



City of Sydney Boarding Houses Development Control Plan 2004



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Part 1 - General Information, Legislative Framework & Development Assessment

1.1. Introduction

The DCP aims to encourage the increased provision of quality Boarding Houses and to achieve improved standards of accommodation when existing buildings are to be adapted or converted to a boarding house, or through the expansion of existing boarding houses, or when major refurbishment and upgrades occur. The standards and provisions of Part 2 – Planning and Design are only to be applied when appropriate in connection with any Development Application (DA) submitted to Council for these types of proposed development.

The DCP guidelines also aim to ensure planning and design of new proposals or additions to Boarding Houses (just like the other various forms of residential development) complement Council's general planning provisions relating to built form issues and impacts on the environment. This will ensure that operation and management of Boarding Houses have a minimum adverse impact on adjacent land uses and the public domain.

1.2 Citation

This DCP may be cited as the *City of Sydney Boarding Houses Development Control Plan 2004* (DCP).

1.3 Commencement

This DCP was adopted by the Council of the City of Sydney on 20 December 2004 and the Central Sydney Planning Committee on 16 December 2004. The DCP commenced operation on 12 January 2005.

1.4 Aims and Objectives

The primary aims and objectives of this DCP are to:

- Encourage the increased provision of high quality Boarding Houses within the City of Sydney;
- Ensure an acceptable level of amenity and accommodation in Boarding House premises such that they meet the needs of both residents and owners;
- Provide a comprehensive set of appropriate guidelines and requirements which contain the necessary information for persons wishing to establish or modify a Boarding House;
- Encourage 'best practice' in planning and design of Boarding Houses which will promote the City of Sydney as a leader in addressing the social needs of this form of residential accommodation;

- Ensure the appropriate level of fire safety within all Boarding Houses and that acceptable levels of service provision are maintained;
- Ensure that Boarding Houses are appropriately located within the City of Sydney, to ensure safety, security, health and amenity for both Boarding House residents and the adjoining neighbourhood;
- Minimise the adverse impacts associated with Boarding Houses on adjoining properties and the wider locality, by introducing effective planning and design controls; and
- Ensure appropriate levels of both internal and external amenity for Boarding House premises.

1.5 Application of the DCP

This DCP is applicable to:

- The establishment of new purpose built Boarding Houses;
- Conversion or adaptation of existing buildings to a Boarding House;
- Expansion of Existing Boarding Houses;
- Refurbishment/upgrades to existing Boarding Houses.

NOTE: Boarding Houses referred to in this DCP include both Class 1b and Class 3 Boarding Houses (*Refer to Section 1.10*).

For a definition of what constitutes a boarding house in the City of Sydney refer to the relevant Local Environmental Plan (LEP) or **Annexure A**.

If you are unclear as to whether the proposal is subject to the requirements of this DCP, please contact the City's Shared Accommodation Project Officer or the Duty Town Planner at the 'One Stop Shop' or at the City's Neighbourhood Service Centres located at Redfern, Glebe and Kings Cross.

1.6 Structure

This DCP is divided into two parts, namely;

Part 1 - General Information, Legislative Framework and Development Assessment

This part provides information as to why the City of Sydney has specific controls for Boarding Houses and what authorities may be involved in a Boarding House Application. It contains details regarding the regulatory process for approval and operation of a Boarding House, including the development application and *State Environmental Planning Policy No.10 – Retention of Low-Cost Rental Accommodation* (SEPP 10) process. It also contains information on the existing financial incentives available for Boarding House operators, at both the state and local government level.

Part 2 - Planning and Design Guidelines

Part 2 outlines the planning and design requirements for initially establishing a Boarding House, or otherwise undertaking modifications or upgrade works. It incorporates requirements for all stages of the planning and design process from initial site analysis investigations, building design, external areas, through to management and operation practices.

It is important to review both sections in order to fully understand all the expectations and requirements necessary to appropriately prepare your development proposal.

Annexures

Annexures are included at the rear of the Draft DCP with additional information to assist applicants with the development application process. These include the following:

Annexure A: Definitions and Development Application Checklist for Boarding Houses

Annexure B: SEPP 10 Application Process Flow-Chart.

1.7 Relationship of the DCP to other Environmental Planning Instruments

1.7.1 Local Environmental Plans

The provisions contained in this DCP are in addition to the provisions of the City of Sydney's Local Environmental Plans (LEPS). Where there is any inconsistency between this plan and an LEP, the LEP will prevail.

1.7.2 State Environmental Planning Policy No. 10

Part of the development application (DA) process may involve consideration of the requirements of *State Environmental Planning Policy No. 10 – Retention of Low Cost Housing* (SEPP 10). SEPP 10 is a State Government initiative, administered by the Department of Infrastructure, Planning and Natural Resources (DIPNR) which provides a means to retain low cost rental accommodation through the development approval process. All DAs proposing works to existing boarding houses (operating with lawful consent before 28 January 2000) are subject to determination under SEPP 10.

SEPP 10 applies to *'those buildings that are low-rental residential buildings as at 28 January 2000, and does not apply to any building that becomes a low-rental residential building after that date'*.

A *'low-rental residential building'* comprises a Boarding House that:

- at the time of lodgement of the development application is being lawfully used as a Boarding House (irrespective of whether this was the original purpose for which the building was erected or whether or not consent was ever granted), or

- operated previously as a Boarding House but has since been changed unlawfully to another use, or
- is vacant, but the last significant use was as a Boarding House.

The SEPP 10 planning process requires Council to determine if SEPP 10 applies, and if so refers the DA to DIPNR for concurrence, DIPNR liaises with the the applicant to secure sufficient information, undertakes the assessment and provides a Determination of concurrence with conditions or refusal and then refers the DA back to Council for consent.

The concurrence of the Director General of DIPNR is required under SEPP 10 if the development proposal incorporates any of the following:

- demolition of the Boarding House;
- alterations or additions to the structure or fabric of the inside or outside of the Boarding House, or
- changing the use of the Boarding House to another use (particularly to backpackers accommodation), or
- strata subdividing the Boarding House.

In determining a development application for any of the above, the City of Sydney and the Director-General will consider the following in accordance with the SEPP 10 guidelines:

- whether the proposal will result in a major reduction in the number of households or low-rental accommodation on the site. (The Office of State Revenue Land Tax Thresholds for “less than full board and lodging” define what boarding house accommodation constitutes “low-rental dwellings” and the weekly rental for the 2004 tax year are \$159 for single accommodation and \$265 for married, double or shared accommodation);
- whether there is available sufficient accommodation within the locality to satisfy the demand for such accommodation;
- whether the development would cause adverse social and economic effects on the general community;
- whether adequate arrangements have been made to assist residents of the building likely to be displaced to find alternative comparable accommodation within the area;
- whether the cumulative impact of the loss of boarding houses accommodation in the City of Sydney represents a significant reduction in the stock of Boarding Houses;
- the structural soundness of the building, the extent to which it complies with any relevant fire safety requirements and the estimated cost of carrying out work necessary to ensure the structural soundness of the building and the compliance of the Boarding House with fire safety standards.

