



# **TOWN PLANNING SCHEME NO.5**

## **LOCAL PLANNING POLICY MANUAL**

## Document Control

Control Version	DATE	Officer	Distribution	Comment
A	14/04/14	CTP	Shire Ravensthorpe of	First Draft for Comment
B	04/06/14	CTP	Council	Modified version for Council consideration
C	27/06/14	CTP	Shire Ravensthorpe of	Adopted by Council for final approval 26/6/14
D	14/07/15	CTP	Shire Ravensthorpe of	Advertising Signs policy revised and adopted for final approval by Council June 2015
E	16/07/15	CTP	Shire Ravensthorpe of	Holiday Homes policy adopted by Council July 2015
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# INTRODUCTION

## Background

Clause 2.2 of the Shire of Ravensthorpe Town Planning Scheme No.5 gives the local government the ability to “*prepare a Local Planning Policy in respect of any matter related to the planning and development of the Scheme area so as to apply –*

- a) *generally or for a particular class or classes of matters; and*
- b) *throughout the Scheme Area or in one or more parts of the Scheme area.”*

A Local Planning Policy does not bind Council or the Shire of Ravensthorpe in its decision making. However, the Shire of Ravensthorpe shall have due regard to the provisions of an applicable policy and the objectives which the policy is designed to achieve before making its determination on a planning matter.

The policies included in this Local Planning Policy Manual shall be read in conjunction with the requirements of the Shire of Ravensthorpe Town Planning Scheme No.5 and the Shire of Ravensthorpe Local Planning Strategy.

## Objective

This Local Planning Policy Manual has been prepared to guide applicants and staff in preparing and assessing subdivision and development proposals. It aims to consistently apply the objectives of the Shire of Ravensthorpe Town Planning Scheme No.5 in the assessment of all development proposals.

## Approval Requirements

Unless stated otherwise within this Policy Manual, all matters are subject to the exercise of discretion by Council in granting Planning Approval. In considering an Application for Planning Approval for each of the policy areas, Council shall have due regard to the specific Scheme clauses, clause 10.2 of the Shire of Ravensthorpe Town Planning Scheme No.5 and the objectives and requirements of the relevant policy.

## Variations

Any variations to a policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regards to any matters set out in Clause 10.2 and the objective of the specific policy when a proposal seeks to vary the provisions of the Local Planning Policy Manual.

## Definitions and Interpretations

The below list outlines the definitions and interpretations used within this Policy Manual. Where a definition or interpretation is not listed, refer to the Shire of Ravensthorpe Town Planning Scheme No.5, Residential Design Codes of WA or Appendix B of the Model Scheme Text for information.

**“Outbuilding”** means;

- a) An enclosed non habitable structure that is detached from any dwelling (as defined under the Residential Design Codes); or
  - b) Any Class 10A building under the Building Code of Australia (1996) Volume 2, which is not substantially connected to a dwelling.
- An open sided carport is not considered to be an outbuilding.

**“Height”** – is to be measured vertically from the natural ground level, as per the measuring criteria stipulated in the Residential Design Codes.

**“Main building line”** – means the distance from the front boundary of the property to existing buildings on the property, measured at a 90 degree angle from the closest point of the front boundary.

**“Reflective materials”** – means any material with the potential to cause glare , reflection or mirroring and shall include factory applied finishes such as zincalume and light colourbond colours such as white and off-white.

**‘Rural Uses’** – means those land uses listed in the last section of the Town Planning Scheme No.5 Zoning Table & Use Classes and includes (but is not limited to) the use classes Agriculture Intensive, Animal Establishment, Rural Pursuit, Wayside Stall and Winery.

**“Second Hand Dwelling”** – means a building which has been used as a residential dwelling at any place other than on the lot upon which it is to be erected.

**“Transportable Building”** – means a prefabricated building that has been designed to be moved between sites, either being of a permanent or temporary nature.

**“Visually Permeable”** in reference to a **wall**, gate, door or fence that the vertical surface has:

- continuous vertical or horizontal gaps of 50mm or greater width occupying not less than one third of the total surface area;
- continuous vertical or horizontal gaps less than 50mm in width, occupying at least one half of the total surface area in aggregate; or
- a surface offering equal or lesser obstruction to view;

as viewed directly from the street.

### **Advertising and Sign Interpretations**

Definitions for Advertising and Signs are listed separately at Local Planning Policy 2.

### **Farm Forestry Interpretations**

Definitions for Farm Forestry policy are listed separately at Local Planning Policy 13

# **LOCAL PLANNING POLICY NO.1 – Sportsfields – Advertising Signs on Reserves**

## **Background**

The Shire of Ravensthorpe Council adopted a policy on controlling advertisements in reserves to allow for advertisements in reserves to help offset the cost of maintaining reserves and to clarify what advertisements are acceptable.

## **Objectives**

To allow some forms of advertising signs on reserves.

## **LOCAL PLANNING POLICY NO.1 - Requirements**

### **1. Exemptions from Planning Approval** (as listed as Schedule 3 of Town Planning Scheme No.5):

- a. All signs at showgrounds, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.
- b. Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or council of local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body, and
- c. Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the council of a local government, and
- d. Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein

### **2. General Requirements**

In order to offset costs of maintaining reserves, Council shall, subject to the conditions hereunder, be receptive to proposals for corporate sponsorship for selective advertising on reserves:

- a. Advertisements relating to, or promoting, tobacco/alcohol products shall not be permitted.
- b. Clubs obtaining sponsorship for club activities shall be requested to obtain approval from Council before signs relating to such club sponsorship can be erected on sports fields, change rooms or other such structures including fences on sports fields. Signage, if approved, must face towards the playing surfaces only, of the sports fields.

# LOCAL PLANNING POLICY NO.2A – Advertising Signs

## Background

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses the signage requirements as they apply to private land.

The Shire of Ravensthorpe Town Planning Scheme No.5 lists a number of signs which are exempt from Planning Approval, which are set out in Schedule 3 of the Scheme. All other signs on zoned land require Planning Approval to be issued by the Shire of Ravensthorpe and shall be subject to the requirements of this policy.

Clause 11.2 of the Scheme allows Council to issue a notice pursuant to the Scheme requiring the advertiser to remove, repair, adapt, restore or otherwise adapt the advertisement if the advertisement is “in conflict with the amenity of an area”.

Signage will be determined at Council’s discretion in accordance with this Policy.

## Objectives

To guide the design, materials and siting of advertising structures and signs in the Shire of Ravensthorpe and to provide a clear direction in respect to all sign types.

