





# Transportable or Moveable Dwellings and Temporary Accommodation Policy

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### **1. Policy Purpose:**

Transportable or Moveable Dwellings are important to the local economy as they can provide short term stay accommodation for seasonal workers and tourist and visitors alike, as well as providing an alternative form of low-cost housing.

Notwithstanding, the use and development of land for transportable or moveable dwellings can have a negative impact on the amenity of neighbouring properties and the wider community in general if they are not appropriately planned and designed.

### **2. Policy Objective:**

The purpose of this policy is:

- a) To provide for a range of housing and accommodation types to meet the diverse needs of the regions' residents, visitors and seasonal workers;
- b) To outline the approval requirements for the installation of transportable or moveable dwellings used for the purposes of seasonal workers, tourist and visitor accommodation or alternative forms of small lot or low-cost housing;
- c) To set the minimum standards and requirements for the installation of transportable or moveable dwellings; and
- d) To ensure that the installation of transportable or moveable buildings do not detract from the overall appearance and amenity of an area.

### **3. Approval Process:**

The installation of transportable buildings and structures requires the following approvals:

- (a) Development consent under the *Environmental Planning & Assessment Act 1979* for the use of the land;
- (b) Section 68 Approval under the *Local Government Act 1993* for the installation of the individual transportable or moveable dwellings or "dongas";
- (c) Section 68 Approval under the *Local Government Act 1993* for the installation any on-site sewage management system such as a septic tank or aerated waste treatment system;
- (d) Construction Certificate, where a proposed building or structure will be constructed on-site.

#### 4. Guiding Principles:

In assessing any application for the installation of transportable or moveable dwellings or temporary accommodation, applicants will need to demonstrate to Council and Council will need to be satisfied, that the proposal meets the following principles:

##### 4.1 Management:

- (a) Development for the purposes of seasonal workers or tourist and visitor accommodation shall have either:
  - i. an on-site manager or supervisor present at all times; or
  - ii. an on-call manager available by telephone and within 10 minutes from the site and who can attend the site when required.
- (b) A Site Management Plan shall be prepared prior to the use of the site. The purpose of the Plan is to establish performance criteria for various aspects of the operations of the premises so as to minimise potential for impacts on the amenity of the surrounding neighbourhood. The Site Management Plan shall address:
  - i. Amenity of neighbourhood;
  - ii. Noise;
  - iii. Deliveries;
  - iv. Waste removal (including sewage and garbage);
  - v. Site management;
  - vi. Capacity of premises;
  - vii. Traffic, access and parking;
  - viii. Safety and security (including site access and security lighting);
  - ix. Landscaping.

##### 4.2 Building Setbacks:

- (a) Buildings and other structures shall comply with the following building setbacks:
  - i. *Front setback* – 4 metres or the average setback of adjoining properties, whichever is the greater;
  - ii. *Side setbacks* – 2 metres;
  - iii. *Rear setbacks* – 2 metres;
  - iv. *Corner lots* – the minimum setback required from the secondary street boundary of the site to the forward most wall of the buildings or structures is 3 metres.
  - v. *Between “dongas” (unless fire rated)* – 1.5 metres\*
  - vi. *Between other uses* – 3 metres\*

\* When in doubt consult Specification C1.1 of the Building Code of Australia

#### **4.3 Traffic and Parking:**

- (a) All car parking shall be provided on the development site and shall be provided at the following rates:
  - i. One space for the managers' office;
  - ii. One space per 2 employees and
  - iii. One parking space is required per sole occupancy unit unless a bus service is available to and from the site.
- (b) All car parking areas shall be clearly defined and of an all-weather construction.
- (c) All vehicles shall enter and exit the site in a forward direction.

#### **4.4 Landscaping:**

- (a) A landscaping plan shall be prepared for the site detailing the location and size of plant species and groundcovers and any existing trees to be retained and/or removed;
- (b) Such landscaping shall be used to screen and soften the appearance of the development and maintained in perpetuity.

#### **4.5 Waste:**

- (a) The application shall include details regarding waste management including construction waste, garbage disposal and sewage disposal and how these wastes will be managed on-site. PLEASE NOTE: Where an on-site sewage management system is proposed, full details and calculations will be necessary to satisfy Council that the system proposed can adequately accommodate the expected volumes. This will require submission of full design calculations, site soil analysis and specifications from an appropriately qualified person or persons.

#### **4.6 Noise:**

- (a) Each premises (including any communal buildings) are to be acoustically insulated to ensure that noise from within the building is not audible on an adjacent property.
- (b) Site is to operate in accordance with the POEO (Noise Control) Regulation 2017.

#### **4.7 Signage:**

- (a) Details of any proposed signage and advertising shall be included in the development application detailing the size, location and position of any proposed signage;
- (b) Maximum number of signs per site – 2 per lot;
- (c) Where located in a residential area, such signage shall be non-illuminated.

#### **4.8 Safety and Security:**

- (a) Details regarding safety and security lighting shall be included in the development application;
- (b) Safety and security lights shall be provided to all communal and car parking areas;
- (c) Such lighting shall not be directed into adjoining properties and shall have hoods or covers to prevent light spillage;
- (d) A separate plan shall be provided showing the location of all fire services on the site.

#### **4.9 Public Amenity & Communal Facilities:**

- (a) Clothes Drying – Each dwelling or sole occupancy unit shall be provided with an area for clothes drying which contains sufficient clothes line. Alternatively, individual, heat operated clothes dryers or a bank of clothes dryers shall be provided. The Local Government Act requirements for Caravan Parks shall be used as a guide in this regard.
- (b) Communal Kitchens and Lounge Rooms – Where more than 8 sole occupancy units are proposed or where more than 8 workers are proposed to be housed, communal facilities including an appropriately sized lounge/common room and attached kitchen shall be provided.

#### **4.10 Disabled Access:**

- (a) Disabled accessible units and parking space are to be provided in accordance with AS 1428 and Table D3.1 of the Building Code of Australia.

### **5. Time Limited Approval:**

Please note: When issuing an approval for transportable or moveable dwellings and temporary accommodation, Council will include a condition limiting the life of this approval to 5 years. Council may approve an extension of time subject to a separate request.

## **6. Decommissioning:**

A plan for decommissioning of the site is to be provided to Council as part of the application.

## **7. Exhibition:**

All applications, the subject of this policy will be exhibited by advertisement in the local newspaper, on Council's web site and to adjoining and adjacent landowners in accordance with the Environmental Planning and Assessment Regulations.

## **8. Review:**

The policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).

### **Documentation Checklist**

- ☐ Completed Application Form (including landowners signature)
- ☐ Statement of Environmental Effects (SoEE)
- ☐ Site Plan
- ☐ Traffic Movement and Parking Plan
- ☐ Fire Services Plan
- ☐ Floor Plan (all buildings)
- ☐ Elevations
- ☐ Waste Management Plan including:
  - Construction Waste
  - Garbage and Recycling
  - Sewage Waste
- ☐ Landscaping Plan
- ☐ Site Management Plan
- ☐ Decommissioning Plan

\* This list is for submission of a development application and is indicative only. You are advised to discuss your proposal and documentation with a Council officer before submitting your application.

Additional details will be required when applying for a Construction Certificate.