



**SHIRE OF SHARK BAY
PUBLIC NOTICE**

DEVELOPMENT APPLICATION – PROPOSED HOLIDAY HOUSE

5 POLAND ROAD, DENHAM

The Shire has received an application seeking to continue to use the existing house for short stay accommodation, and takes this opportunity to advertise the proposal for public comment.

The property has a history of being used as a holiday house as:

- The Shire initially issued a temporary 12 month approval for the above mentioned house to be used as a holiday house on the 8 March 2022.
- The Shire issued a second approval on the 29 June 2023 for a longer 3 year period, however the approval was specific to the landowner, and became invalid when the property was sold.
- Last year, the Shire issued a 12 month approval to new owners. That approval expired on the 10 July 2026.
- The owners have lodged a new application as they seek to obtain a new approval so that they can continue to rent out the house for short stay periods. The property will continue to be managed by Ray White.

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.

The application includes a new parking plan, a management plan, and an emergency plan.

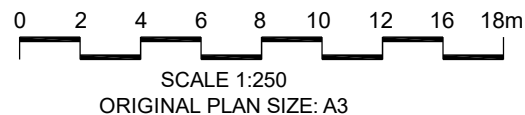
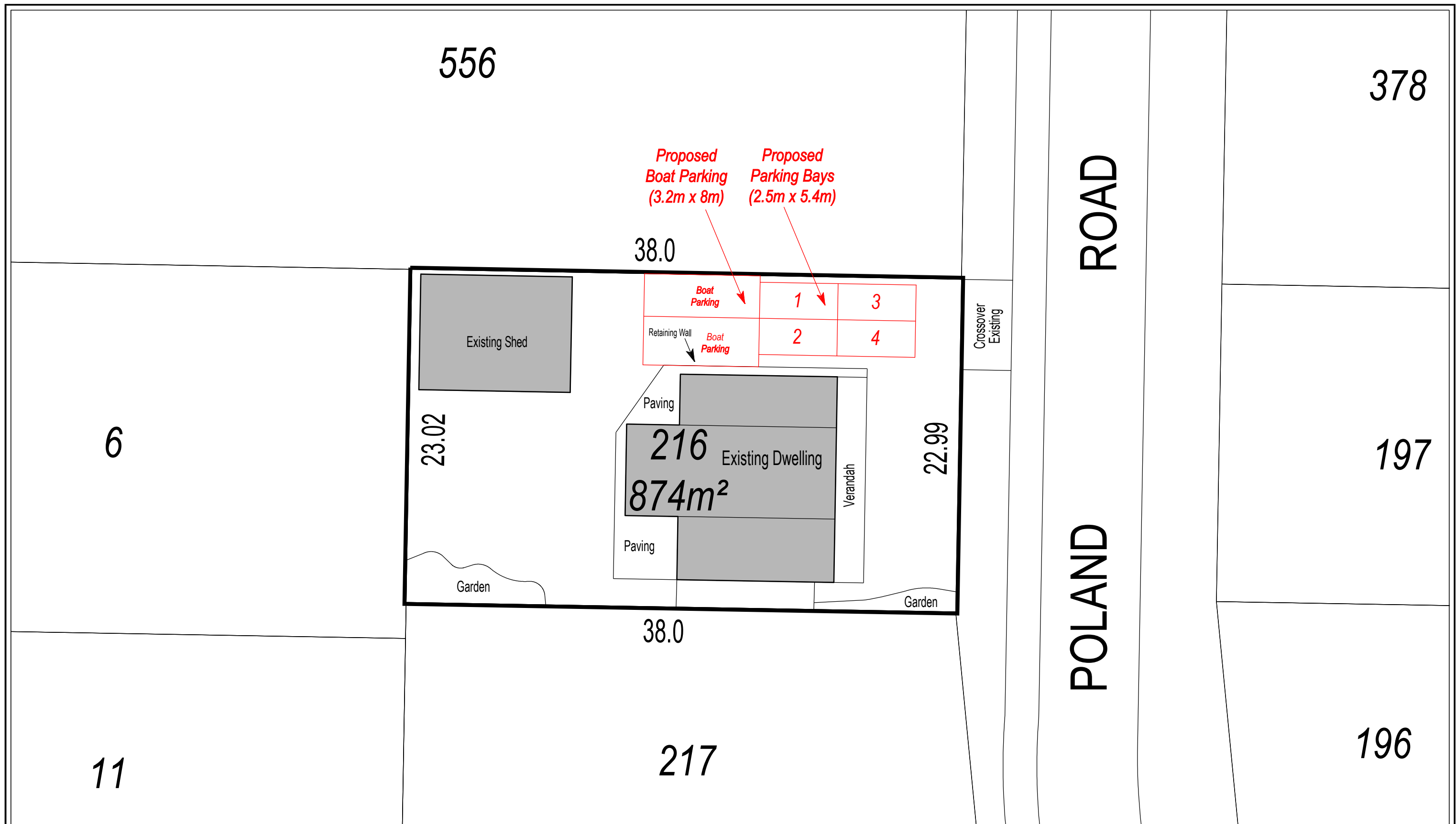
Should you wish to make a submission on the proposal, your comments (in writing) will need to be lodged with Council by **4.00PM, 10 August 2026**.