## Definitions

In this Policy, unless the context otherwise requires:

**“advertisement”** has the same meaning as “sign”;

**“advertising device”** means any object on which words or numbers or figures are written, printed, affixed, illustrated or painted for the purpose of advertising any business, function, operation, event or undertaking or any product or thing and includes any vehicle or trailer or other similar stationery object placed or located so as to serve the purpose of advertising any business, function, event or undertaking or any product or thing;

**“bill”** means any material on which words, numbers or figures are written, placed, printed, illustrated or painted;

**“business”** includes the conduct of a profession, trade or occupation;

**“depth”** unless otherwise specifically stated, refers to the height of a sign, and not a three dimensional measurement. The word “depth” is used to differentiate between the lateral width of a sign and the height of the sign above the ground.

**“development sign”** means a sign erected on an area of land which has been approved for subdivision into a number of smaller lots, advertising the lots for sale but upon which no building development has taken place at the time of the approval of the sign;

**“electoral sign”** means a sign containing an advertisement relating to an election or to a referendum;

**“exempt sign”** means a sign referred to in Section 1 of the ‘Requirements’ section of this Policy;



**“fascia sign”** means a sign erected or displayed on the fascia of a building or the fascia of a verandah;

**“fly posting”** means advertising by means of posters placed on fences, walls, trees and like structures;

**“freestanding sign”** means any sign not attached to a structure or permanently fixed to the ground or pavement and includes “A frame” or “Sandwich Board” signs consisting of two sign boards attached to each other at the top or elsewhere by hinges or other means;

**“hoarding”** means a detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel; but does not include a hoarding within the meaning of Section 377 of the Local Government (Miscellaneous Provisions) Act 1960;

**“illuminated sign”** means a sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light;

**“institutional sign”** means a sign erected or placed on any land or building used for or in conjunction with a surgery, clinic, hospital, rest home, home for the aged or other institution or place of a similar nature;

**“Panel / Fence Sign”** – means an advertisement sign which is affixed to a panel or fence, but does not include a Pylon Sign, or any sign attached to a wall.

**“planning consent”** means the approval granted by Shire for the erection or display of a sign pursuant to the Town Planning Scheme;

**“premises”** means land and, unless the context otherwise requires, the buildings upon that land;

**“projecting sign”** means a sign the extends at right angles from a wall of a building;

**“pylon sign”** means a sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infills may be added;

**“remote sign”** means a sign that is not located within or immediately adjacent to the business to which the sign relates, but does not include a portable sign.

**“reserve”** includes land vested in, or under the care, control and management of the Shire;

**“roof sign”** means a sign erected on or above the roof of a building;

**“rural producer sign”** means a sign erected on land zoned ‘General Agriculture’ under a Town Planning Scheme indicating the products grown, reared or produced on the property;

**“sign”** includes any advertising device or other sign type defined in this Local Planning Policy;

**“sign infill”** means a panel which can be fitted into a pylon sign framework;

**“tourism sign”** means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

**“verandah sign”** an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land;

## **LOCAL PLANNING POLICY NO.2A - Requirements**

## **1. Exemptions from Planning Approval:**

- a. Signs exempt from Planning Approval are outlined in Schedule 3 – Exempted Advertisements of the Shire of Ravensthorpe Town Planning Scheme No.5.
- b. any sign which is the subject of an existing approval made prior to the date of effect of this Policy;
- c. any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;
- d. any sign within a building;
- e. any building name sign on residential flats or home units which has a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- f. any newspaper poster;
- g. 1 freestanding sign (per building or business). The sign is to be placed or erected only to direct attention to a place, activity or event during the hours of that activity or event.
- h. One (1) 'rural producer sign' displaying the name, street number and owners of the farm that does not exceed 4m<sup>2</sup> in area.
- i. All electoral signs erected up to four weeks before an election or referendum.
- j. Temporary signage approved by the local government to advertise events or provide information of community interest.

## **2. General Requirements**

All signs and advertisements shall comply with the requirements set out in Table 1 of this policy and shall:

- a. All sign applications shall stipulate the content of the sign with the application.
- b. Not pose a threat to public safety or health and shall not have any sharp or pointed projections where it is less than 2.75m above natural ground level.
- c. Be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving.
- d. Not extend beyond any property boundary of a lot, overhang or encroach onto any reserve, Council verge or road reserve.
- e. Not be erected on land within a townsite unless it has a direct relationship with the business operated from the property or relevance to the premises on which they are located.
- f. Not be in any position where it obstructs the view from a street or site lines for vehicles entering and departing the subject lot on which the sign is placed;
- g. If illuminated:
  - i. use a low level of illumination and not cause a nuisance, by way of light spillage, to abutting sites;
  - ii. not comprise of flashing, pulsating, chasing or running lights;
  - iii. not interfere with or be likely to be confused with traffic control signals;
  - iv. have a minimum clearance of 2.75 metres from ground level.

- h. Not undermine or conflict with the objective of this Policy;
- i. Council reserves the right to refuse any sign in which the content of the advertisement:
  - i. could harm or cause detriment to the State;
  - ii. make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
  - iii. contains confusing, misleading, political, offensive or objectionable information; and
  - iv. would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.

**Table 1 – Sign Specifications**

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Remote Sign			4.5m <sup>2</sup>		3.0m				<p>i. The remote sign is to be associated with a business or community organisation based in the Shire of Ravensthorpe;</p> <p>ii. It is erected within private property;</p> <p>iii. The owner or owners of the property in which the remote sign is to be erected sign the Application for Planning Approval form;</p> <p>iv. The sign is located not less than:</p> <ul style="list-style-type: none"> <li>• 140m of another remote sign where the speed limit of the adjacent road is 110km/h;</li> <li>• 100m where the speed limit of the adjacent road is 90km/h or less;</li> </ul> <p>v. It is to face the direction of approaching traffic.</p> <p>vi. It is located within 5km of a townsite, or as otherwise determined by the local government taking into account the business location and the importance of the sign to providing information to the travelling public;</p> <p>vii. It is not located within a gazetted townsite;</p> <p>viii. No more than two (2) remote signs per business will be permitted; and</p> <p>ix. Planning approval for a 'remote sign' is valid for five (5) years after which time a new application is required. Council may require the sign to be renewed at this time.</p> <p><b><i>Note: all remote signs capable of being seen from highways also require separate approval of Main Roads WA in accordance with Main Roads WA own 'Roadside Advertising' policy.</i></b></p>

