

ITEM 1

PUBLIC EXHIBITION - DRAFT WOLLONGONG DEVELOPMENT CONTROL PLAN 2009  
CHAPTER C3 BOARDING HOUSES

On 15 December 2009, Council endorsed the Wollongong Development Control Plan (DCP) 2009 which came into force on 3 March 2010, following the commencement of the Wollongong Local Environmental Plan (LEP) 2009.

Boarding houses are an important component of housing choice, particularly as a form of affordable rental housing. Chapter C3 Boarding Houses of DCP 2009 contains controls relating to the development of this style of housing.

A review of the chapter has been undertaken to bring it in line with current legislation, environmental planning instruments, including the recently introduced State Environmental Planning Policy (Housing) 2021, recognised best practice and existing Council policies and documentation. The review of Chapter C3 Boarding Houses resulted in minor amendments being made to Chapter E3 Car Parking, Access, Servicing/Loading Facilities and Traffic Management.

This report recommends Council endorse the reviewed draft Wollongong DCP Chapter C3 Boarding Houses and sections applicable to parking requirements for Boarding houses in Chapter E3 Car Parking, Access, Servicing/Loading Facilities and Traffic Management for public exhibition.

## RECOMMENDATION

- 1 Draft Wollongong Development Control Plan 2009 Chapter C3 Boarding Houses be exhibited for a minimum of 28 days.
- 2 Draft Wollongong Development Control Plan 2009 Chapter E3 Car Parking, Access, Servicing/Loading Facilities and Traffic Management, Schedule 1 – Car Parking, Bicycle Motorcycle and Delivery Vehicle Parking Requirements be exhibited for a minimum of 28 days.
- 3 Following the exhibition period, a report outlining the submissions received from the public exhibition process with recommendations regarding the progression of the draft Development Control Plan amendments be presented for Council's consideration.

## REPORT AUTHORISATIONS

Report of: Chris Stewart, Manager City Strategy

Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

## ATTACHMENTS

- 1 Draft Wollongong DCP 2009 Chapter C3 Boarding Houses
- 2 Draft Wollongong DCP 2009 Chapter E3 Car Parking, Access, Servicing, Loading Facilities and Traffic Management - Schedule 1

## BACKGROUND

A review of Chapter C3 Boarding Houses was initially undertaken in 2011 and a revised draft chapter was endorsed for exhibition on 27 April 2011 and exhibited from 9 May to 20 June 2011. On 26 July 2011, Council deferred the adoption of the chapter due to changes to the State Environmental Planning Policy (Affordable Rental Housing) 2009, which meant that the chapter required further review.

In 2012 the *Boarding Houses Act 2012* was introduced in response to long standing concerns around the condition of some Boarding houses in New South Wales. The objective of the Act was to establish an appropriate regulatory framework for the delivery of quality services to residents of registerable Boarding houses, and for the promotion and protection of the wellbeing of residents.

As a result of changes to the State legislation framework, the DCP chapter was again reviewed and endorsed for public exhibition on 13 May 2013. The draft chapter was exhibited from 24 May 2013 to 15 July 2013. Due to the community feedback received during the exhibition process, Council resolved to defer the draft DCP chapter at its meeting held 26 August 2013.

A further Councillor briefing session, held on 29 February 2016, included a discussion on the inconsistent legal definition of a Boarding house, between the *Boarding House Act 2012* and the LEP Standard Instrument. Notably, this is an issue that has not been resolved by the Department of Planning & Environment. On 14 March 2016, Council resolved to adopt Chapter C3 Boarding Houses. The revised Chapter C3 Boarding House came into force on the 30 March 2016.

On 26 November 2021, the State Environmental Planning Policy (Housing) 2021 (Housing SEPP) came into force. The Housing SEPP is the consolidation of the following -

- SEPP Affordable Rental Housing 2009.
- SEPP (Housing for Seniors and People with a Disability 2004).
- SEPP No. 70 – Affordable Housing (Revised Schemes).
- SEPP No. 21 Caravan Parks.
- SEPP No. 36 Manufactured Home Estates.

As part of the introduction of the Housing SEPP, the Wollongong LEP 2009 was amended by the Department of Planning & Environment to remove Boarding houses as a permissible use on land zoned R2 Low Density Residential. Hence Boarding houses are no longer permissible within the R2 Low Density Residential zone.

Under Wollongong LEP 2009, Boarding houses continue to be permissible within land zoned -

- R1 General Residential.
- R3 Medium Density Residential.
- R4 High Density Residential.
- B1 Neighbourhood Centre.
- B2 Local Centre.
- B3 Commercial Centre.
- B4 Mixed Use.

As Boarding houses will still be permissible within the above-mentioned zones, the DCP chapter remains relevant to guide development outcomes.

## PROPOSAL

The DCP Chapter has been reviewed and updated to reflect the legislative changes, which includes the adoption of the Housing SEPP in 2021.