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 Thursday).

Dale Chapman
CHIEF EXECUTIVE OFFICER

27 July 2026



LEGEND:

SUBJECT LAND



PARKING PLAN

DATE: 21.05.2025

PROPOSED PARKING BAYS
SITE PLAN

LOT 216 (No. 5) POLAND ROAD
DENHAM
Shire of Shark Bay



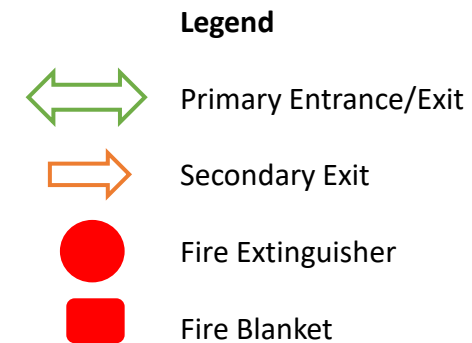
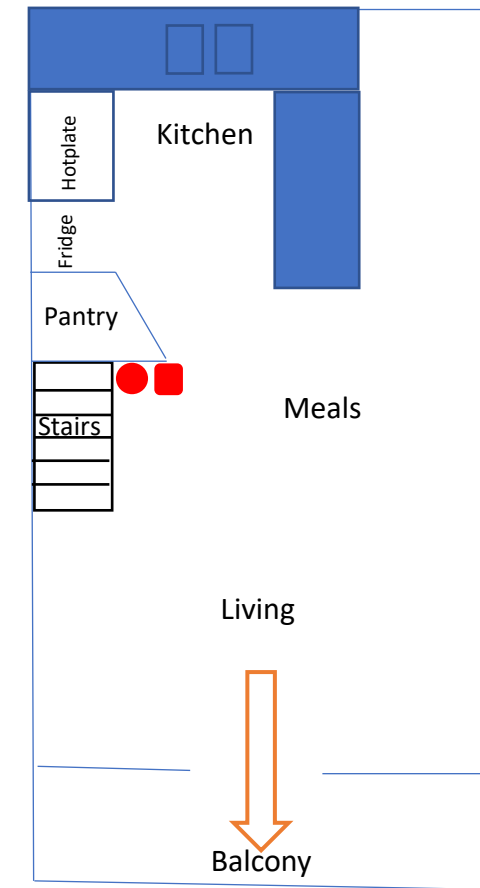
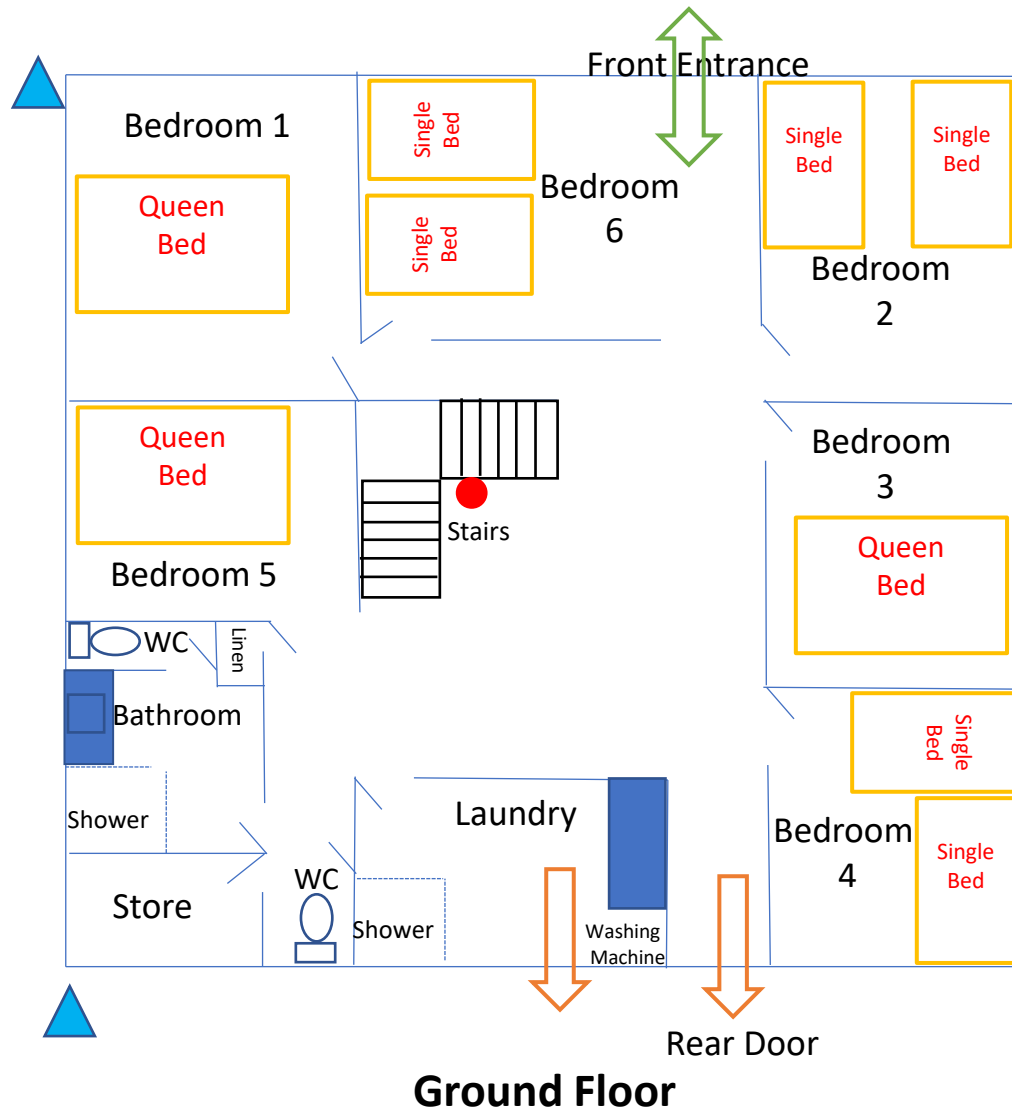
NORTH

PREPARED FOR:
Robert & Krystle Devine

E: gcmcorpsservices@gmail.com
T: 0423 787 440

NOTE:
Dimensions and areas subject to survey.

Internal Floor Plan



5 Poland Place, Denham "Ocean Vista"

**RAY WHITE SHARK BAY
MANAGEMENT PLAN**

1. PROPERTY ADDRESS: 5 POLAND 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

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.
- Fire extinguishers and fire blankets are checked and certified on a 6 monthly basis as per Australian standard.
- 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 **12 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 as per Australian regulations
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 (2 in total) –at the front and rear left hand side of the house
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.
- Owners are also advised in writing of the any serious or justified complaint and action taken to respond or resolve any complaint.

Attachment 5

- 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.

CODE OF CONDUCT FOR GUESTS (OCEAN VISTA)

PROPERTY ADDRESS: 5 POLAND 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 **12 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 in the designated parking areas. Refer to the Parking Plan for further information.
- Guests shall not park on the verge or on the street outside of the property.

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.

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LINEN:

- Ray White Shark Bay provide all linen for guests stays. At the end of your stay please put all used linen into the linen bag provided.