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Roof Sign		-	-	2.75m	-	-	-		<ul style="list-style-type: none"> <li>i. General presumption against mounted roof signs, unless where the applicant can demonstrate: <ul style="list-style-type: none"> <li>a. The sign can be incorporated within the architectural design; and</li> <li>b. The form of advertising is determined to be necessary for the business.</li> </ul> </li> </ul>
Verandah Sign	0.6m	-	-	2.75m	-	-	Nil	-	<ul style="list-style-type: none"> <li>i. One sign per tenancy/business;</li> <li>ii. 3m minimum separation to another verandah sign;</li> <li>iii. Be at right angles to the front street boundary, except where located on a corner;</li> <li>iv. Verandah Signs attached to the fascia of a verandah or the like shall not project beyond the outer frame or surround of the fascia.</li> </ul>
Projecting Sign	-	-	4m <sup>2</sup>	2.75m	-	1.0m	-	2.0m	<ul style="list-style-type: none"> <li>i. One sign per tenancy/business;</li> <li>ii. Do not project above the top of the wall to which they are attached.</li> </ul>

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Pylon Sign	6.0m		4m <sup>2</sup>	2.75m ** (see iv)	6.0m	-	-	2.0m	i. Exemptions: <ul style="list-style-type: none"> <li>a. Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case:               <ul style="list-style-type: none"> <li>• all of the constituent or infill signs are of an equal size; and</li> <li>• one constituent or infill sign is provided for each business, shop or unit on the lot</li> </ul> </li> <li>ii. One sign per tenancy/business;</li> <li>iii. be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions</li> <li>iv. May be permitted at less than 2.75m above NGL where located in a landscaping strip or similar</li> </ul>
Hoarding Sign	-	-	-	-	-	-	-	-	Hoardings are not permitted within the Shire of Ravensthorpe.

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
Free-standing sign	1.0m	1.0m	1m <sup>2</sup>	-	1.0m	-	-	-	<ul style="list-style-type: none"> <li>i. Maximum of one sign per business;</li> <li>ii. The sign shall only be displayed during business hours;</li> <li>iii. Once placed, does not have any moving parts;</li> <li>iv. Shall only be used to advertise products and services available from the lot.</li> <li>v. The sign is to generally be located wholly within the boundaries of the lot. However Freestanding signs may be displayed within the verge area of a road reserve subject to the following: <ul style="list-style-type: none"> <li>• Written evidence being provided has public liability insurance cover to an amount not less than \$10 million. The Certificate must note that the cover extends to any sign that is located in a road reserve.</li> <li>• The sign is to be displayed adjacent to and between the business frontage and the nearest kerb. The display location of the freestanding sign is to be approved by the Shire of Ravensthorpe.</li> <li>• No part of the sign is to be less than 600 mm from the face of the nearest kerb or, if no kerb, from the edge of the nearest road surface (or car parking bay)</li> <li>• The effective width of a footpath, pedestrian access way or the like not being reduced to less than 2 metres effective width.</li> </ul> </li> </ul>

Sign Type	Maximum Height	Maximum Width	Maximum Area	Minimum Height of Sign Above NGL	Maximum Height of Sign Above NGL	Maximum Projection from Building	Minimum Setback to Front Boundary	Minimum Setback to Side Boundary	Special Requirements
<b>Panel/Fence Sign</b>	-	-	5m <sup>2</sup>		6.0m	-	-	-	i. Affixed to an existing panel or fence; ii. Are not erected between the existing building and the front boundary of the lot; iii. Are not within 10m of an existing sign on a lot.
<b>Development Sign</b>			32m <sup>2</sup>	-	-	-	-	-	i. A development sign shall be removed from the site within 2 years from the date of the approval or when 80% of the lots in the subdivision (or stage of subdivision) have been sold, whichever is the sooner. ii. Be displayed at the entrance to the subdivision and not remote from the lots being sold.
<b>Rural Producer Sign</b>			4m <sup>2</sup>		3.0m				i. Maximum of one sign per property; ii. A rural business sign shall – <ul style="list-style-type: none"> <li>not indicate or display any matter other than for the purpose of advertising the sale of produce grown or made available on the land on which the sign is erected;</li> <li>be erected within the boundaries on the land on which the produce offered for sale was grown or made or alternatively on the adjoining road verge if in the opinion of Council, existing vegetation would otherwise obscure the sign</li> </ul>
<b>Flags</b>	-	-	4m <sup>2</sup>	2.7m	6.0m	-	-	-	i. Maximum of two flags permitted per business/tenancy; ii. The pole to which a flag is affixed is to be of sufficient size and strength to support a flag; iii. No flag shall be permitted within 5m of another sign.



# LOCAL PLANNING POLICY NO.2B –Directional Signs

## Background

Control of signage is in two parts; advertising signs on private land and directional signs on public land (road reserves & reserves). This policy addresses all signage requirements on public land.

On public land directional signs have proliferated throughout the Shire of Ravensthorpe over a number of years. Many intersections, particularly in townsites, have too many signs and as a result all signage has become less effective.

The primary purpose of directional signage is to assist the community to locate services and facilities. Road directional signage is not intended to be a form of advertising for any particular business or facility.

This policy attempts to balance the need to keep signage in the road reserve to a minimum, while still allowing for the necessary directions to be given to the travelling public.

Signage will be determined at Council's discretion in accordance with this Policy.

## Objectives

To establish a consistent approach to the installation of directional signage without detriment to road safety, amenity or the rural landscape.

## Definitions

In this Policy, unless the context otherwise requires:

**“advertisement”** has the same meaning as "sign";

**“Directional Signs”** – are signs used at intersections to inform and advise road users about direction and distance to destinations on the route they are following. They include **settlement**, **service** and **tourism** signs.

**“reserve”** includes land vested in, or under the care, control and management of the Shire;

**“service sign”** a traffic sign with white letters and/or symbols on a blue background used to: guide travellers to services provided for their personal , automotive and travel needs, or indicate other facilities not normally shown on direction signs or tourist signs.

**“settlement sign”** are signs that inform road users of direction and distance to destinations.

**“sign”** includes any advertising device or other sign type defined in this Local Planning Policy;

**“tourism sign”** means a traffic sign with white letters and/or symbols on a brown background used to guide travellers to: natural features and approved heritage sites of interest to tourists; and tourist establishments.

## LOCAL PLANNING POLICY NO.2B - Requirements

### 3. Exemptions from Planning Approval:

- a. None apply.

### 4. General Requirements

In considering any application for approval for directional signage, the Council will have regard to the criteria below before a decision is made.

#### Permitted Signs

- a. Signage in road reserves will generally be limited to directional signage including street, settlement, tourism and service signs.
- b. No private advertising signs may be erected permanently on public land unless with good cause and in specific circumstances as agreed by the Council. Advertising signs and detailed public information should be located either on private property immediately adjacent to the business or service being advertised or within a Shire information bay with the prior approval of Council.
- c. No temporary private advertising signs may be erected on public land without the approval of the Council.
- d. Stand-alone signs are not generally supported but must be combined with the street name sign.
- e. Directional signs are not generally permitted for home occupation, home business or holiday homes.
- f. Directional signs will not generally be issued to individual businesses within the Town Centre, Light & Service Industry or Industry zones (*due to the location of multiple similar services in those zoned areas where the travelling public could expect to locate them*).
- g. All signs within a road reserve are governed by the Council and the Council reserves the right to remove unapproved signs with or without notice.

