

**Meeting Date:** Tuesday 11 December 2012  
**Location:** Council Chambers, Level 6, Civic Centre, 1 Devlin Street, Ryde  
**Time:** 7.30pm

**ATTACHMENTS FOR COUNCIL MEETING**

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<b>13</b>	<b>BOARDING HOUSES POLICY - Draft Enforcement Policy and Draft Development Control Plan</b>	
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Lifestyle and opportunity @ your doorstep



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## 1. Scope

The scope of this policy is to define and regulate boarding houses to appropriate standards. This policy explains the criteria for legal boarding houses and the enforcement approach adopted by the City of Ryde in relation to unauthorised boarding houses and share housing accommodation.

The City of Ryde understands that not all student accommodation arrangements are boarding houses. The broad definition of a *boarding house* under the Ryde LEP 2010 and the lack of a planning definition for other forms of shared housing has brought a number of living arrangements to be scrutinised as illegal boarding houses, where in fact, no development consent should be required nor any enforcement action taken. These are normally situations where there is no overcrowding of the premises and no illegal building works have been erected.

This policy will detail the appropriate information that determines the difference between a boarding house and a shared house arrangement and the steps taken by Council staff to reasonably determine that difference.

This policy should be read in conjunction with Council's Enforcement Policy - Boarding House Guidelines.

This policy was adopted by the City of Ryde on (insert date)

## 2. Purpose of the Policy

The purpose of the policy is to provide the community with a common sense enforcement approach to the regulation of boarding houses and the enforcement of illegal boarding houses whilst allowing for share accommodation that is consistent with the "typical family arrangement" in terms of the number of occupants and quality of accommodation.

## 3. Guidelines/Procedures

Boarding houses and student share accommodation will have to meet appropriate standards in order to remain operating. The specific standards are detailed in the Boarding House Guidelines attached to this policy.

## 4. References

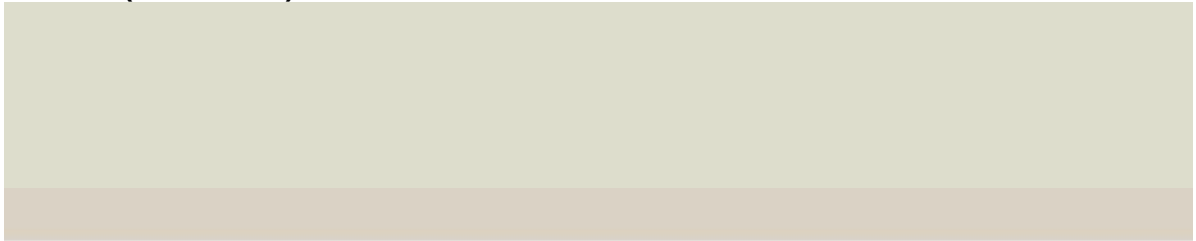
The primary legislation for the regulation of illegal boarding houses is the Environmental Planning and Assessment Act, 1979.

## 5. Review Process and Endorsement

This Policy will be reviewed within 3 years of its adoption by the City of Ryde.

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Lifestyle and opportunity @ your doorstep



## ITEM 13 (continued)

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## 1. Introduction

This policy explains the enforcement approach adopted by the City of Ryde in relation to student accommodation, unauthorised boarding houses and share housing accommodation.

Due to the significant student population in the City of Ryde and the limited affordable housing supply, a number of unauthorised boarding houses have been established. These boarding houses primarily cater for the overseas student population.

The City of Ryde understands that not all student accommodation arrangements are boarding houses. The broad definition of a *boarding house* under the Ryde LEP 2010 and the lack of a planning definition for other forms of shared housing has brought a number of living arrangements to be scrutinised as illegal boarding houses, where in fact, no development consent should be required nor any enforcement action taken. These are normally situations where there is no overcrowding of the premises and no illegal building works erected.

This policy is intended to be an interim enforcement policy until a legislated registration system is put in place for the regulation of boarding houses. The policy aims to provide the community with a common sense enforcement approach to the regulation of unauthorised boarding house development allowing for accommodation that is consistent with the "typical family arrangement" in terms of the number of occupants and quality of accommodation.

This policy will detail the appropriate information that determines the difference between a boarding house and a shared house arrangement and the steps taken by Council staff to reasonably determine that difference.

## 2. Purpose of the Guideline

The purpose of the policy is

- To provide clarity in the expectations of Council with respect to shared house arrangements and boarding house developments.
- To provide certainty to residents, landlords and tenants regarding the enforcement of unauthorised boarding houses and to reaffirm that the City of Ryde has a minimal tolerance approach to unauthorised building works and unauthorised boarding houses but is supportive of appropriate shared housing arrangements.
- To provide a practical guide to the community on the types of share accommodation arrangements that are considered appropriate.
- To allow for alternative student accommodation arrangements that can be reasonably deemed to be a share house accommodation arrangement.
- To provide consistency in the enforcement of unauthorised boarding houses, and to ensure transparency, procedural fairness and natural justice to residents, students and landlords.
- To use a standardised matrix of requirements that can assist staff to determine what can be reasonably deemed a boarding house and a share house.
- To establish an annual registration scheme and inspection program of approved boarding houses until a legislated system has been implemented.
- To promote the supply of appropriate student housing

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- To provide certainty and information to landlords and property owners the relevant information as so they may comply with laws that aim to protect public health and safety.
- To provide tenants and students taking up rental accommodation with relevant information.
- To promote tenant/resident safety by way of fire safety measures
- To protect streetscape amenity of existing streets for the residents of Ryde.

**3. What is a boarding house**

The NSW planning definition of a boarding house is broad and captures most share accommodation arrangements where room(s) are let, apart from where a lease (tenancy agreement) is in place. The standard definition of a *boarding house* in NSW and in the Ryde LEP is as follows:

**3.1 Definition of a Boarding House**

A boarding house is defined in the Ryde LEP as:

- (a) *is wholly or partly let in lodgings, and*
  - (b) *provides lodgers with a principal place of residence for 3 months or more, and*
  - (c) *may have shared facilities, such as a communal living room, bathroom, kitchen or laundry, and*
  - (d) *has rooms, some or all of which may have private kitchen and bathroom facilities, that accommodate one or more lodgers,*
- but does not include backpackers' accommodation, a group home, hotel or motel accommodation, seniors housing or a serviced apartment.*

In general terms, a boarding house is where only a room is let.

As most student living arrangements are transient and short term, leases are very rarely entered into. A lease may bind a student into a property for a period longer than the student needs. Tenancy Agreements (Leases) are not mandatory for boarders/lodgers under the Residential Tenancy Act 2010.

To date, the only distinguishing difference between an illegal boarding house and a share house is the presence of a residential tenancy agreement (lease).

**3.2 Legal boarding houses in Ryde**

The City of Ryde acknowledges that some legitimate share accommodation arrangements are broadly defined as boarding houses. As a result of this, The City of Ryde will allow these to operate as legal boarding houses being exempt from the development approval process.

To operate as a legal boarding house within the City of Ryde, the following criteria must be met:

- a) **Boarding House (1 to 4 tenants excluding owner)**
  - Exempt from development approval
  - No requirement for licence
  - No evidence of any illegal boarding works
  - Number of tenants is equal to the number of lawfully created bedrooms.

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**b) Boarding House (5 tenants or greater)**

- Development approval required. The development application must comply with Council's Development Control Plan and the SEPP Affordable Housing.
- Plan of Management approved and displayed
- Licensed and registered with the Department of Fair Trading
- Bi-annual inspections carried out by Council staff

**4. What is an illegal Boarding House**

An illegal boarding house is a building operating as a boarding house without prior development consent from Council. Due to the broad nature of the definition of a boarding house, the City of Ryde, for practical reasons, will exempt certain boarding house arrangements as in Part 3.3.

This approach has the intention of allowing suitable short term accommodation while preventing overcrowding of existing dwellings. Council staff will deem a building to be operating as an illegal boarding house and commence enforcement action if one or a combination of the following scenarios presents itself:

4.1 Where additional bedrooms have been created without prior development consent to accommodate more tenants.

The creation of additional bedrooms requires the prior consent of Council so as to prevent overcrowding. Council staff will commence enforcement action to have the unauthorised walls and bedrooms removed.

4.2 Where the number of tenants is greater than the number of lawfully created bedrooms

This will be deemed as overcrowding and a potential risk to the health and safety of the occupants as well as a potential impact on the existing amenity of the area.

4.3 Where the maximum number of tenants exceed the number of lawfully created bedrooms.

4.4 Where there is no lease or contract for the rental of the property.

4.5 More than one kitchen has been installed in the building

4.6 Key locks on bedroom doors

4.7 Multiple beds in bedrooms

4.8 Potential fire safety issues such as exposed electrical wires and absence of fire detection/alarm systems

4.9 The property is not being maintained. Lawns may be overgrown and swimming pool water discoloured.

4.10 Undersized rooms (less than 12m<sup>2</sup>) used as bedrooms where no development records are available. This will prevent study's or storage areas being used as bedrooms

4.11 Complaints from neighbours

It should be noted that not all of the above scenarios alone will deem a building to be operating as a boarding house, however, they represent a number of common factors consistent with illegal boarding houses. Council staff can use these to assess the probability of the use being a boarding house.

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**5. What is share house accommodation**

**5.1 Share house accommodation**

There is currently no standard planning definition in NSW for *share house accommodation*. The term is often used to describe a group of unrelated people sharing a dwelling. Students living together often represent a share house arrangement. Often there may be a lease in place but not all tenants are listed on the lease due to the short term nature of their accommodation.

For the purposes of this policy, Council staff will consider certain accommodation arrangements as shared house accommodation and not illegal boarding houses. In addition, certain characteristics must be observed. The conditional accommodation arrangements include:

- a) Where the number of tenants is no more than the number of lawfully created bedrooms (up to a maximum of 4 bedrooms).  
  
A residential tenancy agreement or contract is in place.
- b) Where the owner lives on site and sublets the lawfully created bedrooms (One person per bedroom and a maximum of 4 tenants excluding the owner)  
  
A residential tenancy agreement or contract is not required for this scenario.
- c) Where a tenancy agreement is in place (for dwellings with more than 4 lawfully created bedrooms).  
  
The residential tenancy agreement must be current and at least 50% of tenants must be signatories on the document.

