

# City of Ryde Development Control Plan 2014

## Part: 3.5 Boarding Houses

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

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ARMENIAN

Եթէ այս գրութիւնը չէք հասկնար, խնդրեմ եկէք՝ Րայդ Սիվիկ Սենթըր, 1 Տելվին փողոց, Րայդ, (Ryde Civic Centre, 1 Devlin Street, Ryde) Երկուշաբթիէն Ուրբաթ կ.ա. ժամը 8.30 – կ.ե. ժամը 4.30, կամ հեռաձայնեցէք Հեռաձայնի եւ Թարգմանութեան Սպասարկութեան՝ 131 450, եւ խնդրեցէք որ թարգմանիչ մը Րայդ Քաղաքապետարանին հետ կապ հաստատուէ ձեզի համար, հեռաձայնելով՝ 9952 8222 թիվի:

CHINESE

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FARSI

اگر این مدرک را نمی فهمید لطفاً از 8.30 صبح تا 4.30 بعد از ظهر دوشنبه تا جمعه به مرکز شهرداری رايد، Ryde Civic Centre, 1 Devlin Street, Ryde مراجعه کنید یا به سرویس مترجم تلفنی، شماره 131 450 تلفن بزنید و از یک مترجم بخواهید که از طرف شما با شهرداری رايد 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 여러분 대신 Ryde 시청에 전화 9952 8222 번으로 연락을 부탁드립니다.

Amend. No.	Date approved	Effective date	Subject of amendment

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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.

## 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 Local Environmental Plan 2014* (RLEP 2014) and *State Environmental Planning Policy (Affordable Rental Housing) 2009* (ARHSEPP).

This Part is also to be read in conjunction with:

- Other Parts of the City of Ryde Development Control Plan 2014, including but not limited to:
  - Part 3.3 Dwelling Houses and Dual Occupancy (Attached), 3.4 Multi Dwelling Housing [for Low Density Residential zone] in 3.0 Development Types,
  - all parts in 4.0 Urban Centres, and
  - all parts in 5.0 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 Controls.
- 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 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.

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

- 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

**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. 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* (ARHSEPP), the RLEP 2014 (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 RLEP 2014).

“Boarding house” is defined under environmental planning instruments, and is defined under the ARHSEPP and RLEP 2014 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*

*(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 RLEP 2014).

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), 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 2010*).