The Director-General will also take into consideration the financial viability of the continued use of the Boarding House, in accordance with the guidelines (Refer *SEPP 10 Guide*).

Dependent upon the nature and extent of the proposal, various information and documentation about the premises will be required to be submitted with the development application. DIPNR often requires information in addition to that specified within the SEPP 10 Guidelines (in accordance with Clause 60 of the Environmental Planning and Assessment Regulation 2000). In such circumstances, DIPNR will liaise directly with the DA applicant and the assessment of the application will remain suspended until the information is received.

Reference should be made to the Development Application Checklist in Annexure A of this DCP and Section 4 of the *SEPP 10 Guide*.

1.7.3 Relevant Legislation

Whilst every effort has been made to ensure that the DCP is a comprehensive document, there is a significant amount of government legislation and policy applicable in terms of standards and the like, which should always be referred to in conjunction with this DCP. Some of these are outlined below:

- *Local Government Act 1993*;
- *Local Government (Orders) Regulation 1999*;
- *Public Health Act 1991*;
- *Public Health (General Regulation) 2002*;
- *Australian and New Zealand Food Standards Code*;
- *Protection of Environment Operations Act 1997*;
- *The Building Code of Australia*; and
- *The Disability Discrimination Act 1992*.

1.8 Consent Authorities

Figure 1 shows where the City of Sydney is the 'consent authority', as provided under the *Environmental Planning and Assessment Act 1979*. To gain approval for the establishment of a Boarding House or the expansion or upgrade of an existing Boarding House a development application is required to be lodged with the City of Sydney.

SEPP 10 applies to land within the City of Sydney and, subject to the nature of the development proposal, may apply specifically as part of the approval process. If this is the case, concurrence may be required from DIPNR once the development application has been lodged (Refer to Section 1.6.2 for further information on the SEPP 10 approval process).

Accordingly, a determination may be required from both DIPNR and the City of Sydney, dependent upon whether SEPP 10 applies to your development proposal. Consultation with both levels of government is encouraged prior to and during the application process, to ensure consistency and a shortened approval process.

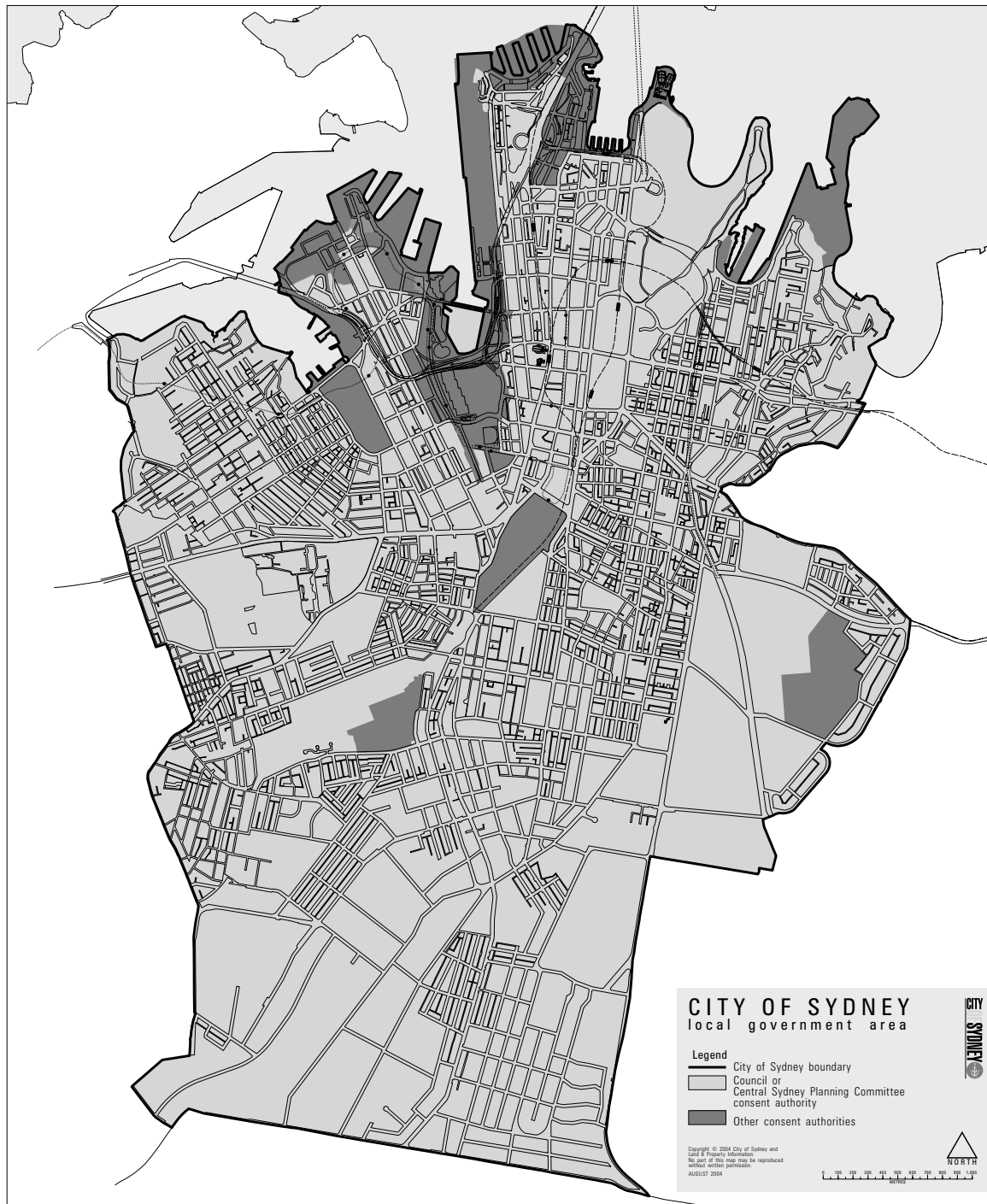


Figure 1: The City of Sydney Local Government Area and Consent Authority Boundaries.

It should also be noted that the granting of concurrence from DIPNR will not necessarily result in the issue of favourable development consent from Council or the Central Sydney Planning Committee, as the City always maintains the right to refuse the application. If however DIPNR refuses concurrence under SEPP 10, Council must also refuse the DA.