The proposed amendments are identified and recorded in the attached draft DCP Chapter through tracked changes. Content proposed to be deleted appears as red text with a strikethrough. The content proposed to be added/amended appears as underlined blue text. An example has been provided below to provide clarity.

Text proposed to be removed	<del>Example of removed text</del>
Text proposed to be added / amended	<u>Example of text that has been added</u>

To ensure its currency and test the development provisions, the draft DCP chapter was benchmarked against 8 other DCPs adopted by Councils throughout NSW. The benchmarking exercise identified all the external DCPs reviewed have not been amended since the adoption of the Housing SEPP.

The most prominent difference between Council's adopted DCP provisions and other external DCP's relates to vehicle parking rates. Generally, the external DCPs require parking rates that are the same or comparable to the parking provisions in SEPP (Affordable Rental Housing) 2009 which is now repealed. A comparison of the parking rates and criteria is provided in Table 1.

**Table 1: Comparison of current boarding house parking controls with SEPP (Affordable Rental Housing)**

SEPP (Affordable Rental Housing) 2009				Wollongong DCP 2009, Chapter E3			
Resident Car parking	Staff Car parking	Bicycle parking	Motorcycle parking	Resident Car parking	Staff car parking	Bicycle parking	Motorcycle parking
Carried out by or on behalf of a Social Housing provider in an accessible area				City wide:			
0.2 parking spaces for each boarding room	Not more than 1 space for each person employed and is a resident	NA	NA	1 car parking spaces per 5 beds	0.5 car parking spaces per staff	1 bicycle space per bed	NA
Carried out by or on behalf of a Social Housing provider not in an accessible area							
0.4 parking spaces for each boarding room	Not more than 1 space for each person employed and is a resident	NA	NA				
Not carried out by or on behalf of a social housing provider							
0.5 parking spaces for each boarding room	Not more than 1 space for each person employed and is a resident	NA	NA				

As suggested elsewhere in this report the SEPP (Affordable Rental Housing) 2009 has now been consolidated into the Housing SEPP.

To provide clarity and to maintain a consistent approach to parking rates, it is proposed to refer to the requirements within the Housing SEPP. This has required minor amendments to Schedule 1 of Chapter E3 Car Parking, Access, Servicing, Loading Facilities and Traffic Management. The revised parking rates are detailed in Table 2.

**Table 2: Proposed changes to parking rates to align with SEPP (Housing) 2021**

Parking rates for Boarding Houses			
Resident Car parking	Staff car parking	Bicycle parking	Motorcycle parking
Carried out in an accessible area			
0.2 parking spaces for each boarding room	NA	Minimum 1 bicycle space for each boarding room	Minimum 1 motorcycle space per 5 boarding rooms
Carried out in a non-accessible area			
0.5 parking spaces for each boarding room	NA	Minimum 1 bicycle space for each boarding room	Minimum 1 motorcycle space per 5 boarding rooms

The car parking rates in the Housing SEPP refer to 'accessible areas' which is defined as -

- (a) 800m walking distance of a public entrance to -
  - (i) a railway station, or
  - (ii) a wharf from which a Sydney Ferries ferry service operates, or
- (b) 400m walking distance of -
  - (i) a public entrance to a light rail station, or
  - (ii) for a light rail station with no entrance—a platform of the light rail station, or
- (c) 400m walking distance of a bus stop used by a regular bus service, within the meaning of the Passenger Transport Act 1990, that has at least 1 bus per hour servicing the bus stop between -
  - (i) 6am and 9pm each day from Monday to Friday, both days inclusive, and
  - (ii) 8am and 6pm on each Saturday and Sunday.

The Housing SEPP has discontinued factoring in whether a development is carried out by or on behalf of a social housing provider in determining the number of parking spaces required. Instead, a standardised parking rate has been applied to all development.

A Boarding house can take many built forms. They may take the form of single dwelling (either single or two storey) or they may be constructed as multi-dwelling housing (i.e townhouses) or as a residential flat building.

The Housing SEPP has non-discretionary landscaping standards for development undertaken on land zoned R3 Medium Density Residential or R4 High Density Residential depending upon the built form of the Boarding house.

Minimum landscaping requirements apply to a Boarding house built in the form of multi-dwelling housing on land zoned R3 Medium Density Residential. Similarly, minimum landscaping requirements apply to a Boarding house built in the form of residential flat buildings on land zone R4 High Density Residential.

The Housing SEPP does not stipulate any landscaping requirements for Boarding house development carried out in any other permissible zone.

Council already provides landscaping controls of multi-dwelling and residential flat buildings within Wollongong DCP 2009 Chapter B1 General Residential, B3 Mixed Use Development and E6 Landscaping. The draft Chapter C3 has been updated to ensure appropriate landscaping controls are provided in other land zones, which are not covered under the Housing SEPP.