### 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*

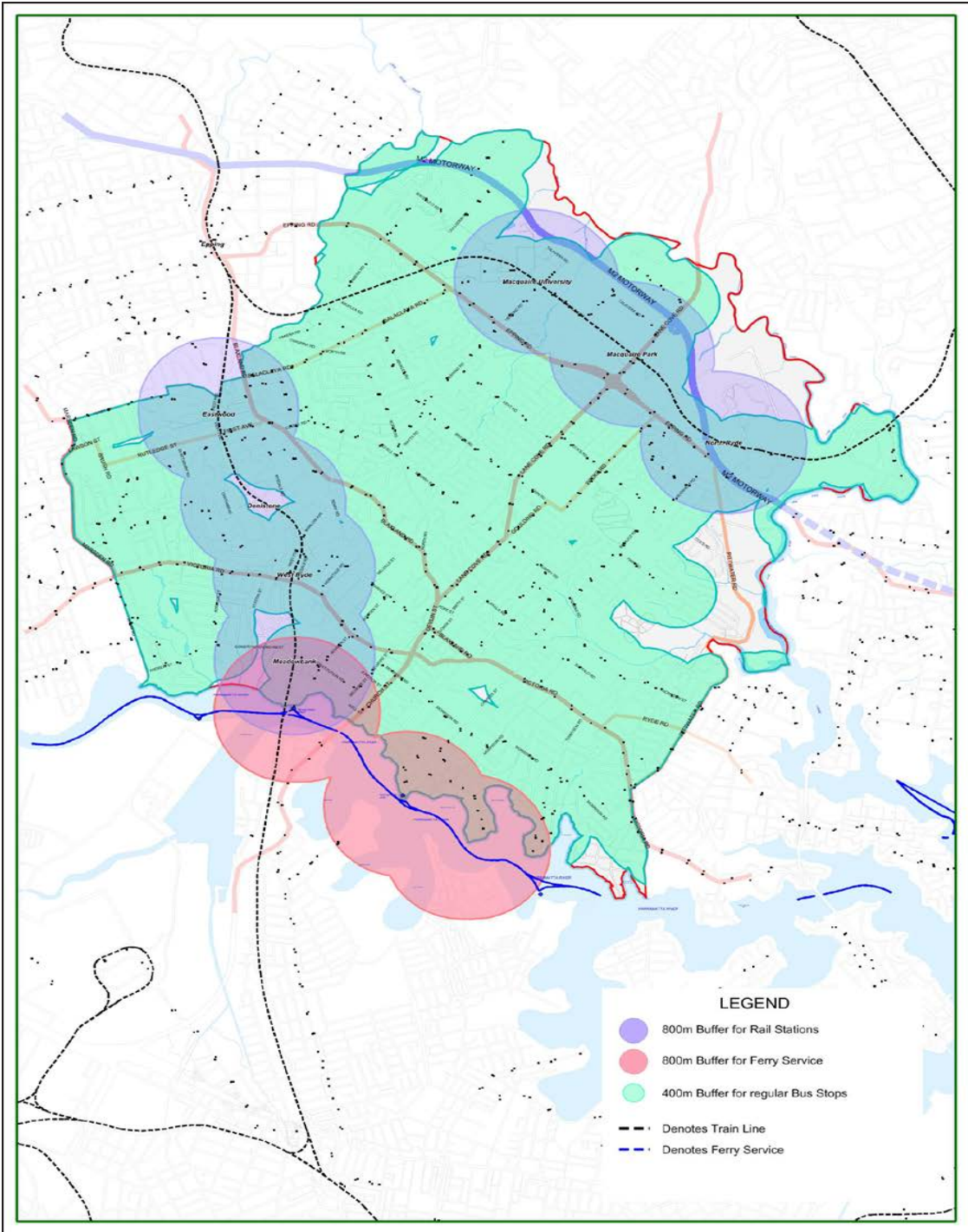
*(b) 400 metres walking distance of a public entrance to a light rail station or, in the case of a light rail station with no entrance, 400 metres walking distance of a platform of the light rail station, or*

*(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.





**Figure 3.5.01** 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.



## 1.9 Retention of Low Rental Affordable Accommodation

A boarding house 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 ARHSEPP does not permit the strata or community title subdivision of boarding houses (refer Clause 52 *No subdivision of boarding houses* under the ARHSEPP).

The ARHSEPP also applies to buildings which were low-rental residential as at 28 January 2000 (refer Part 3 *Retention of existing affordable rental housing* under 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, 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 requirements for boarding houses as they vary for each class. This DCP 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 BCA.

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 apply.

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

A BCA Consultant's report will be required to be prepared and submitted with the Development Application for all applications relating to Class 3 boarding houses.

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> <p>Note: It is advisable that the applicant seek the advice of a suitably qualified BCA consultant.</p>	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> <p>Note: A report prepared by a suitably qualified BCA consultant is required to be submitted with DA.</p>
	Alterations and additions to an existing boarding house	AS ABOVE <p>Note: It is advisable that the applicant seek the advice of a suitably qualified BCA consultant.</p>	AS ABOVE <p>Note: A report prepared by a suitably qualified BCA consultant is required to be submitted with DA.</p>
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).

Note: This DCP part does not repeat BCA requirements

## 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 character of the local area as required under the ARHSEPP (refer Clause 30A *Character of local area* under 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 it 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 terms 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 ARHSEPP.
2. To provide controls for boarding house development on land where the ARHSEPP does not apply.
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 *Character of local area* under the ARHSEPP).

This section therefore applies to land within any of the following land use zones under RLEP 2014 (refer clauses 26 *Land to which Division applies* and 27 *Development to which Division applies* 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.