In addition, the following characteristics must be evident:

- i) Only one kitchen has been installed in the building
- ii) No key locks on bedroom doors
- iii) No multiple beds in bedrooms
- iv) No fire safety issues such as exposed electrical wires and absence of fire detection/alarm systems
- v) The property is being maintained. Lawns may be overgrown and swimming pool water discoloured.
- vi) No undersized rooms (less than 12m<sup>2</sup>) used as bedrooms where no development records are available.
- vii) Complaints from neighbours

**6. Issues associated with illegal boarding houses**

Illegal boarding houses pose a number of amenity and safety issues. The potential issues associated with illegal boarding houses may include:



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- Inadequate maintenance of private open space and gardens. Lawns and gardens may not be maintained regularly and the property may begin to look untidy.
- Illegal and faulty building work
- Compromised amenity for occupants such as limited light and ventilation
- Overcrowding – shared bedrooms and conversion of garages and outbuildings to bedrooms
- Fire safety – More often than not, illegal boarding houses do not comply with the Building Code of Australia in terms of fire safety, particularly smoke alarms and emergency lighting. It is important that fire safety measures are installed and maintained as lodgers are usually transient tenants and unfamiliar with the building characteristics unlike a home owner or long term tenant
- Noise
- Limited rights of the occupants
- No licensing or regulatory requirements

A key element of illegal boarding houses is the creation of additional bedrooms without prior Council approval.

**7. Investigating Suspected Illegal Boarding Houses**

The City of Ryde has formalised procedures for the investigation of illegal boarding houses. The following describes the process for the investigation of an illegal boarding house:

**7.1 Step 1 - Investigation Initiation**

When a customer request is received, it is registered in Councils Customer Request Management System and allocated to a Council Officer.

- Council staff will contact the customer to seek further details.
- Council staff will review council records to determine the following:
  - Any previous development approvals for the subject premises.
  - The most recently approved set of floor plans for the subject premises.
  - Any attributes that are connected to the subject premises, i.e. heritage, flood prone etc.
  - View aerial photographs

**7.2. Step 2- Site Inspection**

- Council staff will inspect the property. Prior notice of the inspection is not required to be given to owners or tenants. If no-one is home, a business card will be left on site followed by a letter seeking access.
- If access is denied then staff will obtain a search warrant.

**7.3. Step 3- Investigation**

- Council staff will interview the tenants, the owners and nearby residents.
- During an investigation staff will be looking for:
  - Illegal bedrooms
  - Room conversions such as garage to bedroom
  - A Copy of a Residential Tenancy Agreement or similar contract
  - Numbers displayed on bedroom doors
  - Individual locks on bedroom door,
  - Written instructions on walls such as house rules etc.
  - The condition of property, lawn maintenance, quality of pool water etc.
  - Smoke alarms installed and working

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- Availability and management of bins/waste.
  - Number of kitchens.
  - General condition of house, e.g. no exposed wires.
  - Availability of car spaces if garage used as bedroom
- Photographic evidence will be collected.

**7.4. Step 4 - Enforcement Action**

Council staff have a number of enforcement options to pursue in relation to regulating illegal boarding houses. Typically, the following enforcement actions are pursued by staff:

**7.4.1 Serve an Order on the owner of the property.**

An order is a written direction to do something. In the case of an illegal boarding house, orders are served for the removal of illegal building works and to stop the use as a boarding house. The most common orders include:

- Serve an order to demolish illegal walls or to reinstate a room to its original state
- Serve an order requiring the unauthorised use as a boarding house to cease
- Serve an order requiring the owner to clear overgrown vegetation and treat pool water

**7.4.2 Issue a Fine (Penalty Infringement Notice)**

Fines are issued for the erection of illegal works and also for failing to comply with a Council Order as identified below:

- Serve a Penalty Infringement Notice (fine) for carrying out of illegal work
- Serve a Penalty Infringement Notice (fine) for not complying with an order

**7.4.3 Commence legal proceedings**

Council will commence legal proceedings where a property owner fails to comply with the terms of an order.

**7.4.4 Moratorium on illegal boarding houses**

For the first three months following the adoption of this policy, the City of Ryde will initiate a moratorium on illegal boarding houses to allow owners and operators to lodge a development application seeking consent for the use of the property as a boarding house.

**8. Seeking development consent to operate a boarding house**

Boarding Houses are now a permissible development, with consent, in the City of Ryde in the following zones:

- R1 – General Residential
- R2 – Low Density Residential
- R3 – Medium Density Residential
- R4 – High Density Residential
- B1 – Neighbourhood Centre
- B4 – Mixed Use
- B6 – Enterprise Corridor

To convert an existing dwelling to a boarding house, prior development consent is required.

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Before a Development Application for a boarding house suspected as operating as a boarding house can be determined, the following Council resolution must be complied with :-

***“That Council refuse to consider DA’s for boarding houses that are operating illegally until they are fined and the premises restored to an unmodified state”.***

Therefore, the following must occur before a development application for a Boarding House can be considered:

- o The house is converted back to its original status
- o The boarding house use has ceased

Property owners interested in seeking development approval for a boarding house are encouraged to consult the following documentation:

- o State Environmental Planning Policy (Affordable Rental Housing) 2009
- o City of Ryde Development Control Plan 2010 – Part 3.6 Boarding Houses
- o Ryde Local Environmental Plan 2010 and Ryde Local Environmental Plan (Gladesville Town Centre and Victoria Road Corridor) 2010.

Council has a Pre-lodgement service where staff will provide written feedback on the merit of a development application for a fee. Appointments are made through Council’s Building and Development Advisory Service in the Ryde Planning and Business Centre.

Supporting information required to accompany a development application that seeks to convert an existing dwelling to a boarding house includes:

- A Building Code of Australia Compliance Assessment Report
- An Access report
- Statement of Environmental Effects
- Plan of Management
- A waste management plan

### 9. Annual audits of approved boarding houses

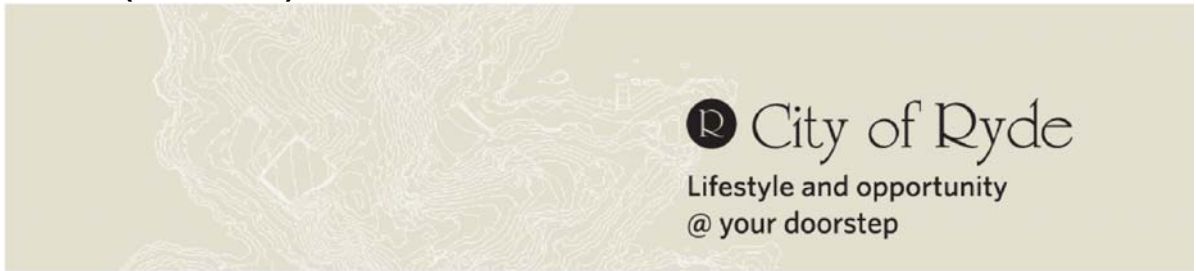
Council staff will conduct bi-annual audits of approved boarding houses. The audit will review the conditions of development consent and the requirements with the Plan of Management to ensure that the boarding house is being managed according to the consent. There will be a fee applicable for the inspection and will be in accordance with Council’s adopted Fees and Charges.

### 10. Review of the Policy

This Policy will be reviewed within 3 years of its adoption by the City of Ryde.

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Boarding Houses

**1.0 INTRODUCTION**

**1.1 Name of this Plan**

The name of this Plan is City of Ryde Development Control Plan 2010 Amendment No. xxxx – Boarding Houses.

**1.2 Commencement of this Plan**

This Plan was adopted by Council on xxxxxxxxxx for the purposes of public exhibition. The Plan comes into effect xxxxxxxxxx.

**1.3 Land to which this Plan applies**

This Plan applies to all land within the City of Ryde where boarding houses are a permissible land use.

**1.4 Purpose of this Plan**

The purpose of this Plan is to:

- include a new part under Part 3.0 Development Types of Development Control Plan 2010 containing development controls applying to boarding house development;
- update controls relating to boarding houses under Part 9.3 Parking Controls, and
- add a schedule of amendments to the City of Ryde Development Control Plan 2010.

**1.5 Objectives of this Plan**

The objectives of Amendment No. xxx to DCP 2010 are:

- To provide development controls for boarding houses to respond to changes in legislation
- To provide clarity and consistency with other revised controls within the context of the NSW planning framework
- To reinforce and build on expectations of boarding house development in the City of Ryde
- To encourage environmental sustainability in the development of boarding houses in the City of Ryde.

**1.6 Relationship with other environmental planning instruments**

Environmental Planning Instruments applying provisions regarding boarding houses include:

- Ryde Local Environmental Plan 2010
- Ryde Local Environmental Plan (Gladesville Town Centre and Victoria Road Corridor) 2010
- State Environmental Planning Policy (Affordable Rental Housing) 2009.

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Boarding Houses

**2.0 AMENDMENTS TO THE CITY OF RYDE  
DEVELOPMENT CONTROL PLAN 2010**

The City of Ryde Development Control Plan 2010 is to be amended as follows:

1. City of Ryde Development Control Plan 2010 is to have the following inserted after the list of contents:

**Schedule of Amendments**

<b>Amend. No.</b>	<b>Date approved</b>	<b>Effective date</b>	<b>Subject of amendment</b>
x	xx-xx-xx	xx-xx-xx	i. Insertion of new Part 3.6 Boarding Houses.  ii. Amendment of Part 9.3 Parking Controls to reflect parking requirements for boarding houses under State Environmental Planning Policy (Affordable Rental Housing) 2009

2. New Part 3.6 Boarding Houses attached to this document.

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Boarding Houses

**ATTACHMENT**

A new Part 3.6 Boarding Houses designed to be inserted in Part 3.0 Development Types under the City of Ryde Development Control Plan 2010 (DCP 2010).

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City of Ryde  
Development Control Plan 2010

Part 3.6  
Boarding Houses



City of Ryde



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Part

# 3.6

Boarding Houses

Contents

Translation

ENGLISH

If you do not understand this document please come to Ryde Civic Centre, 1 Devlin Street, Ryde Monday to Friday 8.30am to 4.30pm or telephone the Telephone and Interpreting Service on 131 450 and ask an interpreter to contact the City of Ryde for you on 9952 8222.