The minimum setback requirements in the Housing SEPP also apply to a Boarding house built in the form of multi-dwelling housing on land zoned R3 Medium Density Residential. Similarly, minimum setback requirements apply to a Boarding house built in the form of residential flat buildings on land zone R4 High Density Residential.

New controls have been added to the draft chapter to ensure Boarding houses of 3 storeys or more are to be designed to comply with the setback requirements of the Apartment Design Guide produced by the NSW Department of Planning & Environment's.

For all other zones the built form of the Boarding house will determine the setback and landscaping requirements.

The draft chapter recommends that applicants arrange a pre-lodgement meeting with Council staff to determine the building classification, landscaping and setback standards given the requirements are likely to vary depending upon the built form of the development and land zoning.

## CONSULTATION AND COMMUNICATION

Consultation was carried out with internal Council staff, including Legal Counsel, during the drafting of the revised Chapter C3. Council staff involved in the assessment of development applications throughout the Wollongong LGA assisted in the development of the revised chapter. Additionally, Council's Landscaping and Traffic sections provided comments during the development of the draft Chapter C3.

If Council endorses the draft amendment to the DCP for exhibition, the draft DCP Chapter will be exhibited for a minimum period of 28 days, and will include -

- Notification in the local newspaper of the exhibition dates.
- Exhibition website with the draft material and opportunity for comment.
- Physical copies available in the Wollongong Library.

Following the exhibition period, submission will be reviewed and reported to Council with further recommendations regarding progression of the DCP Chapter.

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 Goal. It specifically delivers on the following -

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2021-22
Strategy	4 Year Action	Operational Plan Actions
1.3.1 Manage land uses to strengthen urban areas and improve connectivity to train stations and key transport routes	1.3.1.1 Impacts from development on the environment are assessed, monitored and mitigated	Engage with other tiers of government, the development/building industry and the broader community to achieve improved development outcomes

## FINANCIAL IMPLICATIONS

There is no financial implication for Council to progress this work, apart from staff resourcing funded from the Operational Plan.

## CONCLUSION

The Wollongong DCP Chapter C3 Boarding Houses has been reviewed following internal consultation with Council staff. It is recommended that the revised draft DCP Chapter and minor amendments to Schedule 1 of Chapter E3 Car Parking, Access, Servicing, Loading Facilities and Traffic Management be exhibited for 28 days to allow community input.





## Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>2</b>
<b>2</b>	<b>OBJECTIVES</b>	<b>2</b>
<b>3</b>	<b>DEVELOPMENT CONTROLS FOR BOARDING HOUSES</b>	<b>2</b>
3.1	Location of Boarding Houses	2
3.2	Minimum Lot sizes	3
3.3	Setbacks	3
3.4	Landscaping	3
<b>4</b>	<b>MINIMUM FACILITIES FOR BOARDING HOUSES – Building code of australia</b>	<b>4</b>
<b>5</b>	<b>MANAGEMENT PLAN</b>	<b>6</b>
<b>6</b>	<b>FIRE SAFETY</b>	<b>7</b>
<b>7</b>	<b>Swimming Pools</b>	<b>7</b>
	<b>Schedule 1 - Boarding House Management Plan Template</b>	<b>8</b>
<b>1</b>	<b>Introduction</b>	<b>8</b>
1.1	General details	8
1.2	Management arrangements	8
1.3	Lease agreements	8
<b>2</b>	<b>Fire safety</b>	<b>8</b>
<b>3</b>	<b>House rules</b>	<b>9</b>
<b>4</b>	<b>Furniture and facilities</b>	<b>9</b>
<b>5</b>	<b>Cleaning and maintenance</b>	<b>9</b>
<b>6</b>	<b>Waste and recycling</b>	<b>10</b>
<b>8</b>	<b>Parking statement</b>	<b>10</b>
<b>9</b>	<b>Emergency Evacuation Plan</b>	<b>10</b>
<b>10</b>	<b>Complaints handling</b>	<b>10</b>

Part C – Specific Land use Controls

Chapter C3: Boarding Houses



Part C – Specific Land use Controls

Chapter C3: Boarding Houses

### Document Control

Document ID: Wollongong DCP 2009 – C3: Boarding Houses

Revision No	Adoption Date	In Force Date	Revision Details
1	15/12/2009	3/3/2010	Adopted chapter as part of DCP.
2	14/3/2016	30/3/2016	Revisions to align with state legislation
<a href="#">3</a>	<a href="#">TBA</a>	<a href="#">TBA</a>	<a href="#">Revision to align with state legislation</a>

Part C – Specific Land use Controls

Chapter C3: Boarding Houses

## 1 INTRODUCTION

Boarding houses are generally permitted and assessed under [State Environmental Planning Policy PP Affordable Rental Housing 2009 \(Housing\) 2021 \(SEPP\)](#) within all residential zones and B1 Neighbourhood Centre, B2 Local Centre and B4 Mixed Use. ~~Boarding houses in R2 Low Density Residential zones are only permitted by the SEPP where all or part of the development is within 400m of B2 or B4 zoned land.~~