#### Type, Location and Number of Signs

- h. Permitted directional signs within road reserves, are to be fingerboard signs as follows:
  - (i) Settlement Sign: (White on Green) signs that inform the road users of direction and distance to destinations.
  - (ii) Service Sign: (White on Blue) signs relating to community or not-for-profit facilities or businesses that are directly related to servicing visitors/tourists and locals.
  - (iii) Tourism Sign: (White on Brown) signs providing information on businesses, tourist attractions and historic sites.

Examples of Directional Signs are:

SETTLEMENT	SERVICE	TOURISM
White on Green	White on Blue	White on Brown
HOPETOUN 50KM RAVENSTHORPE MUNGLINUP TOWN CENTRE	<u>Community Facilities</u>  Hospital Police Station Religious buildings Halls, civic centres Post Office Sporting & recreational grounds or facilities  <u>Tourist Facilities / Business</u>  Accommodation (including Caravan Parks & Camping Grounds) Rural Business Visitor Information Centres	National Parks  Historic Buildings, Sites & Towns  State or Local Tourist/ Scenic drives  Scenic Look-outs  Commercial Tourist Attractions (e.g. Wineries with cellar door sales, animal farms etc)

- i. Where more than one such directional sign is required for a particular street junction, then they shall be incorporated into a sign stack structure which will be erected by the Shire.

In any one sign stack the maximum number of fingerboards is five, not inclusive of the road name sign(s) at the top.

- j. Hierarchy of signage in a stack from top to bottom is;
- Street name
  - Settlement sign
  - Service sign (emergency services);
  - Service sign (community facilities);
  - Tourist signage; then
  - Service sign (tourist facilities / business)
- k. Each individual sign shall be a maximum width of 200mm and a maximum length of 1500mm. All signs in the one stack will be the same length.
- l. For any one facility signage is generally permitted at two locations in rural areas and one location in urban areas.

### Sign Content

- m. Signs must contain a generic description and/or symbols rather than a specific business or trade name wherever possible.
- n. Signs are to clearly indicate the nature of the attraction or service and comply with Australian Standards AS1742 Parts 5 & 6, AS1744 and Main Roads WA guidelines with regards to size, colouring, lettering, symbols, fixing and installation.

### Applications

- o. Applications for all directional signs are required to be lodged with the Council on the appropriate form.

- p. Main Roads WA (MRWA) control specific roads within the Shire (South Coast Highway, Morgans Street and Hopetoun-Ravensthorpe Road). All applications for signs on these roads require the approval of both Council and MRWA.
- q. The Council will proceed to have the signs manufactured and installed only after obtaining any comments necessary from referral agencies and approval has been granted on the form.

#### **Maintenance**

- r. Unless otherwise stated, all signs are to be erected and maintained by the Shire at the expense of the applicant. Council will re-affix signs where possible but will not replace stolen or badly damaged signs. Where a sign requires to be replaced, a formal application is required and the relevant fees paid.
- s. Council reserves the right to remove damaged, badly maintained or dangerous signs without notice.

#### **Fees**

- t. Service and Directional Signs will be fabricated and erected on a cost recovery basis.

# LOCAL PLANNING POLICY NO.3 – Outbuildings

## Background

Outbuildings are Class 10a buildings under the Building Code of Australia (1996) which are not substantially connected to a dwelling.

Residents of the Shire of Ravensthorpe have different needs to those in metropolitan Perth, therefore this Policy recognises the need to vary the usual Residential Design Code recommendations by increasing outbuilding space (areas and heights) for garaging of vehicles, storage of boats, caravans and other items, domestic workshops, games rooms, studios, stables, etc. As a general rule people expect to be able to have larger outbuildings on larger lots.

It is important to note that outbuildings are ‘ancillary’ buildings and therefore must be constructed in conjunction with another permitted land use such as a house or a rural use such as a ‘rural pursuit’, animal establishment or intensive agriculture..

The Shire is also aware that in some instances outbuildings may result in problems including:

- Use of outbuildings for unapproved commercial or industrial purposes, which may result in adverse noise, traffic, and visual impacts for neighbours and the locality. With the exception of those used for commercial farming purposes on rural lots, or approved home businesses, outbuildings may only be used for domestic purposes.
- Illegal use of outbuildings as residences, which often incorporate inadequate health and building standards for human habitation.
- Unlike most dwellings, outbuildings are usually very bland metal clad structures devoid of architectural features such as windows, verandas, etc. Construction of large and/or high sheds may have adverse impacts on visual character of streets and neighbourhoods, neighbours and scenic rural or coastal landscapes.
- When outbuildings incorporate reflective materials such as zincalume and are sited in visually prominent locations there is greater potential for adverse impacts on the landscape, and in some instances reflection can cause a serious nuisance for surrounding/nearby residents. The Town Planning Scheme specifically has regard to all development *“using ‘materials and colours ... on the exterior surfaces of all buildings with the objective of buildings blending with the surrounding landscape and environment.”*

As in many rural local governments there is often a desire to occupy a shed whilst building a house, particularly in the rural residential zones. This is not permitted by the Building Codes of Australia as an outbuilding is ‘non-habitable’ by definition. However, the Caravan and Camping Regulations 1997 allow for someone to camp on their property with the approval of the local government for up to 3 months and up to 12 months with approval from the Minister for Local Government.

Camping in this fashion should be in a caravan and is only likely to be supported in the Rural Small Holding and Rural Conservation zones.

## Objectives

The objectives of the policy are as follows:

- a) To provide clear guidelines for the development of outbuildings in the Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zones; and
- b) To achieve a balance between providing for the various legitimate needs for outbuildings, and minimizing any adverse impacts outbuildings have on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

## LOCAL PLANNING POLICY NO.3 - Requirements

### 1. Exemptions from Planning Approval

- a. Where a proposed outbuilding complies with the requirements specified in sections 2 and 3 below, and Table 1 of this policy, Planning Approval is not required.
- b. Pre-fabricated garden sheds and animal enclosures (such as kennels and aviaries) less than 9m<sup>2</sup> in aggregate area and less than 2.4 metres in height are exempt from the requirements of this policy.