ARABIC

إذا تعذر عليك فهم محتويات هذه الوثيقة، نرجو للحضور إلى مركز بلدية وايد Ryde Civic Centre على العنوان: 1 Devlin Street, Ryde من الاثنين إلى الجمعة بين الساعة 8.30 صباحاً وللساعة 4.30 بعد الظهر، أو الاتصال بمكتب خدمات الترجمة على الرقم 131 450 لكي نطلب من أحد المترجمين الاتصال بمجلس مدينة وايد، على الرقم 9952 8222، تلبية عنك.

ARMENIAN

Եթե այս գրությունը չէք հասկնալ, խնդրեմ եկե՛ք՝ Րայդ Գնդից Կենտրոն, 1 Տեվլին փողոց, Րայդ, (Ryde Civic Centre, 1 Devlin Street, Ryde) Երկուշաբթին Ուրբաթ կա. ժամը 8.30 – կես ժամը 4.30, կամ հեռաձայնեցե՛ք Հեռաձայնի եւ Թարգմանության Ապաստարաններ՝ 131 450, եւ խնդրեցե՛ք որ թարգմանիչ մը Րայդ Բաղադասվեարանին հետ կապ հասարկե՛ ձեզի համար, հեռաձայնելով՝ 9952 8222 թիվին:

CHINESE

如果您看不懂本文，請在週一至週五上午 8 時 30 分至下午 4 時 30 分前往 Ryde 市政中心詢問 (Ryde Civic Centre, 地址: 1 Devlin Street, Ryde)。你也可以打電話至電話傳譯服務中心，電話號碼是: 131 450。接過後你可以要求一位傳譯員為你打如下電話和 Ryde 市政廳聯繫，電話是: 9952 8222。

FARSI

اگر این مدرکد را نمی فهمید لطفاً از 8.30 صبح تا 4.30 بعد از ظهر دوشنبه تا جمعه به مرکز شهرداری وايد، Ryde Civic Centre, 1 Devlin Street, Ryde مراجعه کنید یا به سرویس مترجم تلفنی شماره 131 450 تلفن بزنید و از یک مترجم بخواید که از طرف شما با شهرداری وايد شماره 9952 8222 تلفن بزند.

ITALIAN

Se non capite il presente documento, siete pregati di rivolgervi al Ryde Civic Centre al n. 1 di Devlin Street, Ryde, dalle 8.30 alle 16.30, dal lunedì al venerdì; oppure potete chiamare il Telephone Translating and Interpreting Service al 131 450 e chiedere all'interprete di contattare a vostro nome il Municipio di Ryde presso il 9952 8222.

KOREAN

이 문서가 무슨 의미인지 모르실 경우에는 1 Devlin Street, Ryde 에 있는 Ryde Civic Centre 로 오시거나 (월 – 금, 오전 8:30 – 오후 4:30), 전화 131 450 번으로 전화 통역 서비스에 연락하셔서 통역사에게 여러번 대신 Ryde 시청에 전화 9952 8222 번으로 연락을 부탁하십시오.

Amend. No.	Date approved	Effective date	Subject of amendment
X	01/01/1111	01/01/1111	XXXXXXXXX

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<b>3.6</b>	Part <b>Boarding Houses</b>	Chapter <b>1.0 Introduction</b>
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**1.0 INTRODUCTION**

**1.1 Boarding Houses**

Boarding houses play a key role in providing affordable housing for many people on lower incomes needing accommodation close to work, study, transport, and services.

The State Environmental Planning Policy (Affordable Rental Housing) 2009 (ARHSEPP) was introduced on 31 July 2009 to increase the supply and diversity of affordable rental and social housing in NSW. In particular, the City of Ryde has seen a significant increase in demand for low rental housing for student accommodation in proximity to Macquarie University. This Part includes controls for a new generation of boarding houses providing affordable housing options including for students and key workers in areas close to tertiary education facilities, hospitals, and centres.

In the development of this Part, Council is striving for a balance between a number of factors, including:

- Promoting residential amenity, safety and wellbeing for boarding house occupants as well as for neighbouring residents;
- Encouraging the development of a mix of housing types and affordable housing options, and
- Meeting State government policy requirements whilst seeking development outcomes which are compatible within the local context.

**1.2 Purpose**

This purpose of this Part is to provide development controls applicable to boarding houses in the City of Ryde.

**1.3 Objectives**

The objectives of this Part are:

1. To recognise boarding house accommodation as a component of the City of Ryde's residential housing mix.
2. To facilitate the provision of high quality affordable rental housing in the form of boarding houses where permissible in residential and business zones in the City of Ryde.
3. To support government policy which facilitates the retention and mitigates the loss of existing affordable rental housing.
4. To encourage appropriate design of boarding house development to ensure the impact and operation does not interfere with surrounding land uses and amenity.
5. To provide controls for boarding houses that are not within "accessible area" as defined under the ARHSEPP.
6. To ensure that boarding houses are designed to be compatible with and enhance the local area character and the desired future character.
7. To ensure that any building that has been developed or adopted into a boarding house maintains a satisfactory standard of amenity for both the needs of occupants and neighbours alike.

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Part Boarding Houses	Chapter 1.0 Introduction	<b>3.6</b>
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**1.4 Land Affected by this Part**

This Part applies to land within the City of Ryde where boarding houses are permitted.

**1.5 Development covered by this Part**

This Part applies to development for the purposes of boarding houses including:

- Establishment of a new boarding house by the conversion of an existing building
- Construction of a new boarding house
- Alterations and additions to an existing boarding house
- Demolition of an existing boarding house.

*NOTE: Boarding Houses referred to in this DCP include both Class 1b and Class 3 Boarding Houses (Refer to Section 1.9 Building Classifications under the Building Code of Australia).*

**1.6 Relationship of this Part to other Plans and Policies**

This Part supplements and gives guidance to the objectives and controls of Ryde LEP 2010, Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010 and State Environmental Planning Policy (Affordable Rental Housing) 2009 (also referred to in this Part as the ARHSEPP).

This Part is also to be read in conjunction with:

- Other Parts of the City of Ryde Development Control Plan 2010, including but not limited to:
  - Part 3.3 Dwelling Houses and Dual Occupancy Attached, 3.4 Residential Flat Buildings and Multi Dwelling Housing [not within the Low Density Residential zone] and 3.5 Multi Dwelling Housing [within the Low Density Residential zone] in chapter 3.0 Development Types, all parts in chapter 4.0 Urban Centres, and all parts in chapter 5 Special Areas with respect to local area character; and
  - Part 7.1 Energy Smart, Water Wise; Part 7.2 Waste Minimisation and Management; and Part 9.3 Parking.
- [DRAFT] City of Ryde Enforcement Policy – Boarding Houses.

Where boarding house development is associated with residential flat building design, the provisions of State Environmental Planning Policy No. 65 Residential Flat Development (SEPP No. 65) are also relevant.

**1.7 Application of this Part**

This Part has been designed to apply controls to boarding house development located in all land use zones where boarding houses are permissible with consent in the City of Ryde. This Part is to be applied in conjunction with the provisions of the ARHSEPP.

As at August 2011, Division 3 Boarding Houses under Part 2 of the ARHSEPP applies controls to boarding houses on land within any of the following zones:

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<p style="font-size: 24px; font-weight: bold;">3.6</p>	<p style="font-size: 10px; text-align: center;">Part</p> <p style="font-size: 14px;">Boarding Houses</p>	<p style="font-size: 10px; text-align: center;">Chapter</p> <p style="font-size: 14px;">1.0 Introduction</p>
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- R1 General Residential;
- R2 Low Density Residential (if within an “accessible area”);
- R3 Medium Density Residential;
- R4 High Density Residential;
- B1 Neighbourhood Centre
- B2 Local Centre
- B4 Mixed Use
- B6 Enterprise Corridor (under Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010)

*NOTE: “accessible area” is defined under the Affordable Rental Housing SEPP (refer also next section 1.8 Interpretation).*

In the City of Ryde boarding houses are permissible with consent in all of the above zones.

**Controls**

(a) Regardless of location, all boarding house developments in the R2 Low Density Residential land use zone are required to comply with this DCP.

*NOTE: This DCP does not provide for any variation on the minimum and maximum size of boarding rooms identified under the ARHSEPP and applies the requirement to the whole of the R2 Low Density Residential Land Use zone.*

**1.8 Interpretation**

Terms used in this Part are the same as defined in the Environmental Planning and Assessment Act 1979, State Environmental Planning Policy (Affordable Rental Housing) 2009, the Ryde LEP 2010 (and Standard Instrument LEP template), and the Dictionary under Part 10 of this DCP.

Three terms in particular have relevance to this Part, these being “boarding house”, “accessible area” and “walking distance”.

**Boarding House**

A boarding house is a type of land use under the group term “residential accommodation” and is distinct from other types under this group such as dwelling house, dual occupancy, hostel, group home, semi-detached dwelling, secondary dwelling, etc (refer Ryde LEP 2010).

“Boarding house” is defined under environmental planning instruments, and is defined under the State Environmental Planning Policy (Affordable Rental Housing) 2009 and Ryde LEP 2010 as follows:

***boarding house** means a building:*

- (a) that is wholly or partly let in lodgings, and*
- (b) that provides lodgers with a principal place of residence for 3 months or more, and*

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*(c) that may have shared facilities, such as a communal living room, bathroom, kitchen or laundry, and*

*(d) that has rooms, some or all of which may have private kitchen and bathroom facilities, that accommodate one or more lodgers,*

*but does not include backpackers' accommodation, a group home, a serviced apartment, seniors housing or hotel or motel accommodation.*

Where the living emphasis shifts away from communal living to self contained units, a development may no longer be considered a boarding house, but rather a *serviced apartment* or similar (refer definitions under Ryde LEP 2010).

In plain terms, a boarding house is generally a building containing a number of rooms available for rent on a relatively short term basis (minimum 3 months). Generally boarding houses provide lodgings (distinct from shared accommodation), and which is not subject to a long term residential lease. A distinction exists between residents of boarding houses (known technically as "lodgers" or "boarders") and "tenants" of residential accommodation under a longer term rental contract such as a residential tenancy agreement (refer Residential Tenancies Act).

**Accessible Area and Walking Distance**

The applicability of the ARHSEPP (refer Part 2 Division 3 Boarding houses) in the R2 Low Density Residential land use zone is dependent on an accessible area test.