In addition to the [SEPP Affordable Rental Housing 2009](#), the Wollongong Local Environmental Plan 2009 and the [Wollongong Development Control Plan 2009](#), applicants should be aware of [their](#) obligations under the Boarding Houses Act 2012. ~~For more information refer to the Boarding Houses Act 2012 at the following link — <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+74+2012+cd+0+N> and the requirements of the Boarding Houses Regulation 2013~~

This chapter aims to encourage the provision of quality boarding houses and to set appropriate standards ~~to adapt or convert an existing residential building into a boarding house where the SEPP does not apply i.e. land which is zoned R2 but further than 400m from B2 Local Centre or B4 Mixed Use zones.~~

~~This chapter provides controls~~ for development applications, ~~for boarding houses,~~ made under the Wollongong Local Environmental Plan 2009.

This chapter of the DCP should be read in conjunction the WLEP 2009 and Part A, Part B, Part D and Part E of the Wollongong Development Control Plan 2009, which includes Chapter E6 Landscaping, E7 Waste Management, E14 Stormwater Management, E15 Water Sensitive Urban Design, E13 Floodplain Management, E19 Earthworks (Land Re-Shaping Works), E22 Soil and Sediment Control.

When reading this Chapter some controls have been aligned with the SEPP to allow for continuity of planning outcomes. It should be noted that, within the dictionary of the SEPP, a **relevant planning instrument** is defined as: environmental planning instrument, other than this Policy, or a development control plan, if any, that applies to the land on which the development will be carried out. Therefore, the controls within this Chapter and those listed herein shall apply, where necessary, to applications made under the WLEP 2009.

Note: The SEPP (Housing) 2021 applies to applications for the development of a boarding house when made by or on behalf of the Land and Housing Corporation.

## 2 OBJECTIVES

1. The primary objectives of this chapter are to:
  - (a) Encourage the provision of high-quality boarding houses within the city;
  - (b) Encourage the location of boarding houses within accessible walking distance to public transport;
  - (c) Encourage the location of boarding houses within areas where there is access to services and facilities for employment, entertainment, tertiary education and recreation;
  - (d) Minimise any potential adverse privacy or amenity impacts associated with boarding houses on adjoining properties and surrounding locality; and
  - (e) Provide appropriate levels of amenity (internal and external) for residents within boarding houses.

## 3 DEVELOPMENT CONTROLS FOR BOARDING HOUSES

### 3.1 Location of Boarding Houses

1. The following should be applied when locating Boarding houses:
  - a) Boarding houses should be generally located within areas that have:
  - b) Access to public transport within 400 metres walking distance of a railway station or bus stop used by a regular bus service (within the meaning of the Passenger Transport Act 1990) that has at least one bus per hour servicing the bus stop between 06.00 and 21.00

Part C – Specific Land use Controls  
Chapter C3: Boarding Houses

each day from Monday to Friday (inclusively) and between 08.00 and 18.00 on each Saturday and Sunday.

- c) [Boarding houses should have access to employment and or services \(either within walking distance or via public transport\)](#)
- d) Access to parks or open space corridors
- e) Access to educational institutes such as Universities.

- 2. [Clustering of boarding houses should be avoided so as to reduce the amenity impacts on residential areas. A separation distance of 150m should be considered from existing boarding houses in areas not covered by the SEPP.](#)

### 3.2 Minimum Lot sizes

- 1. [The minimum lot size for a boarding house is not less than:](#)

- (a) [For land in Zone R3 Medium Density Residential - the minimum lot size requirements for multi dwelling housing applies.](#)
- (b) [All other zones the minimum lot size requirements for residential flat buildings apply](#)

#### 3.2.3 Setbacks

- 1. [The front side and rear setbacks for the boarding house are not less than:](#)

- (a) [For development on land in Zone R3 Medium Density Residential - the minimum setback requirements for multi dwelling housing apply.](#)
- (b) [For development on land in Zone R4 High Density Residential, or where permitted, the boarding house has at least 3 storeys – the minimum setback requirements for residential flat buildings under the Apartment Design Guide apply.](#)
- (c) [For all other zones, the built form of the boarding house will determine the setback requirement. Where a proposed boarding house has the built form of a dwelling house, multi-unit dwelling or residential apartment building, the relevant setback requirements of Chapter B1 Residential Development or B3 Mixed Use Development shall apply.](#)

[Where clause 3.3 \(1\)\(c\) applies, Council recommends applicants request a pre-lodgement meeting prior to submitting a development application for a boarding house to discuss the proposed built form and to determine the required setbacks.](#)