1.9 Contact Details

Useful contact details for Council and other relevant State Government departments applicable to Boarding House projects are listed as follows:

Housing Policy Team
NSW Department of Infrastructure, Planning & Natural Resources
20 Lee Street
SYDNEY NSW 2000
Ph: (02) 9762 8000
www.dipnr.nsw.gov.au

The Boarding House Financial Assistance Program
NSW Department of Housing
Locked Bag 4001
ASHFIELD BC 1800
Ph: 8753 8000
www.housing.nsw.gov.au

Office of State Revenue
Revenue Advisory Services
Post Bag 5215
PARRAMATTA NSW 2124

One Stop Shop
Town Hall House
365 Kent St
SYDNEY NSW 2000
Ph: (02) 9265 9255 or
www.cityofsydney.nsw.gov.au

1.10 Building Classifications under the Building Code of Australia

The Building Code of Australia (BCA) is a further piece of legislation relevant to the planning and design of Boarding Houses. It contains the technical provisions for the design and construction requirements, including fire safety, access and structural stability. Whilst many of the relevant design and construction standards are contained within the DCP, reference should always be made to the BCA and the relevant Australian Standards (AS) to ensure compliance with all aspects where necessary.

Applicants considering establishing a Boarding House either within an existing building, or by way of erection of a new building, should consult Council's Shared Accommodation Project Officer, or alternatively a private professional consultant to clearly determine these requirements. DAs proposing the establishment of a boarding house do not require determination under SEPP 10.

The BCA classifies buildings according to the purpose for which they have been designed, constructed or intended to be used. To this extent Boarding Houses fall under two separate classifications under the BCA, namely;

***Class 1b** – a boarding house, guest house, hostel or the like with a total floor area not exceeding 300m² and in which not more than 12 persons would ordinarily be resident, which is not located above or below another dwelling or another Class of building other than a private garage.*

***Class 3** – a residential building, other than a building of Class 1 or 2, which is a common place of long term or transient living for a number of unrelated persons, including a boarding house, guest house...etc*

This distinction in classification between Boarding Houses is important in understanding the design and safety implications and requirements under the BCA, as the requirements vary for each Class. Class 3 Boarding Houses are also subject to more stringent fire safety requirements, which is reflected in the state government initiatives such as *The Boarding House Financial Assistance Program* (Refer to Section 1.11 of this DCP)

This DCP attempts to address the different design and planning requirements for each of the Class 1b and Class 3 Boarding Houses where applicable, as it recognises that each serves a slightly different function within the community, and fulfils a slightly different role. Many of the design criteria included within the DCP will therefore make reference to the requirements for each type of classification.

1.11 Onsite Management and Strata Subdivision

Boarding Houses generally consist of several individual bedrooms and common facilities such as bathrooms, kitchens, laundries and recreational areas. As such they require a level of management to ensure that the common facilities are maintained to the necessary health and amenity standards. It is desirable that the management of the Boarding House be onsite, however the City may accept offsite management where it can be shown that it is appropriate and that an acceptable alternative is available.

As a Boarding House is required to be maintained and operated in a single entity, strata subdivision of Boarding Houses will not be permitted.

1.12 Steps in the Approval Process

Step 1: Locate a site considered to be suitable (refer to Section 2.1 Locational Criteria).

Step 2: Obtain a Section 149 Zoning Certificate from Council or access the website to confirm the zoning and land use permissibility of the site and its appropriateness for your proposal.

Step 3: Determine if SEPP 10 applies to the property. If the proposal is for the establishment of a boarding house, concurrence under SEPP 10 is not required. If SEPP 10 applies, liaise with Council officers and representatives of DIPNR to ascertain the necessary requirements for submission with any development application. Reference should be made to this DCP and to the DIPNR publication *SEPP 10 Guide*.

Step 4: Prepare Development Application documentation for lodgement with Council (refer **Annexure A** for checklist of requirements to be included with the application).

Step 5: When in draft form arrange a pre- Development Application meeting with Council officers to confirm that the application when lodged will be complete and that the pertinent issues have been addressed.

Step 6: Lodge the Development Application and associated plans and documentation with the consent authority.

Step 7: The consent authority will refer the application to relevant internal departments and external authorities (where required). If SEPP 10 is applicable, Council officers will refer the application and liaise with DIPNR.

Step 8: The application will be publicly notified in accordance with the relevant Notification DCP and any submissions received will be considered by the assessing officer during assessment of the application.

Step 9: DIPNR respond by way of the granting or refusing concurrence to the application if SEPP 10 applies.

Step 10: The consent authority determines the Development Application having regard to DIPNR's response (either refusal of consent or issue of development consent subject to conditions - including any required by DIPNR).

A separate flow chart of the process involving SEPP 10 applications is included as **Annexure B**.

1.13 Incentives for the Retention of Boarding Houses

Both state and local government have recognised the vital role that privately owned and operated Boarding Houses play in the provision of low-income rental accommodation. The Centre for Affordable Housing within the NSW Department of Housing provides a number of grants and incentives for the creation of affordable housing, including boarding houses. There are also current financial assistance schemes which have been established to assist Boarding House owners and operators with the continuing maintenance and upgrade requirements. The following outlines the existing assistance schemes for the benefit of Boarding House owners and operators existing at the time of the commencement of this DCP.

1.13.1 The Boarding House Financial Assistance Programme

This program is administered by the NSW Department of Housing and is a scheme which enables the provision of grants for owners and operators of Boarding Houses to undertake essential fire safety upgrade works. To be eligible for a grant, an applicant must satisfy the following:

1. The proposed fire safety work must be required and approved by Council;
2. The proposed work must fall under one of the following categories;
 - work proposed will cost in excess of \$500 per room for a Class 1b Boarding House, or
 - work proposed will cost in excess of \$1500 per room in the case of a Class 3 Boarding House, or
 - extending an existing Boarding House to create additional bedrooms, or
 - construction of a new Boarding House
3. Compliance with the following criteria;
 - the Boarding House has a residential rating with Council,
 - the fire safety upgrade works have been undertaken after 1 January 2000,
 - the Boarding House provides permanent long term accommodation (at least 80% of bedrooms must be occupied by a long-term resident as a person residing in the boarding house for a period of 3 months or more),
 - the Boarding House provides low-cost accommodation (in accordance with the rental tariffs applicable at the time of the proposed works as outlined by the Office of State Revenue).

In most cases there is a grant limit of \$50,000 per Boarding House unless exceptional circumstances apply. The NSW Department of Housing administer the programme and can be contacted for further information.

1.13.2 Land Tax Exemption

Another financial mechanism in place to assist Boarding House owners and operators is land tax exemption. The land tax exemption or reduction in land value is applicable where land is used and occupied primarily as a Boarding House. The definition of Boarding House for the purposes of land tax exemption is outlined briefly below for reference purposes.