### 2. General Requirements

- a. Outbuildings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in Table 1 below.
- b. Outbuildings proposed for vacant Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zoned land require Council approval and will generally not be supported unless:
  - i) A Building Permit has been issued for a Single House;
  - ii) The outbuilding is associated with an approved 'Rural Use';
  - iii) In the Rural Small Holding and Rural Conservation zones a written undertaking is provided to build a house within 2 years of the outbuilding building permit being issued together with a bond of \$5000. The bond is fully refundable upon substantial commencement of the house on the same property
- c. Council will not permit residential habitation of a building approved as an outbuilding or shed on any land in the Shire of Ravensthorpe.
- d. In the Residential, Town Centre, Rural Small Holdings, Rural Conservation and Town Centre zones, the use of non-reflective materials is required.
- e. Ablutions are only permitted in an outbuilding where a house exists or has been substantially commenced on the same site.
- f. Use of outbuildings for commercial or industrial purposes is not permitted. Use of an outbuilding for a home occupation or cottage industry is to be in accordance with Council's Home Occupation, Home Business and Cottage Industry requirements.

**Table 1 – Outbuilding Requirements**

Zoning	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
Residential	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	60 sq metres	Setbacks are to be in accordance with the Residential Design Codes of WA.  Any setback variation will be assessed on its individual merit and Council may consult with adjacent landowners.  Floor area is not to reduce the amount of open space required by Table 1 of the R-Codes.  Council will not support the construction of outbuilding/s in front of the main building line.
Town Centre	3.0metres  2.4m (where wall is < 1.0m from boundary)	4.5metres  3.9m (where wall is < 1.0m from boundary)	60 sq metres	As per Residential requirements where the Town Centre zoned property is used for residential purposes and constructed with an approved Single Dwelling or Grouped Dwelling.
General Agriculture	N/A	N/A	N/A	Outbuildings are required to be setback in accordance with the following: i. Front/Rear – 20metres ii. Side – 10metres  Planning approval is not required for outbuildings on General Agriculture zoned land unless: i. The proposed outbuilding does not comply with the setback requirements listed above; and/or ii. The lot does not have frontage to a constructed public road; and/or iii. The lot, area or closely associated building/s are listed on the Municipal Inventory or State Register of Heritage Places.

Rural Conservation & Rural Small Holdings zones				
Lot Size	Maximum Wall Height	Maximum Ridge Height	Maximum floor area (aggregate)	Special Requirements
< 2ha	3.8metres	4.5metres	150 sq metres	Outbuildings proposed in the Rural Small Holdings and Rural Conservation zones are to be in accordance with the requirements set out in Clause 4.8.3 and Schedules 9 & 10 of the Scheme.
2ha – 5ha	3.8metres	4.5metres	200 sq metres	
< 5ha	3.8metres	4.5metres	250 sq metres	

### Variations to the Policy

Any variations to the policy will require the applicant to demonstrate exceptional circumstances as to why the policy should be relaxed with the proposal being presented to an Ordinary Meeting of Council for determination. Assessment of the application will require consultation with adjoining and affected landowners.

Council will have regard for matters such as;

1. The visibility of the proposed outbuilding(s) as viewed from a street, public space or neighbouring property;
2. The need for removal of any native vegetation or major trees;
3. Comments from adjacent neighbours/landowners;
4. Preservation of useable on site open space areas;
5. The ability for the outbuilding(s) to be screened by existing or proposed landscaping;
6. Whether support for the application will set an undesirable precedent for similar sized surrounding lots;
7. The impact of the development on streetscape and the character of the area;
9. The objectives of the zone;
10. All relevant general matters as set out in Clause 10.2 of the Scheme; and
11. Any other matter considered relevant by the Council.



# **LOCAL PLANNING POLICY NO.4 –Housing**

## **Background**

The Shire of Ravensthorpe has had separate policies in the past for governing the development of houses in the Hopetoun Residential Development Area (also known as Maryanne Waters), the Rural Small holding and Rural Conservation zones and a separate policy on the 'Appearance of Dwellings'. There was considerable repetition in these policies, this policy unifies and replaces these previous policies.

Development of Single Houses is to comply with the requirements of Town Planning Scheme No.5 and in the 'Residential' zone, the Residential Design Codes of WA (R-Codes).

This Policy compliments the existing Scheme provisions and varies the 'deemed-to-comply' provisions of the R-Codes to the extent stated in this Policy as a 'regional variation' as permitted by clause 7.3 of the R-Codes.

This policy refers to the development of 'Single Houses', 'Grouped Dwellings' and 'Multiple Dwellings' in the Residential, Town Centre, Rural Small Holding, Rural Conservation and General Agriculture zones.

## **Objectives**

The objectives of the policy are as follows:

- a) To provide clear design guidelines for the development of housing in the Residential, Town Centre, Rural Small Holdings, Rural Conservation and General Agriculture zones that complement the requirements of the Scheme and R-Codes and
- b) To provide design guidelines for housing in the Shire that establishes the standards expected of all residential development.

## **LOCAL PLANNING POLICY NO.4 - Requirements**

### **1. Exemptions from Planning Approval**

- a. Where a proposed Single House (including any extension) complies with the requirements of the Residential Design Codes of Western Australia and the requirements specified in this policy, Planning Approval is not required.

