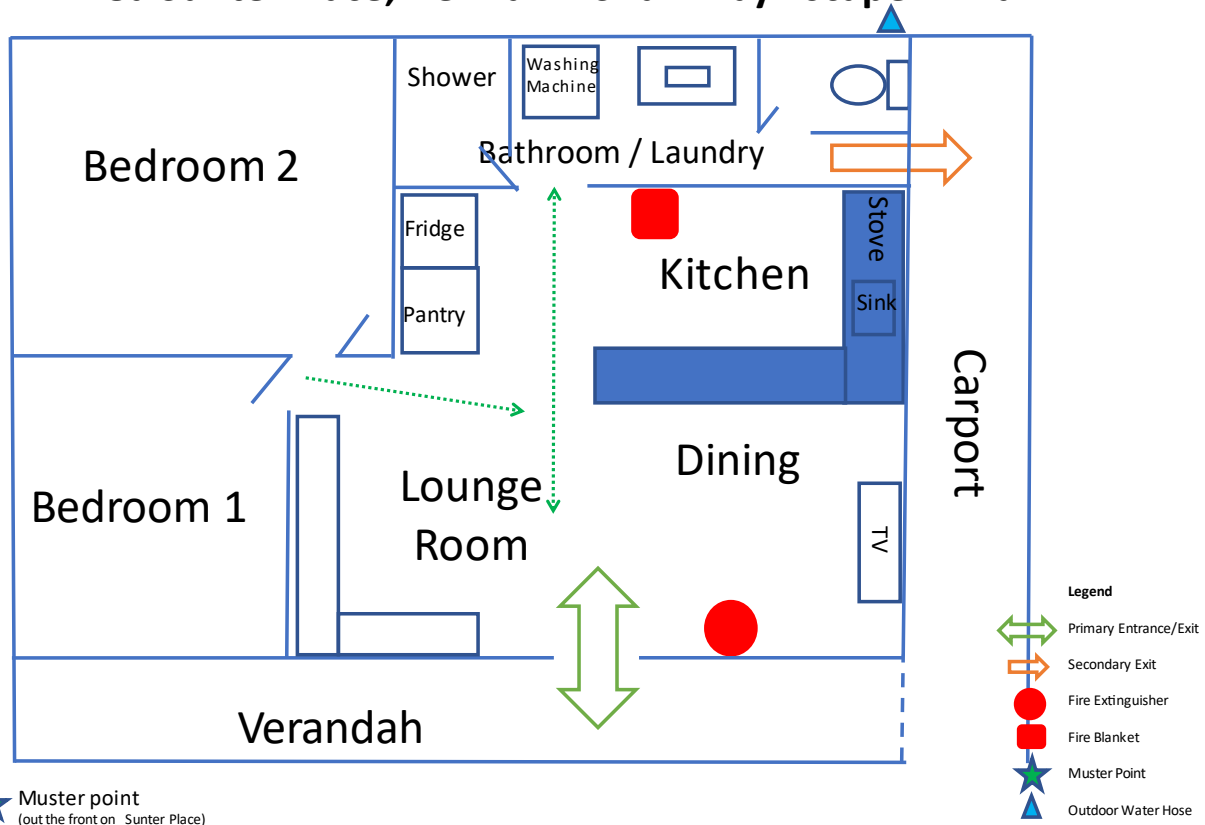
**Fire Blanket Location:** Fixed on the wall in the kitchen

Refer Appendix A attached photos of the installed fire extinguisher and fire blanket.

2. FIRE AND EMERGENCY EVACUATION PLAN (to be displayed in house – A3 size)

## Fire & Emergency Evacuation Plan

### 18a Sunter Place, Denham “Shark Bay Escape - Villa A”



### 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 road. Do not go back into the house.
- Follow all instructions by emergency personnel.



## Appendix A: Location of Fire Extinguisher and Fire Blanket

A 2.5kg Fire Extinguisher has been installed and a Fire Blanket has been installed to current legislative requirements by a fully qualified service technician in the locations as per the fire plan. Signage is as per legislative requirements.