"boarding house" is considered to mean premises which:

- (i) *are used in the course of conducting a business of letting rooms to boarders or lodgers; and*
- (ii) *are used and occupied by at least 3 long term residents who:*

- (a) *are not members of the family of the owner or the manager; or*
- (b) *are not directors or shareholders or members of the family of a director or a shareholder of the company if the company is the owner; and*
- (iii) *are not premises which are licensed under the Liquor Act 1982; and*
- (iv) *are not used and occupied by persons who are subject to a Residential Tenancy Agreement under the Residential Tenancies Act 1987.*

Similar to the Boarding House Fire Assistance Scheme, there are eligibility criteria which premises must meet in order to receive the exemption. These are outlined below:

- at least 80% of the accommodation available to Boarding House residents was used by long-term occupants (considered to be a person who resided at a Boarding House for 3 consecutive months or for any periods totalling 3 months), and
- where rental tariffs are no more than the required rate for either full board and lodgings or just lodgings (e.g. 2004 rate \$238 or \$159 respectively for single accommodation and \$397 or \$265 for married or shared accommodation).

If an applicant is unable to qualify with the above, the Office of State Revenue has other less stringent criteria which they may apply in order to grant the exemption. The Office of State Revenue can be contacted by phone on 1300 139 816 or online www.osr.nsw.gov.au

1.13.3 Residential Property Rating

The *Local Government Act 1993* (LGA) also makes provision for incentives for Boarding House operators by deeming such uses 'residential' as opposed to 'commercial' for the purposes of annual Council rates. This enables Boarding Houses the benefit of reduced rates, which normally would have been applicable to business premises.

For a Boarding House to be classified as 'residential' it must maintain rent tariffs below those published by the Office of State Revenue for that applicable period of time (for example the 2004 tax year). Provided the Boarding House maintains weekly rents less than or equal to these, it is eligible for the 'residential' rating.

For more information as to the applicability of the 'residential' rates classification, contact should be made with Council's officers at the City's One Stop Shop.

Part 2 - Planning and Design Guidelines

2.1 Location Criteria

The majority of the City of Sydney's Boarding Houses are scattered throughout the inner city areas, where access to vital services is readily available. Generally, tenants living in Boarding Houses have less access to private open space, or internal amenities and rely heavily on public transport. As such, the location of Boarding Houses and the external environment surrounding them is important. For this reason there are certain areas within the City of Sydney where 'best practice' standards are more difficult to achieve in terms of locational criteria, such as poor availability of public transport or access to general services and facilities.

Notwithstanding the trend towards Boarding House decline and the City of Sydney's objective to encourage an increased provision of Boarding Houses within the area, the choice of an appropriate site (or existing building) for any new proposal represents an important step in achieving improved standards of amenity for Boarding House occupants.

Intent

- To encourage the provision of Boarding Houses within close proximity to public transport nodes in accordance with Council's sustainability principles and for ease of access for Boarding House occupants;
- To encourage the location of Boarding Houses where there is an existing level of quality residential amenity and where positive relationships can be fostered with surrounding neighbours;
- To encourage the location of Boarding Houses within areas where there is appropriate access to services and facilities for employment, entertainment and recreation;
- To ensure that Boarding Houses are appropriately located such that they will result in minimal adverse impact on adjoining or adjacent neighbours.

Control

Boarding Houses are to be located:

- within medium density residential or mixed use areas;
- within acceptable walking distance of public transport nodes;
- in employment areas or where there is easy access to employment (i.e. walking distance or via public transport);
- adjoining or adjacent parks or open space corridors or within easy walking distance of parks;
- within areas where there is an established town centre or activity base, with easy access to facilities and services, recreation and entertainment opportunities.

Areas where the location of Boarding Houses are not encouraged include the following:

- areas isolated from good public transport access;
- within low scale residential areas;
- areas of extremely steep terrain.

(Exceptions may be considered for Class 1b Boarding Houses which are of a smaller scale.)

Consideration shall be given to the location of either a Class 1b or Class 3 Boarding House in terms of the long-term needs of the future occupants in terms of access to public transport, employment opportunities and other required facilities and services. An audit of the site and its surrounds outlining the services available within proximity to the site shall be submitted with the development application.

2.2 Site Planning

Good site planning is required for all new development, and is useful for Boarding Houses as a means of minimising negative impacts on the amenity of adjoining neighbours and ensuring a complementary development. It also enables improved residential amenity for future occupants through careful building layout and design.

As many Boarding Houses occur as infill development in established areas, a sympathetic relationship with adjoining development is critical to their long-term success. A site analysis is therefore required to establish the site context and should be reflected in the design, addressing the constraints and opportunities of the site and its context.

Intent

- To achieve a pleasant and attractive living environment for both future occupants and neighbours;
- To ensure that the site layout and building design take into account the characteristics, constraints and opportunities of the site and its surrounds having regard to its context;
- To ensure that all new Boarding Houses are compatible with the scale and character of surrounding built form. Projects should involve a design sensitive to both the natural and built environment and in terms of amenity for neighbours;
- To ensure that site planning and design results in acceptable levels of amenity for future occupants through consideration of solar access, open space provisions, privacy, safety and security.

Control

A site analysis is to be submitted with every Boarding House development application. The site analysis is to examine and define the development context of the site and its surrounds, in terms of both its local and broader context, including but not limited to the following:

Site:

- Existing vegetation;
- Land slope and changes in level;
- Site orientation and solar access;
- Prevailing winds;
- Natural drainage;
- Retention of any special qualities or features of the site;
- Significant noise sources;
- Views to & from the site;
- Pedestrian and vehicle access;
- Existing buildings on the site.

Surrounds:

- Location of surrounding buildings, uses, open space areas adjoining or adjacent the site;
- Overshadowing from existing buildings;
- The predominant built form and character;
- Vehicle and pedestrian access;
- Major trees or landmarks on surrounding sites.

The drawing must be to scale (1:100) and should be accompanied by a written statement outlining how the development design has responded to the site analysis.

2.3 Building Form

The overall built form and appearance of a Boarding House will be determined to a large extent by the immediate context of the site and its architectural character.

Intent

- To ensure that new development, including alterations and additions maintain consistency with the predominant height of the built form within the locality, particularly having regard to adjoining and adjacent development;
- To achieve an appropriate building scale and design;
- To ensure that new buildings do not adversely impact on adjoining properties through loss of privacy or overshadowing and view loss.

Control

The Boarding House shall comply with the relevant height, floor space ratio, setback and building envelope controls as stipulated by the relevant Local Environmental Plan and/or Development Control Plan.

2.4 Room Sizes, Recreation Areas & Facilities

As Council is striving to find a balance between improved standards of residential amenity for Boarding House occupants as well as ensuring economic viability for owners, a number of the requirements outlined below encourage the design of buildings which incorporate above and beyond the basic minimum standards.

It is the intention to only apply these provisions as appropriate to the establishment of new purpose built boarding houses, the conversion or adaptation of existing buildings to a boarding house, the expansion of existing boarding houses, and major refurbishment or upgrades of existing boarding houses. Minor renovations will not require a DA if Exempt and Complying Development under the appropriate planning instrument.

Class 1b Boarding Houses are by definition, smaller buildings with a maximum permitted number of persons (12 or less) or gross floor area. Within this scale of Class 1b Boarding House operation, there is less need for the provision of shared facilities, (such as a kitchen or lounge area) than in a larger Class 3 building. Rather the focus is placed on the amenity and private facilities within individual rooms.