### **2. General Requirements**

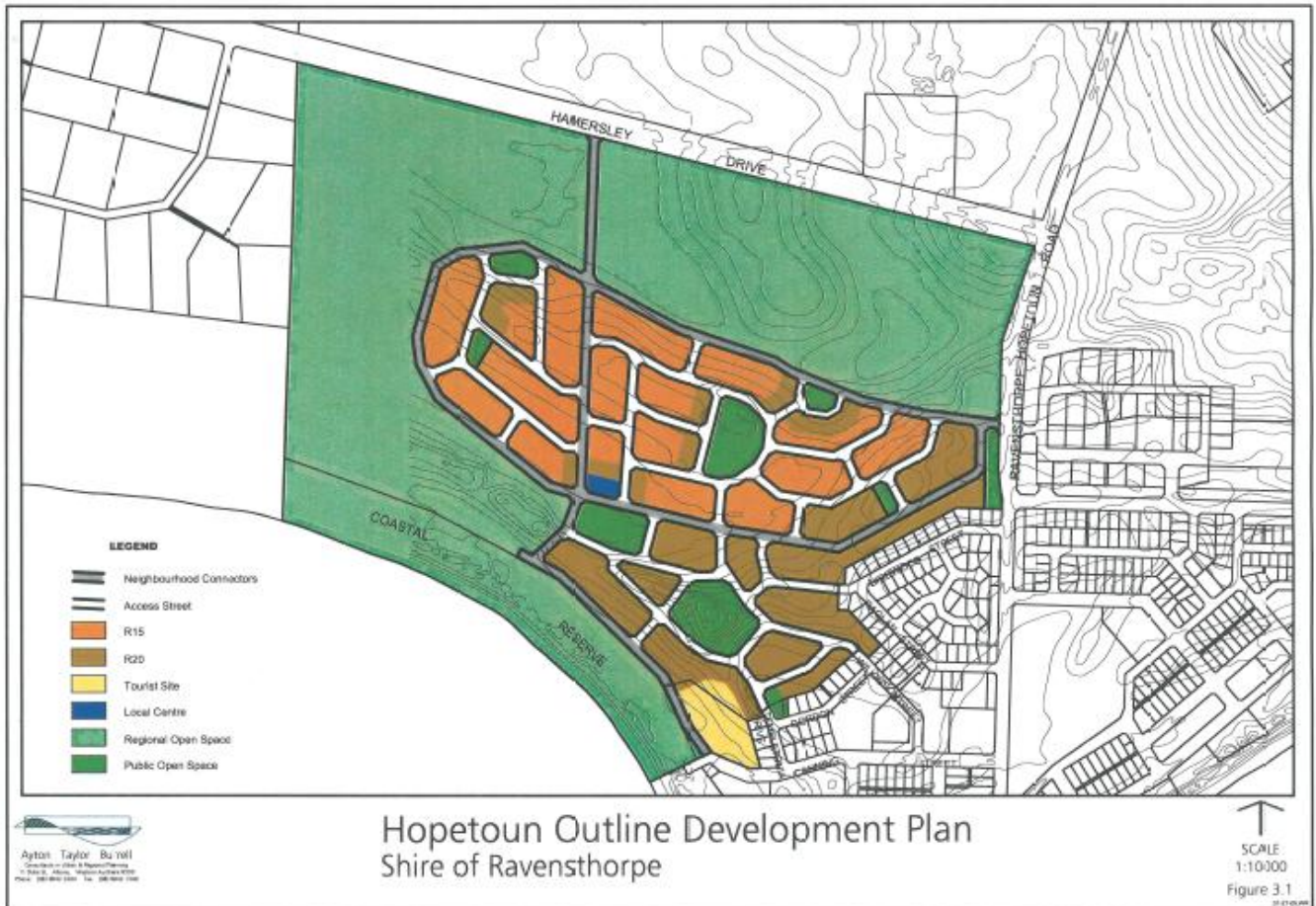
- a. Single Houses, Grouped Dwellings and Multiple Dwellings are required to comply with the requirements of the Residential Design Codes of WA or as varied by the criteria set out in the clauses and Table 1 "Housing Requirements" below.
- b. Split-coded areas
  - i) With the exception of the minimum lot size, all the requirements of the higher density coding shall apply to development on land zoned R10/20, R10/25 and R10/30.
  - ii) All development above the R10 density is required to connect to the reticulated sewerage system '.
- c. Sheds and temporary accommodation units such as dongas are not permitted for use as dwellings.

- d. All houses are to provide verandahs, porticos, porches or other architectural relief on the elevations that are viewed from the street with a minimum length of 25% of the front façade of the house.
- e. Rural Small Holding & Rural Conservation zone specific requirements
  - i) Where a building envelope is shown on a Subdivision Guide Plan it may be varied on application to the Council and the new building envelope location assessed against:
    - The objective of the zone;
    - Protection of landscape values;
    - Impact on views from neighbouring properties; and
    - Fire management requirements impacting remnant vegetation.
  - ii) Ancillary accommodation is to meet the following criteria:
    - The ancillary accommodation can be attached or independent from a single dwelling located on the same lot;
    - The sole occupant or occupants of the ancillary accommodation are to be members of the family of the occupiers of the main dwelling;
    - The ancillary dwelling is a maximum of 80m<sup>2</sup> in floor area, excluding verandahs, patios, carports and similar non-enclosed areas; and
    - Materials and colours used on external walls and roof complement the main dwelling.
  - iii) Fencing around yards:
    - Solid panel fencing permitted around private areas of house and immediate yard but within the building envelope.
    - Fence between house and street is to be visually permeable.

**Table 1 Housing Requirements**

Policy Requirement	Residential zone	Hopetoun Residential Development Area**	Town Centre zone	Rural Small Holding & Rural Conservation zones	General Agriculture zone
<b>Location of Housing</b>	As per R-Codes	As per R-Codes	As caretakers accommodation above or to the rear of commercial development that fronts the primary street. Refer clause 4.8.5 of the Scheme	As per specific zone requirements, either setback from boundaries or located within a building envelope.	Front/Rear setback – 20metres Side setback – 10metres
<b>Reflective materials</b>	Roof only; at discretion of Council; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Council; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Roof only; at discretion of Council; Care must be taken to avoid glare nuisance to neighbouring residences and passing traffic.	Not permitted	Permitted
<b>Minimum internal floor area</b>	-	140m <sup>2</sup>	-	-	-
<b>Front fence</b>	As per R-Codes	Front fencing discouraged, use of hedges and landscaping acceptable; Maximum height of 1.2m in front of building line and must be visually permeable; and Fibro cement fencing is not permitted	Front fencing discouraged, where provided a maximum height of 1.2m in front of building line and the fence must be visually permeable.	Where permitted by the Scheme 5-strand 'ring-lock' type fencing. Barbed wire not permitted Solid panel fencing not permitted	'Standard fence' is post and strand fence.
<b>Side &amp; Rear</b>	'Standard fence' is 1.8m high	Max height of 1.8m except where land is retained then max height of fence is 1.5m; No fibro cement fences, colourbond minimum standard	'Standard fence' is 1.8m high	Where permitted by the Scheme 5-strand 'ringlock' type fencing. Barbed wire not permitted Solid panel fencing not permitted	'Standard fence' is post and strand fence.
<b>Carparking, Garages and Carports</b>	As per R-Codes	Garages & carports to be constructed of same materials and under the same roof as main residence. Discretion applies to carports which may be located as close as possible to the dwelling and express architectural sympathy with main dwelling. Garages to be setback behind front building line of the dwelling.	As per R-Codes	Gravel hardstand area required for the house. Garages and carports attached to the house are to be constructed of same materials.	-
<b>Driveways &amp; carparking</b>	As per R-Codes	Driveways to be completed concurrently with the dwelling. Maximum 1 driveway per dwelling.	As per R-Codes & Scheme requirements	Minimum width 3.0m Maximum width 5.0m Maximum 1 driveway per dwelling. Located to minimise noise and dust on neighbouring properties	-
<b>Landscaping</b>	As per R-Codes	Retention of existing vegetation on the site is to be included as part of any landscaping requirement.	As per R-Codes	House and driveway location is to minimise the removal of existing remnant vegetation	-

\*\* Plan of the Hopetoun Residential Development Area is appended to this Policy.