### 3.4 Landscaping

- 1. [The landscaping is to be compliant with the requirements of the SEPP \(Housing\) 2021 and address controls within Chapter E6 Landscaping of this DCP.](#)
- 2. [In land use zones not specified in the SEPP \(Housing\) 2021, the built form of the boarding house will determine the minimum landscaping and deep soil requirements. Where a proposed boarding house has the built form of a dwelling house, multi-unit dwelling or residential apartment building, the relevant landscaping and deep soil zone requirements of Chapter B1 Residential Development or B3 Mixed Use Development shall apply.](#)
- 3. [A landscape plan will be required for new purpose-built boarding houses in accordance with Chapter E6 Landscaping.](#)
- 4. [Landscaped areas must be integrated with the drainage design. The location of drainage lines, pits, and detention areas should not conflict with landscaped areas including proposed and existing trees.](#)
- 5. [Street trees are required to be planted in accordance with Chapter E6: Landscaping of the Wollongong Development Control Plan 2009.](#)

Part C – Specific Land use Controls

Chapter C3: Boarding Houses

Where clause 3.4 (2) applies, Council recommends the applicant request a pre-lodgement meeting prior to submitting a development application for a boarding house to discuss the proposed built form and to determine the required landscaping.

## 4 MINIMUM FACILITIES FOR BOARDING HOUSES – BUILDING CODE OF AUSTRALIA

### 4.1.1 CLASS 1B BOARDING HOUSES

1. The Building Code of Australia classifies buildings based on their purpose. Class 1b boarding houses are recommended to make provision for the following facilities within the development:
  - (a) Bedrooms;
  - (b) Laundry facilities;
  - (c) Toilet facilities;
  - (d) Communal living room area (optional for 6 persons or less); and
  - (e) Garbage storage and recycling facilities.
  - (f) Shall not to exceed a maximum of 12 live in residents.
  - (g) Shall not exceed a maximum floor space of 300 m<sup>2</sup> (measured over the enclosed wall of the whole Class 1b building).

### 4.1.2 CLASS 3 BOARDING HOUSES

1. The Building Code of Australia classifies buildings based on their purpose. Class 3 boarding houses are recommended to make provision for the following facilities within the development:
  - (a) Bedrooms;
  - (b) Laundry facilities;
  - (c) Toilet facilities;
  - (d) Communal kitchen area for food preparation (in addition to any private kitchenette);
  - (e) Communal living room area;
  - (f) Individual and communal storage facilities;
  - (g) Garbage and recycling facilities; and
  - (h) Manager / operator accommodation.

### 4.1.3 GENERAL BOARDING HOUSE CONTROLS

The following controls apply in addition to the Class requirements under Building Code of Australia.

1. The design of the boarding house will be compatible with the desirable elements of the character of the local area or precinct.
- 4.2. The design of boarding houses must demonstrate the balance between the shared and private areas. Boarding house residents generally only occupy their own bedroom and share the remainder of the internal areas with other residents of the building, so shared areas are a particularly significant component in a boarding house.
3. Each boarding room, excluding an area, if any, used for the purposes of private kitchen or bathroom facility, shall be a minimum of 12m<sup>2</sup> for 1 person or 16m<sup>2</sup> for 2 people.
- 2.4. Each boarding room, excluding an area, if any, used for the purposes of private kitchen or bathroom facility, shall not exceed 25 m<sup>2</sup>.

