



Part C – Specific Land Use Controls

Chapter C3: Boarding Houses

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1 INTRODUCTION

Boarding houses are generally permitted and assessed under SEPP Affordable Rental Housing 2009 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 Development Control Plan, applicants should be aware of 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>

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.

In such cases this chapter will be used to assess a development application.

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. Boarding houses should be generally located within areas that have:
 - a) 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 each day from Monday to Friday (inclusively) and between 08.00 and 18.00 on each Saturday and Sunday.
 - b) Access to employment and or services (either within walking distance or via public transport)
 - c) Access to parks or open space corridors
 - d) 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 Setbacks

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.

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.

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 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.
2. Boarding rooms shall be a minimum of 12m² for 1 person or 16m² for 2 people.
3. The maximum number of lodgers per boarding room is two (2).
4. Where an ensuite bathroom facility is to be provided this shall be a minimum of 3m². This is to be provided in addition to the 12m² or 16m² for the boarding room size.
5. 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.
 - c. 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 for each 10 occupants or part thereof.
6. Shared bathroom facilities for Class 3 Boarding houses are required to comply with the Building Code of Australia.
7. 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 6.5m² for up to 6 residents or 11m² 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).
8. Class 3 communal kitchen and dining area are to be:
 - a. A minimum of 15m² plus 1m² 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)
9. 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 plus
 - b. One (1) clothes dryer or a Min. 30 metres of clothesline for every 10 rooms is required.
10. All boarding houses must provide at least one communal living room of sufficient size to accommodate proposed number of residents.
11. At least one communal living room should receive a minimum of 3 hours direct sunlight between 9am and 3pm on 22 June.
12. Communal living rooms should be appropriately located to minimise impacts on adjoining properties.
13. Private open space is to be located in the rear setback.
14. A minimum of one private open space area of 20 square metres with a minimum dimension of 3 metres is to be provided for use by lodgers.
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. 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.
17. 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.
18. A landscape plan will be required for new purpose built boarding houses in accordance with Chapter E6 Landscaping.
19. Boarding house shall make satisfactory provision for on-site car parking for residents, the resident manager / property owner and visitors.
20. Car parking shall be provided in accordance with Chapter E3 Car Parking.
21. 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 the Australian Standards.
22. Subdivision or community title subdivision of boarding houses is prohibited.
23. Boarding house application shall include a statement of justification addressing 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 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.

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

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].

7 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]

8 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

9 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]