The following definitions apply: "accessible area" and "walking distance" have the same meanings as under the ARHSEPP, which are defined as:

**accessible area** means land that is within:

- (a) 800 metres walking distance of a public entrance to a railway station or a wharf from which a Sydney Ferries ferry service operates, or*
- (b) 400 metres walking distance of a public entrance to a light rail station or, in the case of a light rail station with no entrance, 400 metres walking distance of a platform of the light rail station, or*
- (c) 400 metres 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 one bus per hour servicing the bus stop between 06.00 and 21.00 each day from Monday to Friday (both days inclusive) and between 08.00 and 18.00 on each Saturday and Sunday.*

**walking distance** means the shortest distance between 2 points measured along a route that may be safely walked by a pedestrian using, as far as reasonably practicable, public footpaths and pedestrian crossings.

The diagram below indicates approximate locations of areas in the City of Ryde which could satisfy the accessible area test under Part 2 Division 3 of the ARHSEPP.

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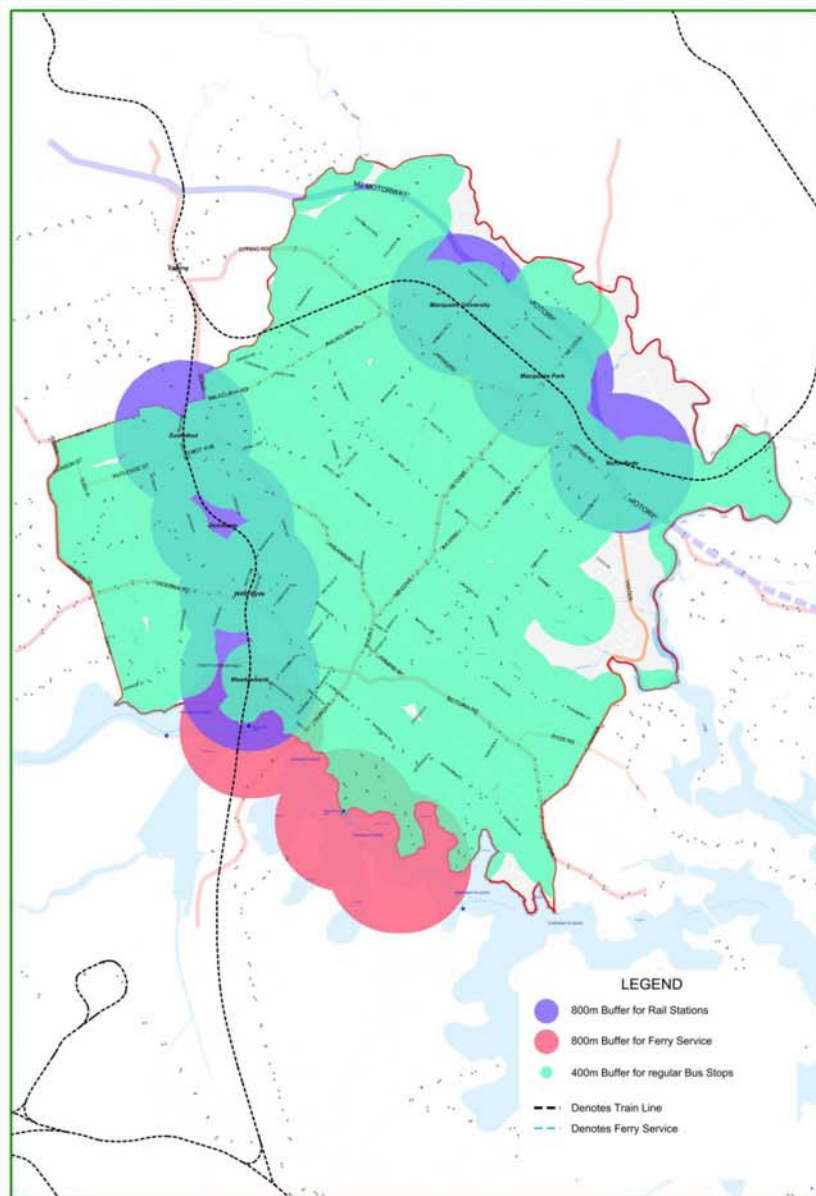


Figure 3.6.01 Potential accessible areas in the City of Ryde according to the "accessible area" test under the ARHSEPP (Part 2 Division 3)

Note: This map is indicative only and not to scale.

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**1.9 Retention of Low Rental Affordable Accommodation**

Once a boarding house is established, it plays a key role in providing affordable housing for people on lower incomes in our community. To support ongoing retention of low rental affordable housing, the Affordable Rental Housing SEPP 2009 (ARHSEPP) does not permit the strata or community title subdivision of boarding houses (refer Clause 52 ARHSEPP).

The ARHSEPP also applies provisions to buildings which were low-rental residential as at 28 January 2000 (refer Part 3 of the ARHSEPP).

Where a development application proposes the demolition or change of use of an existing boarding house, Council may require the submission of a Social Impact Assessment to accompany the development application which addresses, as a minimum, the social and economic impacts of the potential loss of low-rental accommodation, and the demand for and availability of comparable low-rental accommodation in the City of Ryde.

**1.10 Building Classifications under the Building Code of Australia**

The Building Code of Australia (BCA) is a national construction code comprising requirements for fire safety, access, amenity, health and safety, and structural standards. The BCA classifies buildings according to the purpose for which they have been designed, constructed or intended to be used. Boarding houses are included in Class 1b and Class 3, as follows:

*Class 1b – a boarding house, guest house, hostel or the like with a total floor area not exceeding 300m<sup>2</sup> 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. Examples include a boarding house, hostel, backpackers accommodation, guest house or residential part of a hotel, motel, school or detention centre.*

The distinction in classification is important in understanding design and safety implications and requirements for boarding houses as they vary for each class. This Part addresses the different design and planning requirements for Class 1b and Class 3 Boarding Houses but does not repeat BCA provisions.

Disability (Access to Premises – Buildings) Standards 2010 (Disability Discrimination Act 1992) apply to both classifications of boarding houses under the Building Code of Australia.

Existing buildings may require upgrade to meet current BCA requirements. For example, where a dwelling house is proposed to be converted into a boarding house (change of classification to Class 1b) smoke detection systems and emergency lighting will need to be upgraded to meet the Class 1b requirements. In the case of conversion of buildings to Class 3 boarding houses, more stringent fire safety requirements than Class 1b boarding houses apply.

Reference to the Environmental Planning and Assessment Regulations 2000 (in particular Clauses 93 - Fire safety and other considerations and 94 - Consent authority may require buildings to be upgraded) also applies.



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A BCA Consultant's report will be required to be prepared and submitted with the Development Application for:

- Establishment of a new Class 3 boarding house by the conversion of an existing building;
- Alterations and additions to an existing Class 3 boarding house

The following table identifies some of the scope of works and requirements under the two classes of boarding houses.

Development Proposal		Class 1b	Class 3
Existing Building	Establishment of a new boarding house by converting an existing building (change of classification)	Requirements for upgrading existing building to meet BCA include: <ul style="list-style-type: none"> <li>• smoke detection systems</li> <li>• emergency lighting</li> <li>• sound insulation.</li> </ul> Note: It is advisable that the applicant seek the advice of a suitably qualified BCA consultant.	Requirements for upgrading existing building to meet BCA include: <ul style="list-style-type: none"> <li>• smoke detection systems</li> <li>• emergency lighting, and</li> <li>• building elements (dividing walls, doors, stairways, hall widths etc) to meet fire safety and resistance requirements.</li> </ul> Note: A report prepared by a suitably qualified BCA consultant is required to be submitted with DA.
	Alterations and additions to an existing boarding house	AS ABOVE Note: It is advisable that the applicant seek the advice of a suitably qualified BCA consultant.	AS ABOVE Note: A report prepared by a suitably qualified BCA consultant is required to be submitted with DA.
New Building	Construction of a new boarding house	Building to be designed to comply with BCA (Class 1b).	Building to be designed to comply with BCA (Class 3).

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**2.0 LOCATION AND CHARACTER**

**2.1 Design and Local Area Character**

This section will assist applicants in designing boarding houses that are compatible with the local area character as required under the Affordable Rental Housing SEPP 2009 (refer Clause 30A of the ARHSEPP).

In the City of Ryde, many boarding house developments occur as infill development in an existing suburban area or centre. Consideration of the local character comprises a number of factors including the site characteristics, the streetscape, the expected and/or desired future character of the area identified through the land use zone objectives and applicable development standards.

Local area character is not a function of the land use. Rather, character is a consideration of the external appearance of the building and how that relates to the context within which it is proposed. For example, where a boarding house is proposed through the conversion of a dwelling house, it is the design of any proposed works that will be assessed in term of compatibility with the local area and streetscape character, not the change in function of the building from a dwelling-house to a boarding house.

Local area character is shaped by many contributing factors such as:

- The underlying natural landform
- Distinctive landscape elements
- The age and style of the existing buildings
- The scale and form of the buildings
- Street and subdivision patterns
- Setbacks of the buildings
- Materials, building techniques and details
- Views, vistas and skylines.

Local area character is also shaped by the planning controls that apply to the land use zone in which the proposal is located. In the City of Ryde, boarding house development is permissible in a number of different residential and business land use zones which in turn may include different character areas. There are also areas in the City which are changing in character. Where areas are in transition, the local area character is also informed by the planning controls and any desired future character statements under the LEP and the DCP.

**2.2 Objectives**

**Objectives**

1. To provide controls which support the “deemed to satisfy” and minimum requirements under the State Environmental Planning Policy (Affordable Rental Housing) 2009.
2. To provide controls for boarding house development on land where the Affordable Housing SEPP does not apply in the City of Ryde.

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3. To ensure boarding houses complement the local area character and streetscape and meet the objectives of the land use zone.
4. To ensure development is of a scale and form that is compatible with the character and quality of streetscapes.

**2.3 Development subject to provisions of Part 2 of the ARHSEPP**

These controls apply to all boarding houses developments which are subject to the requirements under the ARHSEPP Part 2 Division 3 Boarding Houses, including in particular that require design to be compatible with the local area character (refer Clause 30A of the ARHSEPP).