Part C – Specific Land use Controls

Chapter C3: Boarding Houses

- ~~3. The maximum number of lodgers per boarding room is two (2). No boarding room will be occupied by more than 2 adult residents.~~
- ~~5. A maximum number of twelve (12) boarding rooms is not to exceed in Zone R2 Low Density Residential.~~
- ~~4.6. For a boarding house on land in a business zone – no part of the ground floor of the boarding house that fronts a street will be used for residential purposes.~~
- ~~5.7. Where an ensuite bathroom facility is to be provided this shall be a minimum of 3m<sup>2</sup>. This is to be provided in addition to the 12m<sup>2</sup> or 16m<sup>2</sup> for the boarding room size.~~
- ~~6.8. Where shared bathroom facilities are proposed in a Class 1(b) Boarding House the bathroom must:~~
  - (a) Comply with the Building Code of Australia.
  - (b) Must be located so as to be accessible to all occupants.
    - ~~i. A minimum of one (1) bath or shower, for each 10 occupants or part thereof and 1 closet pan and washbasin with hot and cold running water is to be provided for each 10 occupants or part thereof for each 10 occupants or part thereof.~~
  - (c)
- ~~7.9. Shared bathroom facilities for Class 3 Boarding houses are required to comply with the Building Code of Australia.~~
- ~~8.10. Communal kitchens in Class 1(b) boarding house are to be:~~
  - (a) Supplied with cupboards, kitchen sink, food preparation benches and cooking facilities plus tables and chairs in a central location accessible to all residents.
  - (b) Communal kitchens shall be a minimum area of 6.5m<sup>2</sup> for up to 6 residents or 11m<sup>2</sup> for more than 6 residents up to 12 residents.
  - (c) Where minor kitchenette facilities are provided within all bedrooms they shall be comprised of a fridge, adequate cupboards and shelves and a microwave (For fire safety reasons no other cooking appliances are permitted).
- ~~9.11. Class 3 communal kitchen and dining area are to be:~~
  - (a) A minimum of 15m<sup>2</sup> plus 1m<sup>2</sup> per additional person above 12 persons; or
  - (b) All bedrooms shall contain kitchenette facilities a fridge, adequate cupboards and shelves and a microwave. (For fire safety reasons no other cooking appliances are permitted)
- ~~10.12. Laundry and clothes drying facilities are to be provided at a rate of:~~
  - (a) One (1) washing machine and washing tub is required for every 10 rooms; ~~and plus~~
  - (b) One (1) clothes dryer or a Min. 30 metres of clothesline for every 10 rooms is required.
- ~~13. Kitchen sink or washbasin must not be counted as a laundry washtub.~~
- ~~14. All boarding houses with 6 boarding rooms must provide at least one communal living room of sufficient size at least 30 m<sup>2</sup> to accommodate the proposed number of residents.~~
- ~~15. Boarding houses with more than 6 boarding rooms must provide at least a total of 30 m<sup>2</sup> of communal living room plus at least a further 2 m<sup>2</sup> for each boarding room in excess of 6 rooms~~
- ~~14.16. Each communal living room is to have a minimum dimension of 3 metres.~~
- ~~12.17. At least one communal living room should receive a minimum of 3 hours direct sunlight between 9am and 3pm on 22 June.~~
- ~~13.18. Communal living rooms should be appropriately located to minimise impacts on adjoining properties.~~
- ~~14. Private open space is to be located in the rear setback.~~



Part C – Specific Land use Controls

Chapter C3: Boarding Houses

- ~~19. A minimum of one private open space area of 20 square metres~~ Communal open space is to be provided with an area of at least 20% of the site area, with a minimum dimension of 3 metres ~~is to be provided for use by lodgers.~~
20. Communal open space is to be located as per the controls in Chapter B1 Residential Development or B3 Mixed Use Development and Chapter E6 Landscaping.
21. Communal open space is to be provided in a location that will not impact upon neighbouring properties.
22. A minimum 1.5 m vegetated landscaping bed is to be used to separate communal open space from any boundary.
- ~~15. Where the boarding house is not within walking distance to public open space it should provide 30 square metres of private open space.~~
- ~~16-23.~~ If accommodation is provided on site for a boarding house manager, then one area of at least 8 metres square with a minimum dimension of 2.5 metres is to be provided adjacent to the accommodation for the purpose of private open space.

~~Landscaping in the front setback should aim to soften the built form of the boarding house and maintain the visual amenity of the surrounding locality.~~
- ~~17. A landscape plan will be required for new purpose built boarding houses in accordance with Chapter E6 Landscaping.~~
- ~~18. Boarding house shall make satisfactory provision for on-site car parking for residents, the resident manager / property owner and visitors.~~
- ~~19-24.~~ Car parking spaces for vehicles, motorcycles, and bicycles ~~ing~~ shall be provided, as per the rates given within ~~in accordance with~~ Chapter E3 Car Parking.
- ~~20-25.~~ All new boarding houses or major alterations and additions to existing boarding houses will be required to provide suitable disabled access arrangements into and within the boarding house in accordance with Chapter E1 Access for People with Disability, the Disability (Access to Premises – Buildings) Standards 2010 (Premises Standards), the National Construction Code and applicable Australian Standards.
- ~~24-26.~~ Subdivision or community title subdivision of boarding houses is prohibited.
- ~~22-27.~~ Applications for boarding houses are to supported by a statement of justification, demonstrating the proposed development is compatible with the existing character of the suburb. The statement of justification is to address the following points:
  - (a) What are the key objectives of the boarding house? (i.e. Is it consistent with localised housing needs and demands? Does it increase housing stock? Will it provide affordable options? Who will it accommodate? Is it for a special needs group, providing housing for groups otherwise disadvantaged or providing wider social benefit?)
  - (b) What are the local area characteristics? (i.e. streetscape character, visual catchments, dominant style of surrounding built form)
  - (c) What are the likely physical and social characteristics of the proposed boarding house? (i.e. what is the development physical form (eg. Number of bedrooms, type etc) change the size and characteristics of the population?)
  - (d) What are the key social impacts associated with the proposed development? (i.e. will the development impact on certain groups of the community?)

## 5 MANAGEMENT PLAN

Boarding houses require a management plan to be submitted with a development application in order to ensure that the boarding house operates in a way that maintains the existing amenity of the surrounding locality. The management plan is to set out the various requirements and responsibilities of management

Part C – Specific Land use Controls

Chapter C3: Boarding Houses

and lodgers. A template Management Plan to ensure the submission of all essential information is provided in **Schedule 1** of this DCP chapter. The Management plan must be provided to the relevant managing agent. Council shall be advised of any changes to boarding house management details by means of an updated management plan.