### Controls

- a. All boarding house developments are to be designed to be compatible with the character of the local area.
- b. Where external changes, including building and/or construction work, are proposed, a Local Area Character Statement is to be prepared and submitted with the development application. This must demonstrate compatibility of the design of the development with the character of the local area. 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. predominant building type,
    - ii. predominant height of buildings,
    - iii. predominant front setback and landscape treatment,
    - iv. permissible floor space ratio (FSR) and site coverage,
    - v. predominant pattern of subdivision and spacing of buildings,
    - vi. predominant parking arrangements on sites within the area (location, structures),
    - vii. predominant side setbacks, and
    - viii. 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 Conservation Area/Item. Character elements identified in (b) above and the following are to be addressed:
  - 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 RLEP 2014 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 (this must address view sharing)
  - vii. Any significant trees on site, and
  - viii. Lot size, shape and topography.

### 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).

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

The following section applies to boarding house development where it is permissible with consent from Council and is NOT subject to Part 2 Division 3 Boarding Houses of the ARHSEPP by virtue of clauses 26 *Land to which Division applies* and 27 *Development to which Division applies* 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 *Land to which Division applies* and 27 *Development to which Division applies* 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 2014, 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.
- g. The applicant is to demonstrate compliance with controls 2.4 (e) and 2.4 (f) through the submission of a Local Area Character Statement with the development application identifying compatibility of the development with the character of the local area. The statement is to refer to character elements and design compatibility responses in **Schedule 1 Guidelines for Local Area Character Assessment**.



**Note:** A Local Area Character Statement will only be required where external changes, including construction/building work, are proposed as part of the development.

- 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.
- j. 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**

- k. 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,
- l. Where provided, private open space is to be clearly identified and designated for private use.

### **Communal Open Space**

- m. 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.

### **Access, Parking and Traffic**

- n. 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). For every 5 boarding rooms or part thereof, area equivalent to one parking space must be provided for a bicycle parking and area equivalent to one parking space one must be provided for motorcycle parking.

## 3.0 OTHER DESIGN REQUIREMENTS

Boarding houses, are generally for occupants who are unrelated. 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 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 identifies design requirements which are not covered in the ARHSEPP, addressing matters such as privacy, waste management, internal building design, 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 require facilities that are designed to meet the long term needs of residents and to promote student/lodger interaction and a sense of community.
4. To identify adequacy with respect to kitchen, bathroom and laundry facilities to meet resident's needs.
5. 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.
- 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 required 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 accompanied by an Accessibility Report which addresses the accessibility requirements for people with disabilities, where required, under the BCA and Disability (Access to Premises – Buildings) Standards 2010.

### 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 Planning & Infrastructure website at: [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)

### 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 in larger scale developments (more than 20 boarding rooms) are to be designed so that:
  - i. no more than 8 boarding rooms share a stairway and / or corridor
  - ii. 1 communal living area is provided per every 8 boarding rooms or part thereof.

Consideration may be given to varying this number where it can be demonstrated that the design incorporates opportunities for social interaction within reasonable distance of boarding rooms, whilst maximising privacy and minimising thoroughfares through corridors containing boarding rooms.

- 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
(i) Bedrooms/ Boarding Rooms <i>Note: Bedrooms also refer to boarding rooms, especially where additional facilities are provided other than bedroom facilities.</i>	<ul style="list-style-type: none"> <li>a. Boarding rooms are to be designed as the principal place of residence for occupants.</li> <li>b. No boarding rooms shall open directly onto communal living, dining and kitchen areas.</li> <li>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.</li> <li>d. Where additional facilities are proposed in boarding rooms, the following additional gross floor areas apply:               <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> </li> </ul> <p><i>Note: For fire safety reasons no other cooking appliances are permitted.</i></p>
(ii) Communal Living Rooms	<ul style="list-style-type: none"> <li>a. Indoor communal living rooms/areas are to be located:               <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> </li> <li>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><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> </li> <li>c. Openings are to be oriented away from adjoining residential properties to minimise overlooking and maximise privacy and amenity.</li> </ul>