This section therefore applies to land within any of the following land use zones under Ryde LEP 2010 and Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010 (refer clauses 26 and 27 of Part 2: Division 3 under the ARHSEPP):

- (a) Zone R1 General Residential
- (b) Zone R2 Low Density Residential and within an *accessible area* as defined under the ARHSEPP
- (c) Zone R3 Medium Density Residential
- (d) Zone R4 High Density Residential
- (e) Zone B1 Neighbourhood Centre
- (f) Zone B2 Local Centre
- (g) Zone B4 Mixed Use

Refer Section 2.4 of this Part for controls applicable to boarding house development on land not included in the above list, for example on R2 Low Density Residential zoned land which is *not* in an *accessible area* as defined under the ARHSEPP, and land within the B6 Enterprise Corridor zone under Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010.

**Controls**

- (a) All boarding house developments are to be designed to be compatible with the character of the local area.
- (b) A Local Area Character Statement is to be prepared, and submitted with the development application to demonstrate compatibility of the design of the proposed development with the local area character. In this regard, the statement is to include descriptions of:
  - the existing character of the local area (comprising streetscape and visual catchment area) in terms of character elements, and
  - the design responses for the following character elements as a minimum:
    - (i) the predominant building type
    - (ii) the predominant height of buildings
    - (iii) the predominant front setback and landscape treatment
    - (iv) the permissible floor space ratio (FSR) and site coverage

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- (v) the predominant pattern of subdivision and spacing of buildings
  - (vi) the predominant parking arrangements on sites within the area (location, structures)
  - (vii) the predominant side setbacks
  - (viii) the predominant rear alignment of buildings and rear landscaping.
- (c) Boarding house development located in the vicinity of a Heritage Item or within a Heritage Conservation Area must be designed sympathetically to the significance of the Heritage Area/Item. In this regard all character elements identified in (b) above, and the following are required to be addressed in the Local Area Character Statement:
- (i) the significance of the Heritage Item or Heritage Conservation Area
  - (ii) the architectural form (built form and roof form), materials and finishes of existing buildings
  - (iii) the age and style of existing buildings
  - (iv) views, vistas and skylines
  - (v) the curtilage of the Heritage Item.
- Note:** Heritage Items and Heritage Conservation Areas are listed/ mapped under Ryde's LEP and additional information about the significance is included in inventory sheets for each available via Council's website.
- (d) The design of boarding house development is to take into consideration any desired future character objectives of urban centres identified under the Ryde LEP, Ryde LEP 2010, Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010 and Part 4 Urban Centres of this DCP.
- Note:** To assist preparation of a Local Area Character Statement, a guidance table is attached to this Part (refer Schedule 1 Guidelines for Local Area Character Assessment).

**Size and Scale**

- (e) In the R1 General Residential and R2 Low Density Residential zones, a maximum number of 12 bedrooms per boarding house will be permitted.
- (f) Notwithstanding compliance with numerical standards under the ARHSEPP and LEP, applicants must demonstrate that the bulk and relative mass of development is acceptable for the street and adjoining dwellings in terms of:
  - (i) Overshadowing and privacy
  - (ii) Streetscape (bulk and scale)
  - (iii) Building setbacks
  - (iv) Parking and traffic generation
  - (v) Landscape requirements
  - (vi) Visual impact and impact on existing views (Council encourages view sharing between surrounding residences)
  - (vii) Any significant trees on site, and
  - (viii) Lot size, shape and topography.

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**Parking and Traffic**

(g) Parking spaces and access are not to be located within communal open space areas or landscaped areas.

(h) Notwithstanding the requirements of Part 9.3 Parking Controls under this DCP, a boarding house development for 30 or more bedrooms is to be supported by a Traffic and Parking Impact Assessment Report, prepared by a suitably qualified person, addressing as a minimum the following factors:

- (i) the prevailing traffic conditions
- (ii) the likely impact of the proposed development on existing traffic flows and the surrounding street system
- (iii) pedestrian and traffic safety, and
- (iv) justification of any variation to the parking requirements (if proposed).

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**2.4 Development on land NOT subject to the provisions of Part 2 of the ARHSEPP**

The following land where boarding house development is permissible with consent in the City of Ryde is NOT subject to Part 2 Division 3 Boarding Houses of the ARHSEPP by virtue of clauses 26 and 27 under that division where the land is:

- (a) Zoned R2 Low Density Residential NOT within an *accessible area* as defined under the ARHSEPP, and
- (b) Zoned B6 Enterprise Corridor.

**Controls**

The following controls apply to proposals for boarding house development on land not identified under Clauses 26 and 27 of Part 2 Division 3 Boarding Houses under the ARHSEPP.

**Development Standards**

(a) Development is to be designed to comply with development standards applicable to dwelling houses under Ryde Local Environmental Plan 2010, and with development controls under this DCP applicable to dwelling houses (refer Part 3.3 Dwelling Houses and Dual Occupancy (attached)).

**Note:** A control applies under the ARHSEPP for number of car parking spaces per boarding houses in locations which are not in an *accessible area* as defined under the ARHSEPP.

**Accommodation size**

(b) Each boarding room is to have a gross floor area (excluding any area used for the purposes of private kitchen or bathroom facilities) of at least:

- (i) 12 square metres in the case of a boarding room intended to be used by a single lodger, or
- (ii) 16 square metres in any other case.

**Note:** Council will not consider room sizes that are less than the above minimum room sizes. Boarding rooms may include private kitchen or bathroom facilities.

(c) All boarding rooms are to have a gross floor area (excluding any area used for the purposes of private kitchen or bathroom facilities) not exceeding 25 square metres.

(d) All boarding rooms must not be occupied by more than 2 adult lodgers.

**Local Area Character**

(e) Development is to be designed to be compatible with the character of the local area, comprising the streetscape and visual catchment area of the proposed development.

(f) The front setback and its landscape treatment is to be designed to be compatible with the streetscape in which the building is located.

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(g) The applicant is to demonstrate compliance with controls 2.4 (a) and 2.4 (b) through the submission of a Local Area Character Statement with the development application identifying compatibility of the proposed development to the local area character. In this regard, the statement is to refer to character elements and design compatibility responses in **Schedule 1 Guidelines for Local Area Character Assessment**.

(h) Development is to be designed to be consistent with the desired future character of low density residential areas in the City of Ryde (refer section 2.1 Desired Future Character under Part 3.3 Dwelling Houses and Dual Occupancy (attached)).

**Communal Living Room and Solar Access**

(i) Communal living room/s, where proposed, are to receive a minimum of 3 hours direct sunlight between 9am and 3pm in mid-winter.

(ii) Where development has 5 or more boarding rooms, at least one communal living room is to be provided.

**Note:** *communal living room* means a room within a boarding house or on site that is available to all lodgers for recreational purposes, such as a lounge room, dining room, recreation room or games room.

**Private open space**

(j) The following private open space areas are to be provided (other than within the front setback area) as a minimum:

- (i) one area of at least 20 square metres with a minimum dimension of 3 metres is provided for the use of the lodgers,
- (ii) if accommodation is provided on site for a boarding house manager—one area of at least 8 square metres with a minimum dimension of 2.5 metres is provided adjacent to that accommodation,

(k) Where provided, private open space is to be clearly separated and designated for private use.

**Communal Open Space**

(l) Where possible, all communal open space is to be:

- (i) north-facing to receive a minimum 2 hours solar access to at least 50% of the open space area between 9am and 3pm on 21 June;
- (ii) provided at ground level in a courtyard or terrace area, and wherever possible adjacent to the main circulation areas;
- (iii) provided with partial cover from weather;
- (iv) connected to communal indoor spaces, such as kitchens or living areas;
- (v) provided with communal facilities such as barbecues, seating and shade structures where appropriate; and
- (vi) screened from adjoining properties and the public domain.

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**Access, Parking and Traffic**

(m) Parking is to be provided on the site in accordance with the rates and requirements identified under this DCP (refer Part 9.3 Parking Controls). In addition, at least one parking space must be provided for a bicycle, and one must be provided for a motorcycle, for every 5 boarding rooms.

(n) Parking spaces and access thereto are not to be located within communal open space areas or landscaped areas.



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<b>3.6</b>	Part Boarding Houses	Chapter 3.0 Other Design Requirements
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**3.0 OTHER DESIGN REQUIREMENTS**

Boarding houses, as places of shared accommodation, are generally for occupants who are unrelated and effectively strangers. It is therefore important to maintain a level of safety, amenity and security for all occupants in the design while providing for opportunities for social interaction.

Proposals should also consider the impact of Boarding Houses on adjoining properties, where both noise disturbance and visual intrusion should be minimised.

The Affordable Rental Housing SEPP 2009 (ARHSEPP) includes provisions regarding the following matters:

- minimum and maximum sizes of boarding rooms and maximum occupancy per boarding room;
- manager’s accommodation (when to be provided and minimum size);
- kitchen and bathroom facilities required; and
- communal living rooms (when required) and minimum requirements for solar access.

Additional matters also apply as required under the BCA.

This section also identifies design requirements which are not covered in the ARHSEPP, addressing matters such as privacy, accessibility, sustainability and energy efficiency.

This section applies to all boarding house development in the City of Ryde, unless otherwise stated.

**3.1 Objectives**

**Objectives**

1. To ensure all new boarding houses and building conversions are designed to provide an acceptable level of safety, amenity and privacy for occupants of boarding houses, and also for occupants of neighbouring developments.
2. To promote opportunities for energy and water use efficiency in boarding house development to assist the affordability of low rental accommodation.
3. To specify requirements in relation to traffic-generating developments.
4. To require facilities that are designed to meet the long term needs of residents and to promote student/lodger interaction and a sense of community.
5. To identify adequacy with respect to kitchen, bathroom and laundry facilities to meet resident’s needs.
6. To provide for adequate space and appropriate location of management functions.

**3.2 Privacy (Acoustic and Visual) and Amenity**

**Controls**

- (a) The main entrance of the boarding house is to be located and designed to address the front (street) elevation.

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- (b) Accessways to the front entrance of the boarding house are to be located away from windows to boarding rooms to maximise privacy and amenity for lodgers.
- (c) Boarding houses are to be designed to minimise and mitigate any impacts on the visual and acoustic privacy of neighbouring buildings and on the amenity of future residents.
- (d) An acoustic report prepared by a suitably qualified acoustic consultant may be requested where there is the potential for noise impacts on occupants and neighbours.