1. The management plan shall provide the following information:
  - (a) Proposed staffing arrangements during the daytime and at night-time;
  - (b) Proposed measures to ameliorate any potential noise or amenity impacts within the building and upon the surrounding locality;
  - (c) Proposed safety and security measures to be employed within the boarding house including prominent display boards within the building of emergency telephone numbers including ambulance, fire and police, relevant utilities suppliers such as gas, electricity and water and emergency repair persons for each utility and other essential telephone numbers;
  - (d) 'House Rules' to be clearly displayed within each bedroom and within the communal living area of the boarding house. This is to include proposed management practices to prevent the use of outdoor common open space areas between 10.00 pm and 7.00 am, cleaning and waste standards and practices to maintain health and safety of residents for all communal areas, house management details, house layout;
  - (e) An Emergency Evacuation Plan is to be prepared, identifying evacuation route and assembly points with details of how residents will be made aware of procedures within the plan. A copy of the plan is to be provided to the relevant managing agent and all residents.
  - (f) A parking statement to address how the boarding house will manage any additional overflow parking demand created;
  - (g) The 24 hour contact details of the manager / caretaker (including phone number and mobile phone number) to be displayed externally at the front entrance of the boarding house and internally within the communal living area (the details can be provided at the Occupation Certificate stage).

## 6 FIRE SAFETY

1. A copy of the annual fire safety statement and current fire safety schedule for the building must be prominently displayed in the front entrance (lobby area) of the building.
2. A floor layout plan of the building must also be affixed to the inside of the door for each bedroom within the boarding house to indicate the emergency evacuation routes and safe assembly point from the respective sleeping room.
3. Any approved boarding house will require appropriate annual certification for essential fire safety measures.

## 7 SWIMMING POOLS

1. [If the boarding house has a swimming pool, it needs to be registered with the NSW Government's Swimming Pool Register and comply with pool safety laws.](#)



Part C – Specific Land use Controls

Chapter C3: Boarding Houses

## SCHEDULE 1 - BOARDING HOUSE MANAGEMENT PLAN TEMPLATE

### 1 INTRODUCTION

This boarding house management plan sets out the various requirements and responsibilities of management and lodgers. The management plan must be provided to the relevant managing agent and residents of the boarding house.

#### 1.1 General details

Address: [insert boarding house address]

Plan prepared: [insert date]

The boarding house was approved: [date of consent]

#### 1.2 Management arrangements

- (a) The boarding house is to be managed by [details of on site manager / off site agent etc] who will be familiar with the content of this management plan and enforce the requirements outlined within.  
[insert name, address and contact details of manager]
- (b) the manager will ensure their contact details are made available and displayed externally at the front entrance of the boarding house and internally within the communal living area.
- (c) The manager will conduct inspections/visitations on [insert visitation/inspection frequency] and keep record of these in a log book.
- (d) The boarding house will be staffed [insert details around any staff associated with the boarding house].
- (e) The manger will maintain an incident register and make it available if requesting during inspection.
- (f) The manager is responsible for organising any maintenance required, waste collection and other facility needs.
- (g) The manager must notify Council in writing if there is any change to management arrangements or contact details within 1 month of the change.

#### 1.3 Lease agreements

- (a) This section will provide details on the process for selecting residents. [outline process]
- (b) [outline the lease agreement for residents]
- (c) [minimum and maximum stay details]
- (d) Policy for dealing with difficult residents [provide details]

### 2 FIRE SAFETY

- (a) All fire safety features within the building are to be regularly inspected and maintained [insert frequency].
- (b) A floor plan will be provided and displayed inside of the door in each bedroom indicating emergency exit routes.

- (c) [details of actions to reduce fire risk. e.g. prevent smoking indoors, prevent use of open flames, cooking and kitchen equipment to be used, restrictions to type of heating devices in individual rooms, individual fire ratings for bedrooms etc].

### 3 HOUSE RULES

House rules are to be clearly displayed throughout the boarding house. The rules are to address the following:

- (a) visitor/guests policy
- (b) activities and noise control
- (c) operating hours for communal areas and outdoor spaces
- (d) use of communal areas
- (e) maximum room occupation
- (f) resident and guest behaviour standards
- (g) accessing rooms for inspection
- (h) cooking and dining
- (i) waste disposal
- (j) damage/breakages/loss of keys/emergency contacts
- (k) fire safety
- (l) smoking, alcohol and zero tolerance policy on illegal drugs
- (m) keeping of pets

### 4 FURNATURE AND FACILITIES

The boarding house is equipped with the following furniture in each bed room:

[Provide documentation of all furniture and fittings to be provided within the boarding house].