FIRES:

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

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 for rubbish days 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.

FIRE AND EMERGENCY RESPONSE PLAN

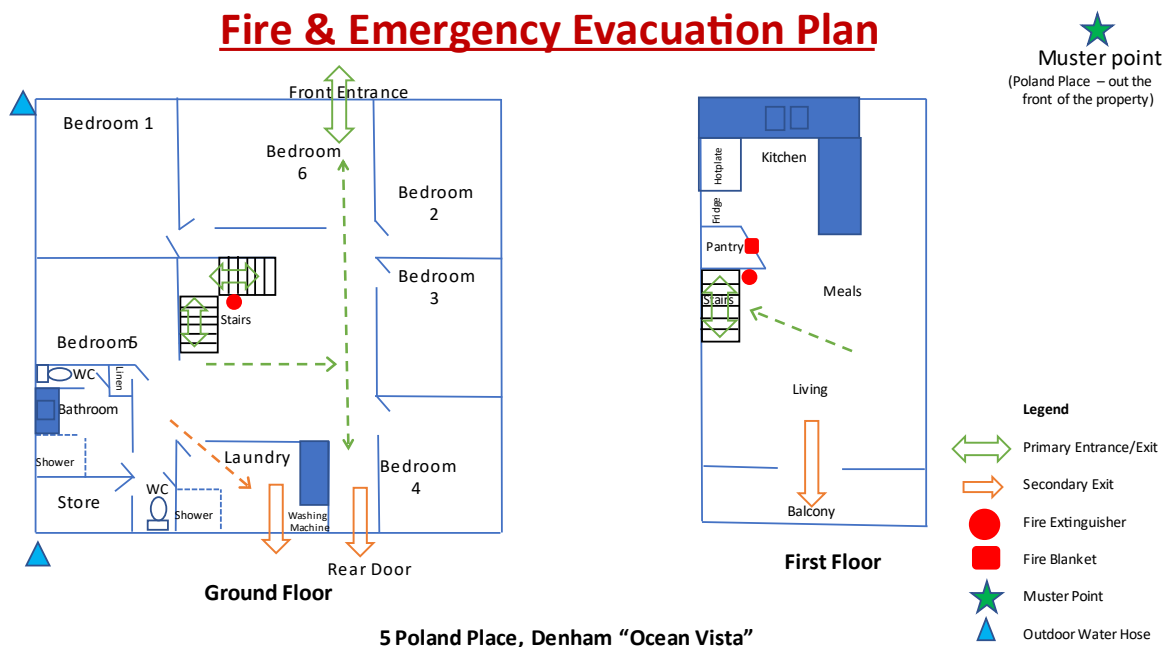
OCEAN VISTA

1. PROPERTY ADDRESS: 5 POLAND PLACE, DENHAM WA 6537

Fire Extinguisher Locations: Fixed on the side of the pantry upstairs and near the stairwell downstairs

Fire Blanket Location: Fixed on the side of the pantry upstairs at the entrance to the kitchen.
Refer to the photos in Attachment A

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



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 out the front of the house on the street.
- 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 Ray White Shark Bay
Name Debbie Byett Mobile: 0448 753 314
- 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 cyclonic 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 any damage.

6. USEFUL CONTACT INFORMATION (NOT FOR EMERGENCIES):

Shark Bay Health Centre – 9948 1400

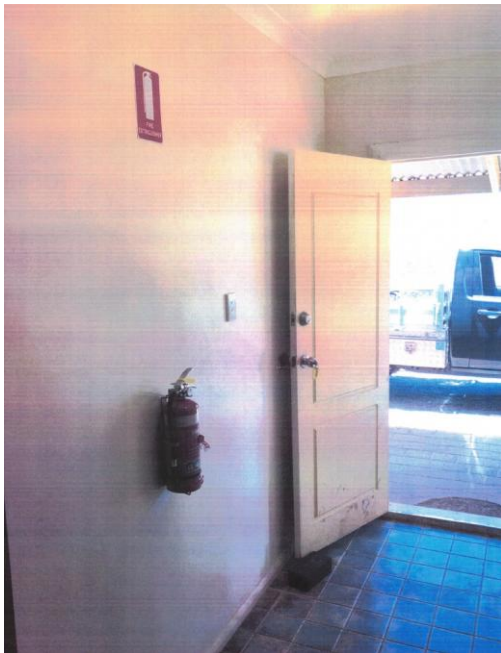
Denham Police Station (for general enquiries) – 9948 1201