Class 1b Boarding Houses should make provision for the following facilities within each building;

- bedrooms (containing sufficient storage area for each occupant);
- laundry facilities;
- sanitary facilities;
- communal lounge area (where possible);
- garbage storage and recycling facilities

Class 3 Boarding Houses should make provision for the following facilities within each building;

- manager/operator accommodation;
- laundry facilities;
- communal food preparation facilities (in addition to private provision where required);
- sanitary facilities;
- bedrooms;
- storage facilities;
- garbage storage & recycling facilities.

Boarding Houses shall be designed such that the main entry point(s) is at the front of the site, or away from side boundary areas where adjoining property's privacy may be compromised).

2.4.1 Bedroom Occupancy Requirements

A) Sleeping Room Controls

In order to ensure that adequate space is available for room furnishings and private space, the following minimum room requirements should be complied with:

a) Minimum size	10.5sqm to be provided for the first person and an additional 5.5sqm for each additional person after that.
b) Room Occupancy	Maximum of 4 people per room
c) Separate Manager/Operator accommodation for Class 3 Boarding houses	Minimum 12sqm if appropriate (See Section 1.10 to determine if onsite accommodation is required)
d) Submission Requirement	Plans shall clearly show the size and maximum occupation of each room. Rooms should be positioned so that are separated from significant noise sources.

Additional Facilities

Where the following facilities are to be provided within the sleeping room, additional floor space should be provided as outlined below:

e) ensuite bathroom	Minimum 2.1 sqm with hand basin and wc only; 2.9 sqm with hand basin, wc and shower
f) ensuite and laundry	Minimum 4.0 sqm with washing machine and wash tub
g) kitchenette	2sqm The kitchenette must contain adequate cupboards and shelves as well as a small bar fridge. For fire safety reasons a microwave oven is the only cooking appliance permitted.
h) Energy Rating	All whitegoods shall have a minimum 3.5 star rating

Storage Space and Furnishings

The following storage requirements and furnishing requirements should be met:

f) Secure storage facilities	Minimum capacity of 1 cubic metre per person. Where more than 1 person is accommodated in the room, the storage space must be lockable.
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g) Minimum Room Furnishings	<p>(a) Bed (including base, a mattress with a minimum dimension of 800mm * 1900mm and a mattress protector)</p> <p>(b) Wardrobe</p> <p>(c) Mirror</p> <p>(d) Table & Chair</p> <p>(e) A night light or other approved illumination device for each bed</p> <p>(f) Waste container</p> <p>(g) An approved latching device on the door</p> <p>(h) Curtains, blinds or similar privacy device</p> <p>(i) A phone line</p> <p>All room furnishings shall be detailed in the Plan of Management.</p>
h) Natural Light	Access to light is to be provided by way of a window or door with a minimum aggregate floor area of the room of 10% (Skylights as the sole source of light are not permitted.)
i) Ceiling heights	Must conform with Part F of the BCA. In sleeping rooms providing shared or dormitory-style accommodation the ceiling height is to be at least to 2700mm for rooms with double bunks. Triple bunks are not permitted in this type of accommodation.
j) Fire Safety in Class 3 buildings	Each sleeping room must be considered as a sole occupancy unit for the purposes of Parts C, D1, D2 and F5 of the BCA so as to ensure adequate fire safety in the building, and adequate sound insulation to provide reasonable amenity between sleeping rooms.

2.4.2 Kitchen Areas

The following requirements should be met for kitchens:

a) Class 1b Kitchen Facilities	<p>Either a communal kitchen area with kitchen sink and facilities for food preparation, tables and chairs in a central location, accessible to all residents with a minimum area of 6.5 sqm for 1-6 residents or 11 sqm for 7-12 residents;</p> <p>Or</p> <p>Minor kitchen facilities in all bedrooms containing a bar fridge, adequate cupboards and shelves and a microwave (For fire safety reasons no other cooking appliances are permitted.)</p>
b) Class 3 Kitchen Facilities	<p>A communal kitchen and dining area with a minimum area of 15sqm, plus 1sqm per additional person above the minimum 12 persons;</p> <p>Or</p> <p>All bedrooms shall contain kitchenette facilities containing a bar fridge, adequate cupboards and shelves and a microwave (For fire safety reasons no other cooking appliances are permitted).</p>

<p>c) Class 3 Communal Kitchen Requirements</p>	<p>The following must be provided as a minimum:</p> <ul style="list-style-type: none"> (a) One sink for every 6 people with running hot and cold water; (b) One stove top cooker for every 6 people; (c) A refrigerator with storage space of 0.13m³ per person unless bar fridges are provided in each bedroom; (d) A freezer with storage space of 0.05m³ per person; (e) Storage for dry goods of 0.30m³ per person; (f) Exhaust ventilation; <p>A lockable drawer or cupboard for food storage for each guest in the kitchen area.</p>
<p>d) General Kitchen Requirements for all applications</p>	<ul style="list-style-type: none"> (a) All kitchen areas shall be maintained in a clean and sanitary condition at all times. (b) No bathrooms, toilets or bedrooms shall open directly on to communal kitchen facilities. (c) The floor of the kitchen area shall be constructed of a smooth impervious surface. (d) Where food is proposed to be provided as part of Boarding House operations, or is for sale, kitchen and food areas shall comply with the National Code for the Construction and Fitout of Food Premises and be provided with sufficient ventilation (eg exhaust system) in accordance with the BCA. (d) Kitchen facilities shall be available for all residents twenty-four hours per day.
<p>e) <i>Australian/New Zealand Food Standards Code</i></p>	<p>Food preparation areas shall be constructed and provided in accordance with the relevant sections of the <i>Australian/New Zealand Food Standards Code</i>. (Guidance may be obtained for the National Code and for the Construction and Fitout of Food Premises published by the Australian Institute of Environmental Health and relevant Australian Standards. In the case of any inconsistency between these documents, the Australian/New Zealand Food Standards Code shall prevail).</p> <p>The structural fittings and fixtures for all internal rooms shall be selected to enhance non-chemical pest management of the premises with all cracks and crevices being sealed and insect screening provided to all openings.</p>

2.4.3 Indoor Communal Living Areas

Boarding Houses traditionally provide accommodation for occupants who are unrelated, or who are effectively strangers. Whilst building design and layout should encourage resident interaction, it is also important to maintain privacy for residents. Proposals should also consider the impact of Boarding Houses on adjoining properties, where both noise disturbance and visual intrusion should be minimised.

a) Indoor Communal Areas	Class 3 Boarding Houses should provide a common living area a minimum 15sqm in area, with a further 15sqm provided for each additional 12 persons thereafter.
b) Location of Indoor Areas	<p>Communal living facilities should be located on the ground floor near commonly used spaces, such as kitchen, laundry, lobby entry area, manager's office etc, or adjacent to the communal outdoor open space.</p> <p>In multi-storey Class 3 Boarding Houses, consideration should be given to providing separate communal living areas on each level, dependent upon the number of bedrooms per level as required.</p> <p>Communal recreation areas should have a northerly aspect and should be located where they will have a minimal impact on adjoining properties in terms of noise generation. The use of double glazed windows or acoustic barriers can assist with this. Consideration should be given to ensure that habitable rooms adjoining the recreational area are also protected from excessive noise.</p> <p>Internal doors to communal areas should contain glass to enable natural surveillance from circulation areas.</p> <p>The use of highlight windows is encouraged along side boundaries, to minimise direct overlooking, particularly when adjoining or adjacent to residential properties.</p>
c) Calculation of Indoor Communal Living Areas	The floor area of bedrooms, bathrooms, laundries, reception area, storage, kitchens, car parking, loading docks, driveways, clothes drying areas, corridors and the like are not counted when determining the area of internal communal living area. Dining areas may be included as communal living area.