(iii) Communal Kitchen and Dining Areas	<ul style="list-style-type: none"> <li>a. Where communal kitchens are provided, they are to be in a location accessible to all residents.</li> <li>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: <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> <li>ii. One stove top cooker for every 6 people, or part thereof, with adequate exhaust ventilation.</li> </ul> </li> <li>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.</li> <li>d. No bathrooms, toilets or boarding rooms shall open directly on to communal kitchen facilities.</li> <li>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.</li> <li>f. Kitchen facilities shall be available for all lodgers 24 hours per day/ 7 days per week.</li> </ul>
(iv) Bathroom Facilities	<p>In all boarding houses communal bathroom facilities must be in an accessible location for all occupants 24 hours per day.</p> <p>Bathrooms should be a minimum of 5m<sup>2</sup>.</p> <p>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>
(v) Laundries and Drying Facilities	<ul style="list-style-type: none"> <li>a. Laundry and drying facilities are to be provided for all lodgers. Where lodgers do not have their own laundry facilities, the following is to be provided: <ul style="list-style-type: none"> <li>i. A minimum space of 4m<sup>2</sup> for every 12 lodgers; an additional 3m<sup>2</sup> for every additional 12 lodgers or part thereof;</li> <li>ii. 15m<sup>2</sup> external clothes drying area for every 12 residents in an outdoor area (can be retractable).</li> </ul> </li> <li>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.</li> <li>c. Internal drying and laundry facilities shall be located in a safe and accessible location for all residents, and separate from communal kitchen facilities.</li> </ul>
(vi) Management office design	<ul style="list-style-type: none"> <li>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.</li> </ul>



## 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 including the operation, administration, cleanliness, maintenance and fire safety of the premises. Management arrangements are to be set out in a Plan of Management.
- 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.

## SCHEDULES

### Schedule 1 – Guidelines for Local Area Character Assessment

The table below is a guide 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>	<p><i>What is the predominant building type?</i> E.g. dwelling house, residential flat building (refer definitions under Ryde LEP 2014), multi-unit dwellings (villas, townhouses)</p>	<p><i>How does the design respond to the predominant building type in the area?</i> E.g. the proposal converts an existing dwelling house building. Properties adjoining, opposite and in the streetscape contain dwelling houses.</p> <p>Note: "boarding house" is a development type, NOT a building type.</p>
<b>Height</b>	<p><i>Is there a predominant height of buildings in the streetscape/ visual catchment area?</i></p> <p><i>What is the predominant height? For example, are buildings single storey, 2 storey, 4 storeys etc?</i></p> <p><i>Is there a mix of heights? e.g 1-4 storeys?</i></p> <p><i>What is the permissible height of buildings under Ryde LEP 2014?</i></p>	<p><i>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?</i></p> <p>Note: 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.</p>
<b>Site Coverage and Floor Space Ratio (FSR)</b>	<p><b>Site coverage:</b> <i>Is there a predominant site coverage for existing buildings in the street/ visual catchment area?</i></p> <p><b>Floor space ratio:</b> <i>What is the floor space ratio (FSR) of existing buildings?</i></p> <p><i>What is the permissible FSR under RLEP 2014?</i></p>	<p><i>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?</i></p> <p>Note: 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).</p>

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>*The scale and form of buildings</b>	<p><i>Is there a dominant form/ scale of existing buildings in the streetscape/ visual catchment area?</i></p> <p><i>What is the dominant form/ scale?</i></p> <p><i>What is the dominant scale and form of buildings within the streetscape/ visual catchment?</i></p> <p>E.g. are buildings single or two storey detached dwellings with hipped roof forms?</p>	<p><i>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?</i></p> <p>Note: 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>