**3.3 Accessibility**

The design of boarding houses needs to provide an environment that is physically accessible to all members of the community, including those with disabilities.

The ARHSEPP contains parking rates for boarding houses. The design of boarding houses, including parking spaces and access thereto, will also need to take into consideration the following controls.

**Controls**

- (a) All boarding house developments are to be designed to provide for accessibility for people with disabilities where required in accordance with the BCA which includes reference to the Disability (Access to Premises – Buildings) Standards 2010 (the Premises Standards).

**3.4 Waste Minimisation and Management**

**Controls**

- (a) Waste storage and recycling facilities shall be provided on the premises in accordance with the requirements for boarding houses contained in Part 7.2 Waste Minimisation and Management of this DCP.

**3.5 Sustainability and Energy Efficiency**

Attention to energy efficiency and sustainability in the development and establishment of boarding houses is important for ongoing affordability and amenity for occupants as well as environmental sustainability more broadly.

**Controls**

- (a) A BASIX Certificate is to be submitted with the Development Application.

**Note:** From July 2007, all residential development (including boarding house development) of a total estimated cost of works of \$50,000 or more requires which must be submitted with the development application. A Certificate is issued once a BASIX assessment has been satisfactorily completed, using the on-line tool. Refer NSW Department of Planning and Infrastructure website at: [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)

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**3.6 Internal Building Design**

**Controls**

**General**

- (a) As a minimum, in the R2 Low Density Residential zone (and where Class 1b under the BCA) boarding houses shall make provision for the following facilities within each building;
  - (i) storage for occupants;
  - (ii) laundry facilities;
  - (iii) sanitary facilities.
- (b) As a minimum, in all other cases boarding houses shall make provision for the following facilities within each building;
  - (i) manager/operator accommodation where there are 20 or more lodgers;
  - (ii) laundry facilities;
  - (iii) communal food preparation facilities (in addition to private provision where required);
  - (iv) sanitary facilities;
  - (v) storage area for each occupant.
- (c) Boarding houses are to be designed so that no more than 8 boarding rooms share a stairway, corridor or communal living area.
- (d) All boarding house developments are to be designed to optimise safety and security, both internal to the development and for the public domain by employing design criteria including:
  - i. maximising overlooking of public and communal spaces while maintaining internal privacy;
  - ii. avoiding dark and non-visible areas;
  - iii. locating communal and common areas in safe and accessible locations;
  - iv. providing lighting appropriate to the location and desired activities; and
  - v. providing clear definition between public and private spaces.

**Specific Rooms, Areas and Facilities**

- (e) The development is to be designed to meet the requirements identified in the following table. Details relating to compliance with this section are to be included on plans and in the statement of environmental effects submitted with the development application:

Elements	Controls
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<p><b>(i) Bedrooms/ Boarding Rooms</b></p> <p><i>Note: Bedrooms also refer to boarding rooms, especially where additional facilities are provided other than bedroom facilities.</i></p>	<p>a. Boarding rooms are to be designed as the principal place of residence for occupants.</p> <p>b. No boarding rooms shall open directly onto communal living, dining and kitchen areas.</p> <p>c. Each boarding room (excluding any private kitchen or bathroom facilities) must comply with the minimum areas identified in the ARHSEPP. Plans shall clearly show the size and maximum occupation of each room. Boarding rooms less than the minimum size will not be supported.</p> <p>d. Where additional facilities are proposed in boarding rooms, the following additional gross floor areas apply:</p> <ul style="list-style-type: none"> <li>(i) Minimum 2.1m<sup>2</sup> for any ensuite, which must comprise a hand basin and toilet; plus</li> <li>(ii) 0.8m<sup>2</sup> for any shower in the ensuite (in addition to above); plus</li> <li>(iii) 1.1m<sup>2</sup> for any laundry, which must comprise a wash tub and washing machine; plus</li> <li>(iv) 2m<sup>2</sup> for any kitchenette, which must comprise a small fridge, cupboards and shelves (in addition to required wardrobe space), a microwave, and a minimum of 0.5m<sup>2</sup> bench area.</li> </ul> <p><i>Note: For fire safety reasons no other cooking appliances are permitted.</i></p>
<p><b>(ii) Communal Living Rooms</b></p>	<p>a. Indoor communal living rooms/areas are to be located:</p> <ul style="list-style-type: none"> <li>(i) near commonly used spaces, such as kitchen, laundry, lobby entry area, or manager's office;</li> <li>(ii) adjacent to the communal open space; and</li> <li>(iii) where they will have a minimal impact on bedrooms and adjoining properties in terms of noise generation.</li> </ul> <p>b. Class 1b boarding houses must have indoor communal living areas of a minimum 12.5m<sup>2</sup> or 1.25m<sup>2</sup>/resident, whichever is greater. Class 3 Boarding Houses must provide a common living area a minimum 15m<sup>2</sup> in area, with a further 15m<sup>2</sup> provided for each additional 12 persons thereafter.</p> <p><i>Note: The communal living area calculation can include any dining area, recreation room or games room, but cannot include bedrooms, bathrooms, laundries, reception area, storage, kitchens, car parking, loading docks, driveways, clothes drying areas, corridors and the like.</i></p> <p>c. Openings are to be oriented away from adjoining residential properties to minimise overlooking and maximise privacy and amenity.</p>
<p><b>(iii) Communal Kitchen and Dining Areas</b></p>	<p>a. Where communal kitchens are provided, they are to be in a central location, accessible to all residents.</p> <p>b. A communal kitchen area is to be provided with a minimum area of 6.5m<sup>2</sup> in total or 1.2m<sup>2</sup> for each resident occupying a boarding room that does not contain a kitchenette, whichever is greater, and is to contain:</p> <ul style="list-style-type: none"> <li>(i) One sink for every 6 people, or part thereof, with running hot and cold water; and</li> </ul>

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	<p>(ii) One stove top cooker for every 6 people, or part thereof, with adequate exhaust ventilation.</p> <p>c. A combined kitchen and dining area must have a minimum area of 15m<sup>2</sup> with an additional 1m<sup>2</sup> per room in a development that contains 12 or more bedrooms.</p> <p>d. No bathrooms, toilets or boarding rooms shall open directly on to communal kitchen facilities.</p> <p>e. 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 in accordance with the BCA.</p> <p>f. Kitchen facilities shall be available for all lodgers 24 hours per day/ 7 days per week.</p>
<b>(iv) Bathroom Facilities</b>	<p>a. In all boarding houses communal bathroom facilities must be in an accessible location for all occupants 24 hours per day.</p> <p>b. Where ensuite bathroom facilities are provided in boarding rooms, the overall facilities must comply with the minimum facility requirements for the total occupancy of the overall premises.</p> <p>c. Bathrooms should be a minimum of 5m<sup>2</sup>.</p>
<b>(v) Laundries and Drying Facilities</b>	<p>a. Laundry and drying facilities are to be provided for all lodgers. Where lodgers do not have their own laundry facilities, laundry and drying facilities are to be provided equipped with the following as a minimum:</p> <ul style="list-style-type: none"> <li>(i) One automatic washing machine and one domestic dryer for every 12 lodgers; one additional automatic washing machine for every additional 12 lodgers or part thereof;</li> <li>(ii) At least one large laundry tub with running hot and cold water; and</li> <li>(iii) 30 metres of clothesline for every 12 residents in an outdoor area (can be retractable).</li> </ul> <p>b. Outside drying areas shall be located in a communal open space in a location which maximises solar access and ensures that the usability of the space is not compromised.</p> <p>c. Internal drying and laundry facilities shall be located in a safe and accessible location for all residents, and separate from communal kitchen facilities.</p>
<b>(vi) Management office design</b>	<p>a. Where management offices are to be provided, they are to be located at a central, visible point which is convenient to occupants of and visitors to the boarding house.</p>

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**4.0 MANAGEMENT**

Council encourages boarding houses which are well maintained and operated in a manner that ensures a high level of amenity for the occupants as well as for the residents of neighbouring properties.

**4.1 Objectives**

**Objectives**

1. To require management and operational practices that ensure the safety and wellbeing of occupants within boarding house accommodation.
2. To require boarding houses to be operated and maintained in a manner that minimises impacts on adjoining owners and residents.
3. To assist Council in monitoring the operations of boarding houses and affordable rental housing generally in the City of Ryde.

**4.2 Management Controls**

**Controls**

(a) All boarding houses are required to be managed by a manager who has overall responsibility for matters including the operation, administration, cleanliness, maintenance and fire safety of the premises. Management arrangements are to be set out in a Plan of Management.

*NOTE: The preparation of an Emergency Management and Evacuation Plan will be required by condition of consent.*

(b) A Plan of Management is to be submitted with each Development Application for a boarding house. The Plan of Management, as a minimum, must address the ongoing management and operational aspects of the boarding house identified in the template attached to this Part (refer **Schedule 2 Template for Plan of Management**).

*NOTE: The approved Plan of Management will form part of any development consent. The Plan of Management can only be amended with the agreement of Council in writing. Copies of the approved Plan of Management must be provided to the relevant managing agent, and are required to be on display and available at all times to lodgers.*

(c) The name and contact details of the manager or managing agent is to be displayed at all times externally at the front entrance on the boarding house.

(d) Occupiers of adjacent properties are to be provided with a 24 hour telephone number for a principal contact (for example owner or manager) for use in the event of an emergency.

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SCHEDULES

Schedule 1 – Guidelines for Local Area Character Assessment

The table below is a guide is to be used in the preparation of a Local Area Character Statement required under this Part (refer Section 2.0 Location and Character).

At the minimum, all questions provided in this table which are relevant to the development should be answered for preparation of a satisfactory Local Area Character Statement.