### 5 CLEANING AND MAINTENANCE

For the health and safety of residents and any staff, all communal areas of the boarding house are to be cleaned to a professional standard at least once a week.

[in this section outline the cleaning arrangements which could cover the following:

- (a) Name and contact details of cleaner and maintenance person, gardeners etc (if possible)
- (b) Outline of responsibilities, to whom – eg. Cleaner will clean communal area once a week, resident will be responsible for cleaning bedroom etc
- (c) Frequency of cleaning to be conducted and standards for individual rooms, bathrooms, indoor and outdoor areas)
- (d) Cleaning/maintenance programme of individual rooms and furniture
- (e) Frequency of maintenance and repairs
- (f) Pest control arrangements, frequency and areas affected etc
- (g) Frequency and type of gardening (lawns, hedge trimming, watering etc)
- (h) Frequency of linen changes
- (i) Record and management of breakages and repairs

Part C – Specific Land use Controls

Chapter C3: Boarding Houses

## 6 WASTE AND RECYCLING

Residents of the facility are to be encouraged to participate in recycling with the provision of general waste, recycling waste and green waste bins from Wollongong City Council.

[Outline who is responsible for internal waste disposal and external disposal for individual areas and communal areas. Include days external waste services collect waste and who is responsible for ensuring waste is removed from premises. Detail if a sharps bin will be provided, collected and by whom].

## 78 PARKING STATEMENT

Beyond parking provided in accordance with the DCP, this statement proposes how the boarding house will manage any over flow parking demand generated that cannot be accommodated on site.

[Provide details around how this will be managed, a map with alternative parking or detailed instructions would suffice]

## 89 EMERGENCY EVACUATION PLAN

The evacuation procedures for the boarding house in case of emergency include: [outline the evacuation procedure for the boarding house by including the following information]

- (a) Emergency evacuation routes for each room and common area
- (b) Resident assembly point
- (c) How resident presence will be checked/recorded in the event of an emergency (eg.log book)
- (d) Emergency contact details
- (e) Training and preparation for emergency evacuations

## 910 COMPLAINTS HANDLING

The boarding house manager is responsible for establishing a forum for adjoining neighbours to discuss any concerns. Residents and adjoining residents will be provided with access to the management plan and relevant contact details.

[Provide further details around how the boarding house will record, and action and respond to any complaints made]

## Part E – General Controls – Design Controls

## Chapter E3: Car Parking, Access, Servicing/ Loading Facilities and Traffic Management

Land Use	Car Parking Requirements	Bicycle Parking Requirements	Motorcycle Parking Requirement	Delivery / Service Truck Requirement
Boarding house	<p><del>City wide:</del></p> <p><del>0.5 car parking space per staff plus 1 car parking space per 5 beds</del>  <a href="#">Provided as per rates given within the State Environmental Planning Policy (Housing) 2021</a></p> <p><del>1 bicycle space per bed</del></p>			NA
Dwelling house	<p>City wide:</p> <p>1 space per dwelling with a gross floor area of less than 125m<sup>2</sup>; or</p> <p>2 spaces per dwelling with a gross floor area of 125m<sup>2</sup> or greater</p> <p>Wollongong city centre:</p> <p>1 car parking space per dwelling</p>	NA	NA	NA
Dual occupancy	<p>City wide:</p> <p>1 car parking space per dwelling (&lt;125m<sup>2</sup>) or 2 car parking spaces per dwelling (125m<sup>2</sup> or greater)</p>	NA	NA	NA
Residential flat building / Multi-dwelling housing / Shop top housing / Attached Dwelling	<p>City wide:</p> <p>1 car parking space per dwelling (&lt;70m<sup>2</sup>) or 1.5 car parking spaces per dwelling (70-110m<sup>2</sup>) or 2 car parking spaces per dwelling (&gt;110m<sup>2</sup>), plus 0.2 car parking spaces per dwelling for visitors</p> <p>Wollongong City Centre or within 400m of railway station (measured along existing footpath):</p> <p>0.75 car parking space per dwelling (&lt;70m<sup>2</sup>) or 1 car parking space per dwelling (70-110m<sup>2</sup>) or 1.25 car parking spaces per dwelling (&gt;110m<sup>2</sup>), plus 0.2 car parking spaces per dwelling for visitors</p>	1 bicycle space per 3 dwellings (residents) and 1 bicycle space per 12 dwellings (visitors)	1 motorcycle space per 15 dwellings	<p>Large Rigid Vehicle (Waste Contractor)</p> <p>&gt;10 dwellings – side loading waste collection vehicle (refer to Chapter E7: Waste Management)</p>
Seniors housing (including housing for people with a disability)	<p>Residential care facilities:</p> <p>1 car parking space per 10 beds (or 1 car parking space per 15 beds if the facility provides care for dementia patients only) plus 1 car parking</p>	NA	NA	Large Rigid Vehicle