# FIRE AND EMERGENCY RESPONSE PLAN

## SHARK BAY ESCAPE – VILLA B

1. PROPERTY ADDRESS: 18B SUNTER PLACE, DENHAM WA 6537

**Fire Extinguisher Location :** Fixed on the wall in the lounge/dining room area.

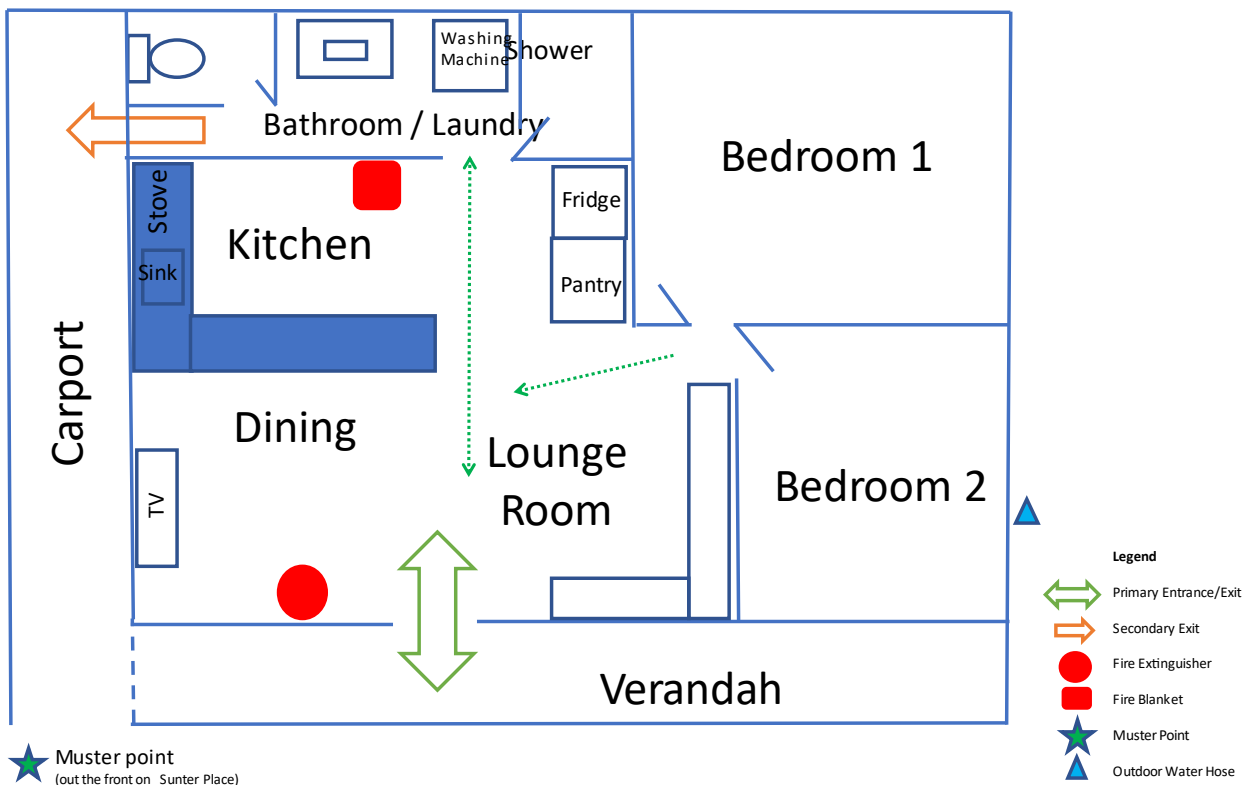
**Fire Blanket Location:** Fixed on the wall in the kitchen

Refer Appendix A attached photos of the installed fire extinguisher and fire blanket.

2. FIRE AND EMERGENCY EVACUATION PLAN (to be displayed in house – A3 size)

## Fire & Emergency Evacuation Plan

### 18b Sunter Place, Denham “Shark Bay Escape - Villa B”



### 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 road. Do not go back into the house.
- Follow all instructions by emergency personnel.



## Appendix A: Location of Fire Extinguisher and Fire Blanket

A 2.5kg Fire Extinguisher has been installed and a Fire Blanket has been installed to current legislative requirements by a fully qualified service technician in the locations as per the fire plan. Signage is as per legislative requirements.

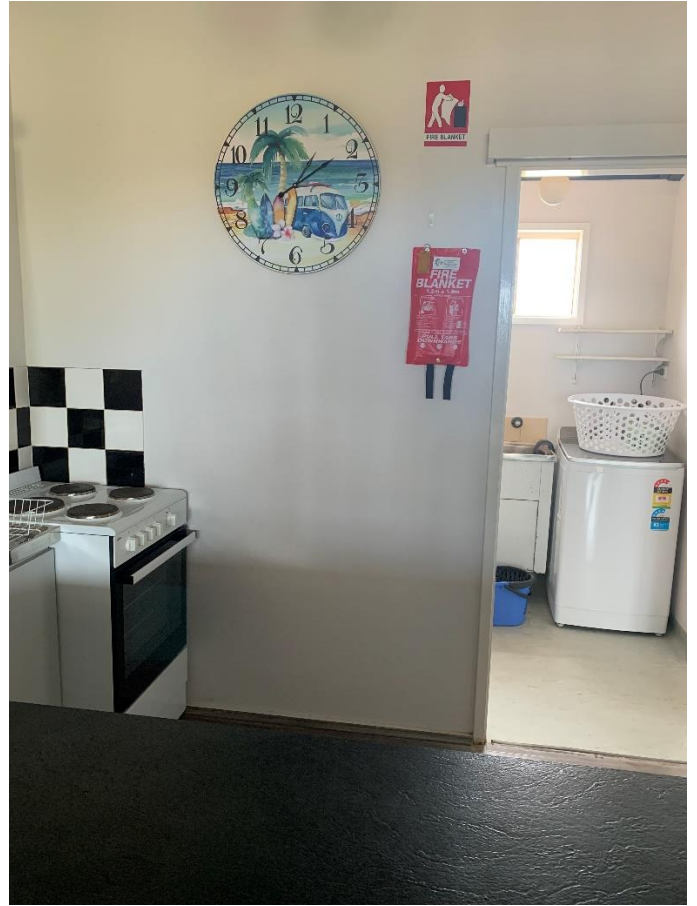


Photo of constructed crossover : 18 Sunter Place, Denham