# **LOCAL PLANNING POLICY NO.5 –Second-hand Dwellings**

## **Background**

The Shire of Ravensthorpe Town Planning Scheme No.5 lists a second-hand dwelling as a discretionary land use in the Residential, General Agriculture, Rural Conservation and Rural Small Holding zones but does not list any specific development requirements for second hand dwellings.

The Residential Design Codes of Western Australia outline provisions relating to the appearance of a retained dwelling, but do not specifically outline provisions relating to a second hand dwelling being used as a new building on a property.

The Shire is aware that although the use of second hand dwellings is sometimes a more cost effective option, the use of second hand dwellings can sometimes cause an undesired impact on the streetscape and amenity where that dwelling is not of an appropriate standard or not updated appropriately to blend in with the property and the surrounding context.

## **Objectives**

The objectives of the policy are as follows:

- a) To provide clear guidelines for the use of second hand dwellings in the Residential, General Agriculture, Rural Conservation and Rural Small Holding zones; and
- b) To achieve a balance between providing for the various legitimate needs of residents to utilise second hand dwellings as a cost effective housing solution, whilst minimizing any negative impacts on the neighbours, the streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

## **LOCAL PLANNING POLICY NO.5 - Requirements**

### **1. Exemptions from Planning Approval**

- a. Where a transportable building is new (from factory) it is exempt from the requirements of this policy and is to be processed as a single dwelling in accordance with the requirements of the Scheme.
- b. Sea and shipping containers which are addressed through a separate policy of Council.

### **2. General Requirements**

- a. Planning approval is required for a second hand dwelling on a property within the Shire of Ravensthorpe.
- b. Upon receiving an application for Planning Approval, Council may seek the views of adjacent neighbours.
- c. Where a second hand dwelling is approved, a \$10,000 bond is to be lodged with the Shire of Ravensthorpe as a condition of Planning Approval. The bond will be held until such time as all conditions of the Planning Approval and Building Permit have been complied with.

- d. Council needs to be satisfied that the external appearance of a second hand building is equivalent to that of a new dwelling or that its appearance is not discernible from existing development in the street.
- e. Where a second hand dwelling contains asbestos it is to be removed prior to transportation
- f. The following Minimum Dwelling Standard applies:
  - i) A minimum gross floor area of 50m<sup>2</sup>;
  - ii) At least one (1) bedroom separate from the other rooms in the dwelling;
  - iii) A lounge, meals and kitchen area (may be open plan); and
  - iv) A separate bathroom and laundry.
- g. Temporary accommodation units such as 'Dongas' are not permitted to be used as dwellings.
- h. In determining applications, Council will have regard for;
  - i) The age of the building and whether the external appearance shows obvious signs of aging or disrepair (e.g. rust, faded paintwork or damage);
  - ii) The street appeal of the front façade and any architectural features (e.g. verandahs, windows with surveillance to the street);
  - iii) Site improvements which have potential to result in street appeal through;
    - Construction of quality front fencing such as pickets or brick piers with open infill.
    - Landscaping and replacing substandard boundary fencing.
    - Provision of coloured concrete or brick paved driveways.
- i. Council will require all works for the re-erection of the second hand dwelling on a property to be completed within six (6) months of Planning Approval being issued. Those works include:
  - i. The house being transported and stumped, joined, all walls, doors and openings being in working order and all external surfaces repainted, re-clad or rendered to the satisfaction of the Shire of Ravensthorpe;
  - ii. Replacing or professionally recoating roof sheeting;
  - iii. Replacing/repairing and painting gutters and downpipes;
  - iv. Concealing or removal of plumbing fittings, meter boxes and other utilities visible from a street or public place;
  - v. Modifying, upgrading or replacing older steel or wood framed windows
  - vi. All septic tanks, drains and plumbing being completed;
  - vii. The site being cleared of any debris associated with the improvement of the second hand dwelling;
  - viii. Landscaping of the area between the street and building;
  - ix. Providing a verandah, portico, porch or other architectural relief on the elevations that are viewed from the street; and
  - x. The second hand dwelling complying with the requirements of the Building Code of Australia 1996 Volume 2.
- j. Where a second hand dwelling is stumped, Council may require the installation of a verandah, porch, decking or similar to improve the look of permanence of a second hand dwelling.



### **3. Special Application Requirements**

- a. All applications for Planning Approval and the issue of a Building Permit for a second hand dwelling require the following details to be submitted to the Shire of Ravensthorpe:
  - i. Photographs showing each elevation of the second hand dwelling in situ prior to removal to the proposed location;
  - ii. Floor plans, elevations, cross section, site plan and specifications; and
  - iii. A practicing structural engineer's certificate stating the design of the dwelling is suitable for transportation and re-erection.

Where these details are not provided, the Shire of Ravensthorpe may refuse to process an application for Planning Approval or the issue of a Building Permit.

# **LOCAL PLANNING POLICY NO.6 –Sea Containers**

## **Background**

In recent years there has been an increased use of sea containers for storage purposes within the Shire of Ravensthorpe. Sea containers provide a cheap and secure way of storing goods, but have the potential to affect the amenity of an area, given their industrial design and often poor location and maintenance.

## **Objectives**

The objectives of this policy are as follows:

- a) To establish clear guidelines for the placement of sea containers used for storage purposes within the Shire;
- b) To ensure that any sea container does not detract from an existing (or reasonably desired) streetscape; and
- c) To achieve a balance between providing the legitimate need for sea containers as an affordable and secure storage option, and minimizing any impact on neighbours, streetscape, the amenity of the neighbourhood or locality and of the Shire as a whole.

## **LOCAL PLANNING POLICY NO.6 – Requirements**

### **1. Exemptions from Planning Approval**

- a. A single sea container does not require Planning Approval when located on a property zoned Industry, Light & Service Industry or General Agriculture by the Scheme, provided it meets with the General Requirements set out below.
- b. Sea container/s fully enclosed within a building does not require Planning Approval.
- c. Sea container/s placed temporarily on the property for the purposes of furniture and/or goods removal or delivery do not require Planning Approval where they are located on a property for seven (7) days or less.
- d. In all zones a sea container may be placed on a property temporarily, for a period of up to 12 months, for the storage of materials used to construct an approved dwelling or building.
- e. Where a sea container is proposed to be modified for a dwelling or commercial building, it will be required to be assessed against the requirements of Local Planning Policy No.3 and is to be modified to meet the requirements of the Building Codes of Australia (1996) Volume 2. Once a sea container is modified, it is no longer considered a sea container for the purposes of this policy.