TABLE: Guidelines for Local Area Character Assessment		
Design Elements	Local Area Character Analysis (How to analyse and identify the Local Area Character)	Design Responses and Compatibility Tests (How to identify the design characteristics and respond to the local area character)
<b>Building Type</b>	What is the predominant building type?  E.g. dwelling house, residential flat building (refer definitions under Ryde LEP 2010), multi-unit dwellings (villas, townhouses)	How does the design respond to the predominant building type in the area?  E.g. the proposal converts an existing dwelling house building. Properties adjoining, opposite and in the streetscape contain dwelling houses.  <b>Note:</b> "boarding house" is a development type, NOT a building type
<b>Height</b>	Is there a predominant height of existing buildings in the streetscape/ visual catchment area?  What is the predominant height? For example, are buildings single storey, 2 storey, 4 storeys or higher?  Is there a mix of heights, e.g 1-4 storeys?  What is the permissible height of buildings under Ryde LEP 2010?	Does the proposed height comply with Ryde LEP controls and Ryde DCP controls? How does the design respond to the predominant building height? Is it similar?  <b>Note:</b> Where there is a mix of heights/ significant differences in height, design compatibility is expected to be achieved via a gradual transition in height. The extent to which height differences are acceptable depends also on the consistency of height in the existing streetscape.
<b>Site Coverage and Floor Space Ratio (FSR)</b>	<b>Site coverage:</b> Is there a predominant site coverage for existing buildings in the street/ visual catchment area, and what is it?  <b>Floor space ratio:</b> What is the floor space ratio (FSR) of existing buildings (provide an estimate unless FSR details are available)?  What is the permissible FSR under Ryde LEP 2010/ Ryde LEP (Gladesville Town Centre and Victoria Road Corridor) 2010?	What is the proposed site coverage and FSR? How does the design respond to the predominant site coverage and floor space ratio? Does the proposed FSR comply with LEP and DCP controls?  <b>Note:</b> The FSR of existing buildings may be difficult to determine if site area and floor space calculations are unknown or unavailable. Estimates can be made by approximating site coverage (e.g. building covers 40% of the site, and is 2 storeys in height therefore FSR is approximately 0.8:1).

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TABLE: Guidelines for Local Area Character Assessment		
Design Elements	Local Area Character Analysis (How to analyse and identify the Local Area Character)	Design Responses and Compatibility Tests (How to identify the design characteristics and respond to the local area character)
<p><b>*The scale and form of buildings</b></p>	<p>What is the dominant scale and form of buildings within the streetscape/ visual catchment.</p> <p>Is there a dominant form/ scale of existing buildings in the streetscape/visual catchment area? What is the dominant form/ scale? For example, are buildings small scale detached dwellings with hipped roof forms?</p>	<p>What scale and form is the design and how does the design respond to the scale and form of buildings in the streetscape/visual catchment area?</p> <p><b>Note:</b> Where the scale proposed is larger than within the context of the site (e.g. medium density scale within low density context), the scale of the larger scale proposal should be visually broken up.</p>
<p><b>Frontage Treatment including:</b></p> <ul style="list-style-type: none"> <li>• Streetscape setting</li> <li>• Landscape Character/ Open Space</li> <li>• Front setbacks (building line/s)</li> </ul> <p>(CONTINUED OVER)</p>	<p><b>Streetscape Setting (outside the site):</b> What is the treatment of the streetscape in front of the subject site and properties in the local area?</p> <p>E.g. Are there grassed nature strips, paved path, street trees?</p>	<p><b>Design Compatibility:</b></p> <p>How does the design of the proposal respond to the existing streetscape setting? Are any changes proposed, e.g. new driveway, removal of street trees etc.? Will proposed changes be compatible?</p> <p><b>Note:</b> The road reserve located outside the front of the property between the road surface and the front boundary forms part of the visual catchment and relates directly with the frontage treatment.</p>
<p>(CONTINUED OVER)</p>	<p><b>Landscape Character/ Open Space (within the site):</b></p> <p>What is the treatment of the front site boundaries – are there fences on the boundaries, no fences, landscaping?</p> <p>What is the dominant character of landscape treatment within the front setbacks of properties in the streetscape/visual catchment area (i.e. the area inside the front boundaries of the properties in front of the building). Is there an established pattern of landscaping? E.g. Lawn areas behind low fences with shrub borders, and narrow paved driveways.</p>	<p><b>Design response – landscaping of front area:</b></p> <p>How does the proposed development respond to the established landscaped treatment of front setbacks in the streetscape?</p> <p>Does the proposal increase the amount of paved area/alter fencing, propose removal of existing established trees?</p> <p>What landscaped treatment is proposed and how is this compatible with that in the local area character?</p>
<p>(CONTINUED OVER)</p>	<p><b>Front Setbacks (building line/s):</b></p> <p>What are the front building setbacks in the streetscape/visual catchment area? i.e. how far back are the buildings located from the front</p>	<p>What are the proposed front setbacks in the street?</p> <p>How does the proposed front boundary setback/s respond to the existing front setbacks of:</p>



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TABLE: Guidelines for Local Area Character Assessment		
Design Elements	Local Area Character Analysis (How to analyse and identify the Local Area Character)	Design Responses and Compatibility Tests (How to identify the design characteristics and respond to the local area character)
	<p>boundary? CONTINUED OVER</p> <p>Is there a predominant setback, or a range of setbacks (i.e. where buildings are double or triple-fronted)?</p> <p>Does another Part of this DCP prescribe a front setback for the building type or area?</p>	<ul style="list-style-type: none"> <li>• buildings in the local area?</li> <li>• of properties either side of the development?</li> <li>• DCP setback requirements</li> </ul> <p><b>Note:</b> Front setbacks and the way they are treated are an important element of urban character. Where there is a uniform building line, even small differences can destroy the unity.</p>
<b>Main Entrance</b>	<p><b>Location of main entries:</b></p> <p>Where is the main entry of the buildings in the local area located? E.g. main entry at ground level facing the street.</p>	<p><b>Proposed siting of main entry:</b> How does the design of the proposal respond to the siting of main entries? (At ground level facing the street?)</p> <p><b>Note:</b> The main entry is the main point where residents and visitors enter and leave the premises. Side entries are discouraged, unless facing side street frontage (corner lots). If proposed at the side (corner lot) is it clearly visible?</p>
<p><b>Treatment of side and rear areas</b></p> <ul style="list-style-type: none"> <li>• <b>Setbacks of buildings (side and rear), pattern and spacing of buildings</b></li> <li>• <b>Landscape Character/ Open Space (side/ rear)</b></li> </ul>	<p><b>Side setbacks:</b> What are the side boundary setbacks of buildings in the streetscape/visual catchment area? Is there a consistent pattern of side boundary setbacks?</p> <p>What are the requirements for side setbacks for the relevant building type under other parts of this DCP?</p> <p><b>Pattern of subdivision and spacing of buildings</b></p> <p>Is there an established subdivision pattern and spacing of buildings including, consistency in size of lots, frontage width, and regular spacing between buildings, e.g. 1.5--2m.</p>	<p>What are the proposed side boundary setbacks? Do they meet DCP requirements?</p> <p>Are the proposed side boundary setbacks consistent with the existing side setbacks of:</p> <ul style="list-style-type: none"> <li>• buildings either side of the development?</li> <li>• buildings in the local area?</li> </ul> <p><b>Note:</b> Setbacks from side boundaries determine the rhythm of building and void. While it may not be possible to reproduce the rhythm exactly, new development should strive to reflect it in some way.</p>
<b>(CONTINUED OVER)</b>	<p><b>Rear setbacks:</b></p> <p>Is there consistency in the rear alignment of buildings on properties either side and within the streetscape/visual catchment?</p>	<p>What is the proposed rear setback?</p> <p>Has consistency in the rear alignment been retained in the proposed development when compared with buildings on properties either side and beyond?</p>

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<b>TABLE: Guidelines for Local Area Character Assessment</b>		
<b>Design Elements</b>	<b>Local Area Character Analysis</b> (How to analyse and identify the Local Area Character)	<b>Design Responses and Compatibility Tests</b> (How to identify the design characteristics and respond to the local area character)
	<p><b>Landscaping in side and rear areas</b></p> <p>What is the dominant character of landscaping treatment in the side setbacks and rear yards of properties in the streetscape/visual catchment area?</p> <p>Is there opportunity for deep soil planting? (Refer section 2.5.1 under Part 3.3 of this DCP)</p>	<p>How does the proposed development respond to the established landscaped treatment of rear area?</p> <p>What landscaped treatment is proposed and how is this compatible with that in the local area character? Does the proposal increase the amount of paved area, fencing, or propose removal of existing established trees and deep soil zone?</p>
<b>* The style of existing buildings</b>	<p>Is there a predominant style of buildings within the streetscape/visual catchment area?</p> <p>What is the dominant age/style?</p> <p>For example, "interwar" brick with tile roof.</p>	<p>How does the design respond to the age and style of buildings?</p> <p><b>Note:</b> Where new materials and forms are introduced, this should be done with sensitivity to the existing forms and materials.</p>
<b>* Materials and Finishes</b>	<p>What are the predominant building finishes and materials in the locality (streetscape/visual catchment area)?</p>	<p>What materials and finishes are proposed and how do these respond to the predominant building finishes and materials in the locality?</p> <p><b>Note:</b> Where new materials and finishes are introduced, this should be done with sensitivity to the existing forms and materials. Colours should be complementary to existing.</p>
<b>* Views vistas and skylines</b>	<p>Are there significant views, vistas or skylines in the streetscape/visual catchment area of the proposed development?</p> <p>Are there water views, are there views of significant buildings (e.g. heritage building/s)?</p>	<p>How does the design respond to the significant views, vistas and skylines?</p> <p>Does the proposal open up or close views?</p> <p><b>Note:</b> Building height/s and side setbacks most often affect views. (Reference should be made to section 2.13.4 View Sharing under Part 3.3 of this DCP.)</p>
<p><b>* Optional except where the proposal is located on land which is within the vicinity of heritage item, within a conservation area, within a character area identified under Ryde DCP 2010.</b></p>		

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**Schedule 2 – Template for Plan of Management**

This schedule contains a template for use in the preparation of a Plan of Management for a Boarding House required under this Part (refer Section 5.0 Management). The Plan of Management sets out the various requirements and responsibilities of management and lodgers and includes:

- (a) Management arrangements and Manager’s contact details
- (b) Council consent compliance details
- (c) Inspection and recording records
- (d) Maintenance of an Incidents Register
- (e) Requirements for keeping Council informed of any change in management

**NOTE:** Requirements may change from time to time, and consultation should be made with Council to ensure currency of requirements.