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>Frontage Treatment including:</b> <ul style="list-style-type: none"> <li>• Streetscape setting</li> <li>• Landscape Character/ Open Space</li> <li>• Front setbacks (building line/s)</li> </ul>	<b>Streetscape Setting (outside the site):</b> <i>What is the treatment of the streetscape in front of the subject site and properties in the local area?</i> E.g. Are there grassed nature strips, paved path, street trees, one drive-way crossing per site?	<b>Design Compatibility:</b> <i>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?</i> <i>Note: 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.</i>
	<b>Landscape Character/ Open Space (within the site):</b> <i>What is the treatment of the front yard – are there fences on the boundaries, no fences, landscaping?</i>  <i>What is the dominant character of landscape treatment within the front yard 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.</i>	<b>Design response – landscaping of front area:</b> <i>How does the proposed development respond to the established landscaped treatment of front setbacks in the streetscape?</i>  <i>Does the proposal increase the amount of paved area/alter fencing, propose removal of existing established trees?</i>  <i>What landscaped treatment is proposed and how is this compatible with that in the local area character?</i>
	<b>Front Setbacks (building line/s):</b> <i>What are the front building setbacks in the streetscape/visual catchment area? i.e. how far back are the buildings located from the front boundary? Is there a predominant setback, or a range of setbacks?</i> <i>If located on a corner, what is the dominant setback in the secondary street?</i> <i>Does another Part of this DCP prescribe a front setback for the building type or area?</i>	<i>What are the proposed front setbacks in the street?</i>  <i>How does the proposed front boundary setback/s respond to the existing front setbacks of:</i> <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> <i>Note: 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.</i>

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>Main Entrance</b>	<b>Location of main entries:</b> <i>Where is the main entry of the buildings in the local area located? E.g. main entry at ground level facing the street.</i>	<i>Proposed siting of main entry: How does the design of the proposal respond to the siting of main entries? (At ground level facing the street?)</i>  <i>Note: 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?</i>
<b>Treatment of side and rear areas</b>  <b>• Setbacks of buildings (side and rear), pattern and spacing of buildings</b>	<b>Side setbacks:</b> <i>What are the side boundary setbacks of buildings in the streetscape/visual catchment area? Is there a consistent pattern of side boundary setbacks? What are the requirements for side setbacks for the relevant building type under other parts of this DCP?</i>  <b>Pattern of subdivision and spacing of buildings</b> <i>Is there an established subdivision pattern and spacing of buildings including, consistency in size of lots, frontage width, and regular spacing between buildings?</i>	<i>What are the proposed side boundary setbacks? Do they meet DCP requirements?</i> <i>Are the proposed side boundary setbacks consistent with the existing side setbacks of:</i> <ul style="list-style-type: none"> <li>• buildings either side of the development?</li> <li>• buildings in the local area?</li> </ul> <i>Note: 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.</i>
	<b>• Landscape Character/ Open Space (side/ rear)</b>  <b>Rear setbacks:</b> <i>Is there consistency in the rear alignment of buildings on properties either side and within the streetscape/visual catchment?</i>  <b>Landscaping in side and rear areas</b> <i>What is the dominant character of landscaping treatment in the side setbacks and rear yards of properties in the streetscape/visual catchment area?</i>  <i>Is there opportunity for deep soil planting? Is there a minimum site coverage required? (Refer section 2.5.1 under Part 3.3 of this DCP)</i>	<i>What is the proposed rear setback?</i>  <i>Has consistency in the rear alignment been retained in the proposed development when compared with buildings on properties either side and beyond?</i>  <i>How does the proposed development respond to the established landscaped treatment of rear area?</i>  <i>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?</i>