2.4.4 Outdoor Recreational Area

Boarding House residents often only occupy one room as their own space and as such access to both private and communal outdoor area is an important element of building design. For this reason, the design of outdoor space should enhance the experience and living environment for all residents.

a) Outdoor Space Requirements	<p>20sqm of communal and partly covered outdoor space should preferably be provided at ground level in a courtyard or terrace area (minimum width of 3m)</p> <p>Where communal open space cannot be provided at the above rate (as in the case of building conversions), justification must be provided with the development application in terms of how the proposal meets the relative objectives and controls. Alternatively, the number of bedrooms or permitted residents may be required to be reduced.</p>
b) Outdoor Space Location	<p>The area should be north-facing where it can receive a minimum 2 hours solar access to at least 50% of the area during 9am and 3pm during the winter solstice. For Class 1b Boarding Houses, greater emphasis is placed on private room areas, with as many rooms as possible oriented towards the north or east.</p> <p>Communal open space areas should be connected to communal indoor spaces, such as kitchens or living areas. Communal facilities such as BBQs, seating and pergolas are also encouraged.</p>
c) Private Outdoor Space	<p>Ideally 30% of all bedrooms within Class 3 Boarding Houses should have some access to private open space in the form of a balcony or ground level terrace area, comprising not less than 4sqm in area.</p> <p>Ideally 2 bedrooms within a Class 1b Boarding House should have direct access to private open space, in the form of a balcony, roof terrace or ground level courtyard area, comprising not less than 4sqm in area.</p>
d) Privacy	<p>Planting should be used to screen communal outdoor areas or private balconies from adjoining properties or the public way, with trellis, screens with climbing vines or the like used to complement deciduous tree planting.</p> <p>The operation and control of the outdoor area should also be addressed in the Operational Plan of Management to ensure that adjoining properties are protected from issues such as noise generation.</p>
e) Ground Surfaces	<p>A minimum of 50% of the uncovered site area should comprise of soft/porous surfaces.</p>

2.4.5 Laundries, Bathrooms and Drying Facilities

Where residents do not have their own laundry facilities, the laundry should be equipped with the following as a minimum:

a) Laundry Facility Requirements	<p>(a) One 5kg capacity automatic washing machine and one domestic dryer for every 12 residents</p> <p>(b) At least one large laundry tub with running hot and cold water; and</p> <p>(b) 30 metres of clothesline for every 12 residents in an outdoor area (can be retractable).</p>
b) Location of Laundry Facilities	<p>Outside drying areas shall be located on the north-eastern side of the communal courtyard area to enable maximum solar access.</p> <p>Internal drying and laundry facilities shall be located in a safe and accessible location for all residents.</p>
c) Submission requirements	<p>All laundry facilities must be nominated on the plans and details of the energy star rating of appliances must be submitted with the construction certificate. A minimum of 3 ½ stars must be achieved unless otherwise stipulated by BASIX or any other required rating tool.</p>
d) Bathroom facilities	<p>Bathroom facilities must comply with the minimum requirements of the BCA and be in an accessible location for all occupants. The minimum requirement is: 1 bath or shower for each 10 occupants or part thereof and 1 closet pan and washbasin with hot and cold running water for each 10 occupants or part thereof.</p>
Class 1(b) – up to 12 residents	
Class 3	<p>Bathroom facilities must comply with the minimum requirement as stipulated in the BCA and be in an accessible location for all occupants. The minimum requirement is: 1 bath or shower for each 10 occupants or part thereof and 1 closet pan and washbasin with hot and cold running water for each 10 occupants or part thereof.</p> <p>Where some rooms may be provided with ensuites, overall facilities must comply with the minimum facility requirements for the total occupancy of the premises.</p> <p>Where receptacles are provided for the disposal of sanitary napkins, these are to be serviced and able to be readily cleaned on a regular basis.</p>

2.5 Acoustic Impacts

One of the main concerns that adjoining residents have when a new boarding house is proposed is the impact of noise on their existing amenity. In order to ensure that a new or modified Boarding House is planned and operated in a manner that does not adversely impact on the surround properties, the following controls should be complied with:

Controls

a) Design Considerations for noise abatement	<p>(a) (a) location of windows in respect to the location of windows in neighbouring properties;</p> <p>(b) sensitive location of communal outdoor areas away from main living area or bedroom windows of any adjoining dwelling;</p> <p>(c) the use of screen fencing or planting as a noise buffer for external noise sources or in terms of transferral of noise from communal areas to surrounding land uses;</p> <p>(d) the use of acoustic barriers as a noise buffer to external noise sources from surrounding land uses and/or passive design considerations within the building to minimise noise intrusion;</p> <p>(e) the incorporation of double glazing of windows or use of glass blocks (for light penetration but not suitable where natural ventilation is also required);</p> <p>(e) locate similar building uses (such as bedrooms or bathrooms) back to back internally within the building, to minimise internal noise transmission.</p>
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In instances where noise abatement issues are apparent from Class 3 Boarding Houses an acoustic report prepared by a suitably qualified acoustical consultant will be required to be submitted with the development application, describing and assessing the impact of noise emissions from the proposal. The investigation shall include but not be limited to the following:

- the identification of sensitive noise receivers potentially impacted by the proposal;
- the quantification of the existing acoustic environment at the receiver locations (measurement techniques and assessment period should be fully justified and in accordance with relevant Australian Standards and NSW EPA requirements);
- the formulation of suitable assessment criteria;
- details of any acoustic control measures that will be incorporated into the proposal;
- the identification of all noise that is likely to emanate from the Boarding House and the subsequent prediction of resultant noise at the identified sensitive receiver locations from the operation of the premises. Where appropriate the prediction

- a statement certifying that the development is capable of operating without causing a nuisance;

That noise arising from within the premises shall not result in an 'offensive noise' (as defined in the *Protection of the Environment Operations Act, 1997*) at any adjoining residential premises.