Shire of Shark Bay – 9948 1218

Ray White Shark Bay (Property Manager) – 9948 1323

Appendix A: Location of Fire Extinguishers and Fire Blanket

A 2.5kg Fire Extinguisher has been installed on the ground floor near the front door and stair well, as well as upstairs near the entrance to the kitchen. A Fire Blanket has been installed upstairs in the pantry in the kitchen area to current legislative requirements by a fully qualified service technician in the locations as per the fire plan. Signage is as per legislative requirements.

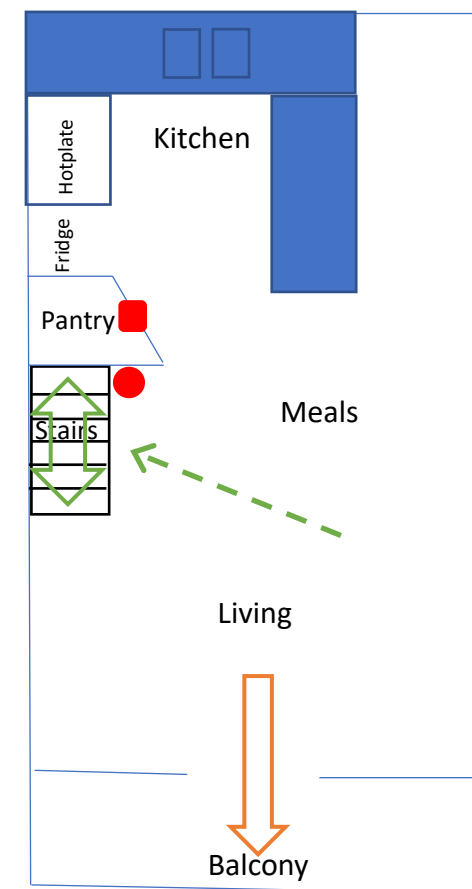


Downstairs Fire Extinguisher



Upstairs Fire Extinguisher & Fire Blanket

The Ground Floor plan shows a rectangular layout. At the top is the **Front Entrance** with a green double-headed arrow. The floor is divided into several rooms: **Bedroom 1** (top left), **Bedroom 6** (top center), **Bedroom 2** (top right), **Bedroom 3** (middle right), **Bedroom 4** (bottom right), **Bedroom 5** (middle left), **Bathroom** (bottom left), **WC** (bottom left), **Store** (bottom left), **Laundry** (bottom center), **Washing Machine** (bottom center), and **Stairs** (center). The **Stairs** are marked with a red dot and green arrows. The **Laundry** room has an orange arrow pointing to it from the **Front Entrance**. The **Washing Machine** is represented by a blue rectangle. The **Rear Door** is at the bottom with an orange arrow pointing out. The plan also includes a **Shower** in the bathroom and another **Shower** near the laundry. A **Linen** closet is located between the bathroom and the store. The overall layout is symmetrical with bedrooms on the perimeter and utility rooms in the center and bottom.



Legend

- | | |
|---|-----------------------|
|  | Primary Entrance/Exit |
|  | Secondary Exit |
|  | Fire Extinguisher |
|  | Fire Blanket |
|  | Muster Point |
|  | Outdoor Water Hose |

5 Poland Place, Denham “Ocean Vista”

Attachment 6

5 Poland Road, Denham (Ocean Vista)

I can confirm the A3 Evacuation Plan is installed at the property both downstairs and upstairs. The A3 Parking Plan is also installed downstairs. Photos below.



(zoomed in for ease of reading)

Attachment 5

5 Poland Road, Denham (Ocean Vista)

I can confirm the fire equipment is certified (tagged and tested) every 6 months as per Australian regulations by a registered fire technician - GCM Fire Protection Services. Copies of invoices are available upon request.



Fire Extinguisher (downstairs)



Fire Extinguisher (upstairs)



Fire Blanket