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>* The style of existing buildings</b>	<i>Is there a predominant style of buildings within the streetscape/visual catchment area? What is the dominant age/style? E.g. "interwar" style, post World War 2.</i>	<i>How does the design respond to the age and style of buildings?</i>  <i>Note: Where new materials and forms are introduced, this should be done with sensitivity to the existing forms and materials.</i>
<b>* Materials and Finishes</b>	<i>What are the predominant building finishes and materials in the locality (streetscape/visual catchment area)? E.g. brick and tile roof?</i>	<i>What materials and finishes are proposed and how do these respond to the pre-dominant building finishes and materials in the locality?</i>  <i>Note: 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.</i>
<b>* Views vistas and skylines</b>	<i>Are there significant views, vistas or skylines in the streetscape/visual catchment area of the proposed development?</i>  <i>Are there water views, are there views of significant buildings (e.g. heritage building/s)?</i>	<i>How does the design respond to the significant views, vistas and skylines? Does the proposal open up or close views?</i>  <i>Note: 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).</i>
<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 2014.</b>		



## 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.

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### PLAN OF MANAGEMENT

#### Boarding House

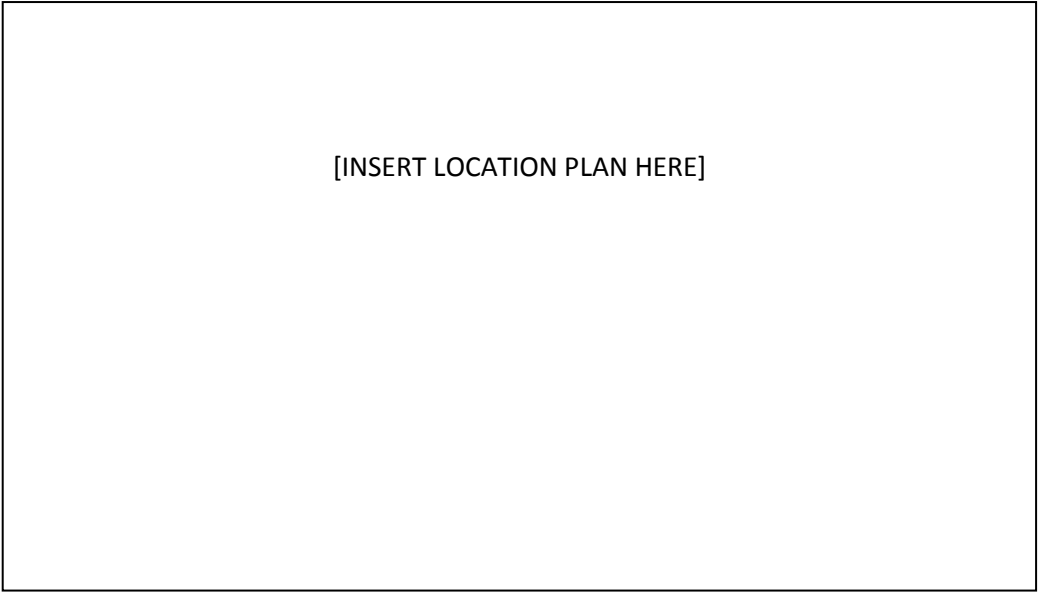
**[INSERT ADDRESS]**

#### 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]**

1.5 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 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.

### 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:

- 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.
- e. No smoking in areas which may affect the amenity of other residents of the boarding house or of residents of neighbouring properties.

**Note:** More specific references may be required to define the terms such as “loud” and “noise”, maximum number of persons after 10pm, etc depending on the scale of development proposed.

## 6. DISPLAY OF HOUSE RULES

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

Boarder behaviour, including that no smoking or cooking to be permitted in bedrooms.

- a. 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

Emergency Management & Evacuation Plans and Fire Mitigation Plans (no smoking or cooking in bedrooms) are to form part of this Plan of Management.

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.

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 1.0m<sup>3</sup>*
  - 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 and must be in accordance with section 3.6 of this Part]

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.*

**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.

Collection responsibilities of the manager include all regular garbage, recycling and green waste collection services, as well as household cleanup collection, ensuring goods for collection are managed in accordance with Council's collection requirements (information available on Council's website at: [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au) or via Council's Customer Service Centre ph: 9952 8222).

## 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.

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[END OF PLAN OF MANAGEMENT]

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City of Ryde  
Civic Centre  
1 Devlin Street  
Ryde NSW 2112

**[www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)**