2.6 Access for People with Disabilities

Objectives

- To ensure all new Boarding Houses and building conversions, plus associated spaces (including communal open space, parking areas and the like) are designed to be accessible for all people within the community.

Controls

All new Boarding Houses (or building conversions or additions to existing premises) should comply with the minimum access requirements contained within the *City of Sydney Access Development Control Plan 2004*, the BCA and Australian Standard (AS) 1428 – Design for Access and Mobility.

Additions and alterations to existing buildings may also be required to comply with the above requirements dependent on the extent of works proposed. Refer to the *City of Sydney Access Development Control Plan 2004* for further information.

2.7 Sustainability, Energy Efficiency & Solar Access

Any new building or substantial additions should encompass sustainable development practices to maximise natural air flow, and minimise reliance on mechanical heating and cooling. Consideration also needs to be given to minimising impacts on the existing solar access of adjoining premises.

Controls

The design of new buildings should reflect the site analysis drawings having regard to optimal orientation for both indoor and outdoor areas, particularly communal areas.

Consideration should be given to the use of:

- materials and insulation which assist with natural heating and cooling;
- the location of windows and doors to assist with cross-flow ventilation;
- the use of large windows for maximisation of natural light in north/north-eastern elevations;
- the use of shade devices and landscaping on the western elevations;

- the use of building materials with thermal mass that allows control of rapid heat transfer;
- the use of rainwater tanks;
- the use of plantation timber for new buildings and structures;
- the recycling of as much of the existing building materials as possible with building conversions or adaptive re-use;
- recycling of household waste;
- household garden to grow produce.

a) Solar Access - Private Open Space	<p>Boarding Houses should be located so that solar access to at least 50% of the private/communal open space areas and principal living area windows is achieved for at least 2 hours between 9am and 3pm during the winter solstice (21 June 2003).</p> <p>Relaxation of the above requirement may be considered in instances where conversion of an existing building is proposed, or extensions to an existing Boarding House are proposed and site constraints apply.</p>
b) Overshadowing	<p>Proposed development shall not create any additional overshadowing of any adjoining property where existing solar access to living areas and landscaped outdoor space is less than two hours between 9am and 3pm during the winter solstice (this does not apply to side light well windows).</p> <p>Shadow diagrams shall be submitted for any proposed new development of more than one storey in height (including first floor additions or those which alter the existing building envelope). Such diagrams shall be prepared by a suitably qualified person to show shadows at 9am, 12 noon and 3pm on June 21, March/September 21 and December 21.</p>
c) Energy Efficiency – Boarding houses 300sqm or less in floor area	<p>All proposed new Boarding Houses 300 sqm and under in floor area must achieve a minimum 3.5 star rating for energy efficiency (NatHERS program or the equivalent will be satisfactory). A certificate and stamped plans from an accredited assessor shall be submitted with the development application.</p> <p>Alterations and additions to existing Boarding Houses shall comply with the above requirements if the proposed increase in gross floor area exceeds 50% of the existing floor area or comprises the addition of 5 new bedrooms.</p>
d) Energy Efficiency – Boarding houses greater than 300sqm in floor area	<p>For Boarding Houses greater than 300sqm a BASIX assessment shall be submitted with the development application demonstrating that the development achieves the required minimum BASIX score in energy and water efficiency (refer to www.basix.nsw.gov.au for further information).</p>

e) Building Materials	<p>When conversion of an existing building is proposed, a schedule of materials shall be submitted with the development application in terms of the adaptive re-use and which materials will be recycled as part of the development.</p> <p>The materials used in new boarding houses should be sourced from renewable materials where possible.</p>
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2.8 Car Parking

Given the demographic profile of the average Boarding House resident and the semi-permanent nature of their occupation, car ownership and usage is relatively low. This factor, combined with the historic location of Boarding Houses in inner city areas, in terraces or the like, the requirements for provision of on-site car parking are generally low.

Notwithstanding this, any proposals for new Boarding Houses should ensure adequate provision is made for both residents and staff or the owner/manager (more likely the case for Class 3 Boarding Houses) to minimise off-site impacts.

Where provision of on-site parking is not possible, and will be absorbed on-street, traffic safety objectives and residential amenity must be considered in terms of streetscape impacts and the like.

Intent

- To improve the accessibility of Boarding Houses for all members of the community through the sensible location of Boarding Houses near key transport nodes and encouraging all modes of transport, including cycling;
- To encourage the provision of on-site parking facilities which are compatible with Council's transport policies, and equivalent to the anticipated resident needs, community and environmental expectations;
- To ensure parking does not compromise existing traffic movements or result in vehicle conflicts;
- To ensure the provision of convenient, accessible and safe on-site parking for residents;
- To ensure parking does not compromise the aesthetic value of streetscapes or character, particularly in residential areas.

Controls

a) Location	Consideration should be given to establishing new Boarding Houses in close proximity to nearby public transport nodes, such as railways stations and bus routes.
b) Off Street Parking Requirements	Off-street parking shall be provided in accordance with the requirements of the relevant LEP or DCP (as applicable).

c) Parking Exemptions	<p>In certain circumstances, and dependent upon the size of the proposed Boarding House Council may consider parking provision less than that specified above based on the following:</p> <ul style="list-style-type: none"> (a) traffic and on-street parking within the street is such that parking is not required and can be adequately catered for on-street; (b) on-site parking would unnecessarily impact on residential amenity; (c) all aspects of pedestrian safety have been satisfactorily addressed in terms of access to and from the premises.
d) Bicycle Spaces	<p>Provision shall be made for bicycle parking at the rate of 2 racks per 6 bedrooms, provided in a safe and accessible location for future occupants or visitors.</p>
e) Parking Surfaces	<p>Areas of hardstand parking should be paved with an approved material to be specified in the development application. The preferred surface treatment would be a permeable surface, wherever practical, to enable natural drainage.</p>
f) Traffic Report for Class 3 Boarding Houses consisting of 75 beds or more	<p>All applications for Class 3 Boarding Houses incorporating 75 or more bedrooms shall be supported by a Traffic Report, prepared by a suitably qualified person, addressing as a minimum the following factors:</p> <ul style="list-style-type: none"> (a) the prevailing traffic conditions; (b) the likely impact of the proposed development on existing traffic flows and the surrounding street system; (c) pedestrian and traffic safety; (d) justification of any variation to the parking requirements (if proposed);

2.9 Operational Controls

An important aspect of minimising potential impacts of Boarding Houses is ensuring that they are managed properly. A Plan of Management is a useful tool that can be used to ensure that suitable management practices are in place to minimise impacts on adjoining owners and ensure that a suitable amenity is maintained for residents living within the Boarding House.

2.9.1 Operational Plan of Management

An operational Plan of Management is to be submitted with each development application for a boarding house (including new and existing boarding houses) to ensure that the proposed premises operates in a manner that maintains a high level of amenity.