**PLAN OF MANAGEMENT  
Boarding House  
[INSERT ADDRESS]**

**1. INTRODUCTION**

- 1.1 This Plan of Management provides directions and controls on the use and management of the premise as a Boarding House. The directions and controls are to be strictly adhered to in the operation of the Boarding House, to ensure compliance with the conditions of Development Consent and health and amenity requirements for both the occupants and surrounding residents.
- 1.2 The Plan of Management refers to the plans prepared by **[INSERT NAME]** dated **[INSERT DATE OF PLANS]** and Development Application No. **[INSERT NUMBER]**.
- 1.3 The Plan of Management has been prepared for a Boarding Housing at premises: **[INSERT ADDRESS, SUBURB]**.  
The Boarding House was approved on **[INSERT DATE OF DA CONSENT]** and is subject to compliance with the Conditions of Consent **[INSERT DA CONSENT NUMBER]**.  
The Conditions of Consent and a copy of the approved plans are provided as **Annexure A [PROVIDE COPY OF RELEVANT CONSENT AS ANNEXURE A]**.
- 1.4 The Boarding House is to be managed by **[INSERT WHETHER AN Off-site Manager, or On-site Manager]** who will be familiar with the content of the Plan of Management.

**[INSERT MANAGER CONTACT DETAILS]**

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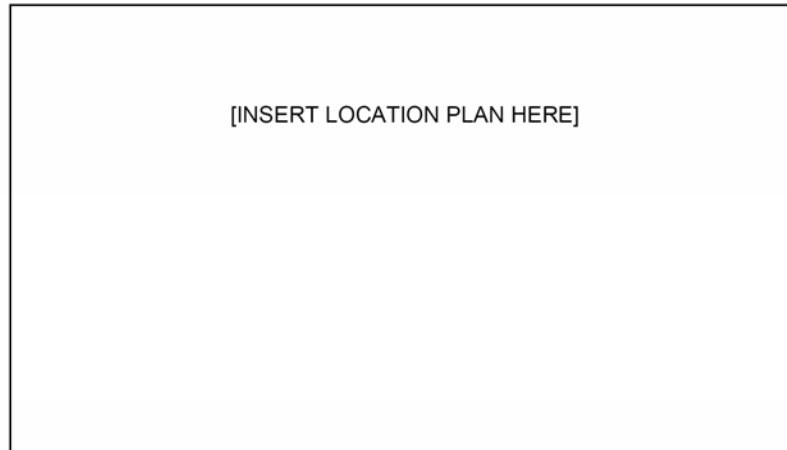
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- 1.6 The location of the premises is shown on Figure 1 – Location Plan.



**2. DEFINITIONS**

- 2.1 In this Plan of Management:

- (a) **Building:** means the building known as **[INSERT ADDRESS]**.
- (b) **Business:** means the operation of the building as a Boarding House
- (c) **Common Room:** means the room identified as the dining room on the approved plans.
- (d) **Common Areas:** means the common room, kitchen, laundry/bathroom, downstairs WC, first floor bathroom opposite the stairs, hallways and the stairs as identified on the approved plans.
- (e) **Common Open Space Area:** means the external communal area including the front yard, side yard, rear yard, ground floor patios and porches as identified on the approved plans.
- (f) **Council:** means City of Ryde Council.
- (g) **Boarder, Lodger:** means a person having the benefit of the use a nominated bedroom and the common rooms /areas within the building.
- (h) **Manager:** means the Manager engaged by the business proprietor.
- (i) **Owner:** means the registered proprietor/s of the building.
- (j) **Room:** means that part of the building occupied and used by a lodger.

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**3. DUTIES OF THE MANAGER**

3.1 The proprietor shall engage a Manager whose responsibilities are, but not limited to, the following:

The Manager shall:

- (a) Be contactable between the hours of 8.00 am to 6pm Monday to Saturday inclusive.
- (b) Oversee all residential concerns.
- (c) Enforce the minimum occupancy period.
- (d) Organise the cleaning and maintenance of the common areas and common open space areas.
- (e) Enforce the maximum occupancy levels.
- (f) Provide lodgers with appropriate information prior to the commencement of occupation.
- (g) Carry out inspections on a regular basis at a minimum of once every 3 months to ensure that the building is maintained in a clean and tidy condition and that all facilities and fittings are appropriately maintained.
- (h) Record all inspections in a log book which must be made available to Council upon request.
- (i) Organise the waste collection and facility needs for the site, and the ongoing storage and collection of waste on-site including transfer of waste to and from collection points for the waste collection service as required, and regular cleaning of bins/waste storage areas/rooms.
- (j) Maintain an incident register.
- (k) Maintain the electrical circuits to a safe standard.
- (l) Notify the Council in writing within 1 month of any change in the management and provide contact details for the new management.

**4. MAXIMUM NUMBER OF LODGERS**

4.1 The maximum number of lodgers in the building is **[INSERT NUMBER IN TEXT AND IN NUMERALS]**. The maximum number of persons per bedroom is as follows:

- Bedroom one (1): **[INSERT number in text and in numeral]**
- Bedroom two (2): **[INSERT number in text and in numeral]**
- Bedroom three (3): **[INSERT number in text and in numeral]**
- Bedroom four (4): **[etc]**
- Bedroom five (5): **[etc]**
- Bedroom (etc): **[etc]**
- Bedroom (etc): **[etc]**

It is the Manager's responsibility to ensure that these numbers are not exceeded.

**5. MINIMISING IMPACTS ON RESIDENTS**

So as to minimise impacts upon the residents of adjoining premises as well as residents of the building the following rules are to apply:

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- a. No loud music or television noise is permitted after 10.00pm.
- b. No parties or gatherings are permitted upon the premises after 10.00pm.
- c. No visitors other than residents of the property are permitted after 10.00pm.
- d. No use of the outdoor areas is permitted after 10.00pm.

**6. DISPLAY OF HOUSE RULES**

The house rules are to be clearly displayed throughout the premises and are to detail the following:

- a. Boarder behaviour
- b. Visitor policy
- b. Activities and noise
- c. Operating hours of outdoor common areas
- d. Emergency contact details
- e. Advice concerning the responsible consumption of alcohol, and
- f. A zero tolerance policy on illegal drugs.

[NOTE: the above list is provided as a minimum. Other house rules may also relate to:

- use of communal space and facilities, quiet enjoyment etc
- keeping shared facilities clean and tidy
- keeping of pets
- use of parking spaces (bicycle parking and motorcycle parking spaces available on first come first use);
- incidents register will be referred to prior to renewing any lease;
- balconies or porches not to be used for the purpose of drying clothing.]

**7. FIRE SAFETY**

All fire safety features within the building are to be regularly maintained in accordance with any statutory requirements.

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.

All residents are to be made aware of the fire safety features of the building and what to do in the event of an emergency.

All staff shall be trained in relation to the operation of the approved Emergency Management & Evacuation Plan.

**8. CLEANING & MAINTENANCE**

The subject premises are at all times to be maintained in a safe and healthy condition. In this regard all common areas are to be cleaned to a professional standard at least once a week. The cleaning and maintenance is to occur to both the area and fixtures and fittings in the area.

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In addition all boarders are to be made aware, upon their entering into an agreement to occupy, of their responsibilities in relation to the maintenance and cleaning of the facility.

Further, the common open space areas are to be maintained in a neat and orderly manner. This will require twice/month mowing and garden maintenance during spring and summer and once/month mowing and garden maintenance during autumn and winter.

**9. BOARDER/ LODGER INFORMATION**

All boarders are to be made aware of the contents and their obligations under approved Plan of Management.

In this regard:

- A full copy of the approved Plan of Management is to be permanently displayed in each boarding room and each common area.
- A copy of the approved Plan of Management is to be made available upon request.

**10. BOARDING HOUSE FURNITURE & FACILITIES**

**[THIS SECTION IS TO BE USED TO LIST THE FURNITURE AND FACILITIES PROVIDED WITHIN EACH ROOM OF THE BOARDING HOUSE. AN EXAMPLE LIST IS PROVIDED]**

**[Example List:]**

1. *Each boarding room shall be provided with:*
  - (a) *One (1) single bed, mattress and bedding*
  - (b) *One student desk & chair*
  - (c) *One desk lamp*
  - (d) *Clothes storage facility of 1.0m3*
  - (e) *Window furnishing/blind*
2. *The communal kitchen is to be provided with a sink, one stove (or an oven and cook top) and two large refrigerators/freezer.*
3. *The laundry is to be provided with at least one washing machine.*  
*[NOTE: the ratio will vary according to number of boarders]*
4. *The common room is to be provided with a dining table and [insert number] chairs*  
*[NOTE: Ratio of 1 chair minimum per approved boarder]*
5. *A broom, bucket and mop are to be kept in the laundry for use by lodgers as necessary.*
6. *The entrance door, doors from boarding rooms to patios or porches and each boarding room shall be fitted with a classroom latch (dead bolt) which is able to be opened from the inside by a single handle motion.*

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[NOTE: additional inclusions should also be listed here, such as television, sofas, etc, and identification of access and facilities for people with disabilities.]

[End of example list]

**11. WASTE MANAGEMENT & RECYCLING**

Residents of the facility are to be encouraged where possible to take advantage of Council's waste and recycling facilities. It is the responsibility of the boarder to sort garbage and place it in the appropriate receptacles.

The manager is to be responsible for the collection arrangements, including making sure that the waste containers are placed adjacent to the kerb on the day of collection and removed back onto the property promptly after collection, and including the servicing of special waste such as "sharps" and/or sanitary napkin receptacles. Where receptacles are provided for the disposal of sanitary napkins, these are to be serviced and readily cleaned on a regular basis.

**12. SAFETY & SECURITY**

The following matters are to be provided within the property:

- Internal signage indicating the property caretaker or manager and contact numbers;
- Emergency contact numbers for essential services including fire, ambulance, police and utilities such as gas, electricity, plumbing and the like;
- Perimeter lighting;
- Individual room keys (a master key is to be maintained by the manager and made available to the fire brigade);
- Landline telephone within a common area available for use by residents in the event of an emergency.

[NOTE: other safety and security measures for reference in the POM might also include:

- surveillance or security camera systems;
- fencing and secure gates;
- Identification of access and facilities for people with disabilities
- Information about maximum loading of electrical circuits.

[END OF PLAN OF MANAGEMENT]



**ITEM 13 (continued)**

**ATTACHMENT 2**