An appropriate form of on-site management with responsibility for the operation, administration, cleanliness and fire safety of the premises, including compliance with the Plan of Management and Emergency Management and Evacuation Plan, must be provided to the premises. The name and 24 hour contact phone number of the accommodation manager or resident caretaker must be prominently displayed in the reception area of the premises.

The operational Plan of Management shall address the following as a minimum:

- Maintenance and fire safety in the building;
- A schedule providing proof of compliance with the accommodation standards of this Draft DCP including the occupancy rate for each sleeping room, room furnishings, provisions of communal areas and facilities, and access and facilities for people with disabilities;
- Measures to ensure that guest numbers do not exceed those proposed should development consent be granted;
- Measures to minimise unreasonable impact to the habitable areas of adjoining premises;
- Proposed staffing arrangements, including location and contact details of the site manager or resident caretaker;
- Prominent display of appropriate house rules eg guest behaviour, activities and noise, visitor policy, operating hours of outdoor common areas, use of alcohol and/or drugs;
- Waste minimisation and recycling; and
- Professional cleaning details and vermin control (as a minimum, shared facilities such as kitchens and bathrooms shall be cleaned to a professional standard at least once a week.)
- Safety and security measures for all residents may include but not be limited to such things as: Internal signage indicating the property caretaker or manager and contact number, emergency contact numbers for essential services such as fire, ambulance, police, and utilities such as gas, electricity, plumbing, installation of perimeter lighting, appropriate fencing and secure gates, all residents to have own room keys, keys for security entrance doors be made available to essential services such as fire brigade in case of emergency and suitable provision be provided for residents to ring emergency services in the event of an emergency, i.e. provision of a landline telephone.

The use of external communal open space or common areas for Class 3 boarding houses within residential areas or where adjoining sites contain residential activities shall be restricted to 10pm.

2.9.2 Waste

a) Garbage & Recycling Facilities	<p>Garbage and recycling facilities on the premises shall be provided in accordance with the requirements of Council's Waste Management policy and fact sheets.</p> <p>Both Class 1b and Class 3 Boarding Houses shall make provision on-site for a garbage and recycling storage area, details of which shall be shown on the development application drawings.</p>
b) Location of Waste/Storage Rooms	<p>Garbage storage rooms shall be located towards the rear of the property, and enclosed to minimise odour or noise disturbance for adjoining properties. If storage is proposed at the front of the site, it shall be screened from view from the streetscape to minimise any visual impact.</p>
c) Waste Services	<p>Class 3 Boarding Houses are required to make private contracting arrangements for garbage disposal.</p> <p>Class 1b Boarding Houses are subject to Council's collection service, details of which can be obtained from Council's One Stop Shop.</p>
d) Storage of Sharps	<p>If contaminated sharps (eg syringe needles) are generated, non-reusable sharps containers shall be provided in accordance with AS 4301, for safe disposal. Final disposal must be undertaken by Environmental Protection Authority (EPA within the Department of Environment and Conservation) licensed contaminated waste contractors.</p>

2.9.3 Fire Safety

A copy of the annual fire safety statement and current fire safety schedule for the premises must be prominently displayed in the reception area.

A floor plan must be permanently fixed to the inside of the door of each sleeping room to indicate the available emergency egress routes from the respective sleeping room.

Prior to releasing an occupation certificate for the building, an Emergency Management and Evacuation Plan must be prepared for the building and approved by the Principal Certifying Authority. The staff shall be trained in relation to the operation of the approved Emergency Management and Evacuation Plan.

2.9.4 Annual Certification

Premises providing shared accommodation must provide annual certification for the following:

- Essential fire safety measures to comply with the *Environmental Planning and Assessment Regulation 2000*

- Compliance with the Operational Plan of Management approved for the premises
- Maintenance registers required by this plan; and
- Compliance with the Emergency Management and Evacuation Plan as required by the BCA.

Annexure A: Definitions and DA Checklist for Boarding Houses

Definitions

South Sydney LEP 1998: Boarding house means a building wholly or partly let in lodgings which provides lodgers with a principal place of residence, but does not include a backpackers' hostel, bed and breakfast, serviced apartment, private hotel or motel.

City of Sydney LEP 1996: Boarding house means a building or part of a building let in lodgings or a hostel, but does not include a hotel.

Leichhardt LEP 2000: Boarding house means a building that is let in lodgings and which primarily provides lodgers with a principal place of residence for three months or more and generally has shared facilities such as a communal bathroom, kitchen or laundry and has rooms with one or more lodgers. It does not include a backpacker hostel, serviced apartments, a motel, private hotel or a building elsewhere defined in this Schedule.

This Checklist is specific to the requirements of Boarding Houses in addition to the standard Council requirements for lodgement of development applications which can be obtained at Council's One Stop Shop.

1. Site Analysis Plan – at a scale of 1:100 or 1:200 showing:
 - Total site area;
 - Orientation of site and north point;
 - Levels on the site and on the boundaries in terms of adjoining properties;
 - Any major site constraints eg flooding, narrow street frontage or access;
 - Adjoining land uses and location of buildings/structures on those sites as they affect the subject site;
 - Existing vegetation and any major adjoining site vegetation;
 - Existing boundaries and fences (location, height and form);
 - Any existing natural features such as rock outcrops or creeks;
 - Existing drainage provision;
2. Proposed Site Plan – at a scale of 1:100 or 1:200 showing the following:
 - Siting of the proposed Boarding House;
 - Location of proposed outdoor open space areas;
 - Vehicle entry to the site and off-street parking if proposed;

- Levels for the proposed new building and the location of any retaining walls or stairs;
 - Pedestrian access points;
 - Proposed drainage details.
3. Proposed Floor Plan – at scale of 1:100 or 1:200 showing all internal areas (as required in Part Two of the DCP) and containing the following information:
 - Proposed floor layout & use of each area;
 - The dimension and total area of all areas (m²) indicating compliance with Part Two;
 - Proposed garbage and recycling storage area;
 - Proposed food preparation and storage areas;
 4. Elevations of the building (both existing and showing proposed alterations and additions in colour)
 5. Landscape Concept Plan & species list.
 6. Details of the likely impact of the proposed development in terms of the assessment criteria listed in Clause 74 of SEPP 10.

If the development application is lodged on the basis that the existing Boarding House is not financially viable, information having regard to Appendix C of the SEPP 10 Guide must also be submitted.
 7. An acoustic report as outlined in **Section 2.5** of the Draft DCP;
 8. Any other reports as deemed necessary or relevant to the site and proposal (e.g. site contamination investigations or traffic management).
 9. Details of any proposed surveillance or security systems for the premises.
 10. A Plan of Management prepared in accordance with **Section 2.9** of the Draft DCP.

Annexure B: SEPP 10 Process Flow Chart



SEPP 10 GUIDE

FIGURE 1: AN OUTLINE OF THE SEPP 10 ASSESSMENT PROCESS