## **2. General Requirements**

- a. Sea container/s are to comply with the criteria set out in Table 1 of this policy.
- b. Sea container/s are to be suitably screened and/or fenced from the road frontage, public space and neighbouring properties. Where a sea container has high visibility from a public space, the installation of screening to a minimum height equal to that of the sea container may be required.
- c. Sea container/s shall not be located over on-site effluent disposal infrastructure or other utilities and shall be located on a flat, compacted area.
- d. Sea container/s shall be adequately ventilated, in good repair and painted a uniform colour to complement the building to which it is ancillary.
- e. In all zones a sea container will not be permitted on vacant land unless for the purposes of storage for construction purposes as outlined in 1d.

## **3. Special Application Requirements**

- a. Where it is proposed to use a sea container, Council will require the applicant to submit photographs of the sea container showing that it is in good condition.

Table 1 – Sea Container Requirements

Zoning	Setback Requirements	Special Requirements
<b>Residential</b>		No sea containers permitted.
<b>Town Centre</b>	The Sea Container shall not be located in front of the building setback and shall be screened from view of the street, including secondary streets and adjoining properties	A maximum of one (1) Sea Container up to 12m in length per property. The Sea Container is to be used in association with the approved commercial enterprise on the property.  Sea Containers for domestic storage associated with a residential use is not permitted.  The Sea Container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.
<b>Rural Small Holding &amp; Rural Conservation</b>	The Sea Container to be located in accordance with the boundary setback and building envelope provisions for outbuildings for the particular property.  The Sea Container shall not be located in front of the building setback and shall be screened from view of the street, including secondary streets and adjoining properties.  Council will not support the placement of a sea container in front of the main building line.	Only one sea container, up to 6m in length is permitted per property.  The sea container is considered part of the permitted outbuilding floor space detailed in Local Planning Policy No.2 – Outbuildings.  The Sea Container shall be painted in a colour that is similar to or complementary to the colour of existing buildings on the property.  The Sea Container to be used for domestic storage purposes only.
<b>Industry and Light Service Industry zones</b>	Sea Containers are to be located behind the main building or in the case of a property without a main building, they are to be located towards the rear of the property	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.  The temporary storage of containers associated with an approved transport or storage premises is exempt from the above requirements.
<b>General Agriculture</b>	On land zoned General Agricultural, the setbacks are as follows: a. Front/rear 20metres; b. Side 10metres.	Where it is proposed to utilise multiple sea containers, Planning Approval will be required.

# LOCAL PLANNING POLICY NO.7 –Industrial Design Guidelines

## Background

Town Planning Scheme No.5 (the Scheme) has two zones which are intended to accommodate industrial development; 'Light & Service Industry' and 'Industry'. The objectives of these zones are as follows:

**Industry zone** - to provide for manufacturing industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.

**Light and Service Industry zone** - to provide for light and service industries and associated uses which are compatible with adjacent residential uses.

The Scheme sets standards for industrial development at 'Table 1 – Development and Car Parking Standards', Schedule 12 'Industrial Areas' and Schedule 13 'Car Parking Standards for Commercial, Public and Community and Industrial Uses'.

Schedule 12 refers to an industrial area to the east of the Ravensthorpe townsite that never eventuated.

Schedule 13 comprehensively sets out the number of parking bays required and appears to supersede any parking criteria in Table 1.

The scheme lists some specific development requirements for the land uses at 'Table 1 – Development and Car Parking Standards' for, Industry – Light & Service, Industry – General and 'Showroom' as follows:

USE	Minimum Boundary Setback (metres)			Maximum Plot Ratio	Minimum Landscaped Area %	Minimum Number of Car parking Bays
	Front	Rear Average	Side			
Industry – Light & Service	7.5	7.5	*	*	10	<i>Superseded by Schedule 13</i>
Industry - General	7.5	7.5	*	*	15	<i>Superseded by Schedule 13</i>
Showroom	*	*	*	*	10	<i>Superseded by Schedule 13</i>

Where Table 1 shows an asterisk that requirement is "to be determined by the local government" in each particular case having due regard to the streetscape, amenity and merit of the proposal". Whilst this is a site responsive approach, it provides no guidance to the Council, officers or community as to what is an acceptable standard of development.

It is important that the Shire's industrial areas maintain a reasonable level amenity and that a level playing field is maintained for all landowners in these areas. Providing adequate parking for customers and staff within the lot boundaries to a consistent standard as well as a reasonable standard of landscaping in these zones is considered essential.

The development requirements need to be balanced with the need to encourage new business activity and what can be reasonably expected of and maintained by an industrial business operator.

The standard of development particularly within the front setback area of a development sets the standard for how an industrial area presents to the general public. This policy stipulates the minimum standards of development that the Shire of Ravensthorpe will accept for all new development in the Light & Service Industry and Industry zones.

## Objectives

The objectives of this Policy are to:

- a) Ensure the orderly and appropriate development of industrial areas in the Shire; and
- b) Provide acceptable development standards for industrial areas in the Shire.

## LOCAL PLANNING POLICY NO.7 - Requirements

### 1. Exemptions from Planning Approval

- a. There are no exemptions; all development in the Light & Service Industry and Industry zones requires Planning Approval.

### 2. General Requirements

- a. This Policy applies to applications for development in the Light & Service Industry and Industry zones.
- b. Unless stipulated otherwise in the Scheme, the development standards set out in Table 1 are the minimum standards:

	Minimum Requirement
Parking	1 per 50m <sup>2</sup> gross floor area
Landscaping	10% of lot area
Plot Ratio	0.6
Setbacks	7.5m front 5.0m on one side (NB <i>Normally, a side boundary setback of 3.0 metres applies in accordance with the BCA. This can be reduced in line with BCA fire separation requirements</i> ) 7.5m rear (average)

c. Use of Front Setback area

- i) The front setback area is the area in front of the 'main building line' and shall generally be used only for the purposes of landscaping, car parking, access or an approved 'trade display'.
- ii) No materials or product are to be stored in the front setback area (with the exception of an approved trade display).
- iii) No loading and unloading of goods and materials is take place in the front setback area.
- iv) An open storage area that is visible from a public place or street is to be screened to the satisfaction of the Shire.

d. Building Facades

- i) The facade of the building that addresses the primary street shall be either a purpose built office or constructed of brick, stone, concrete or glass or a combination of one or more of these materials.
- ii) Other materials of a type and to a design approved by the Council may be permitted on a facade provided that the materials to be used are structurally and aesthetically acceptable to the Council. Zincalume cladding is not acceptable.

e. Building Materials

- i) The use of un-painted 'Zincalume' is not permitted on any building in the Light and Service Industry Zone.
- iii) The use of 'Zincalume' on buildings greater than 150m<sup>2</sup> is not permitted in the Industry Zone.

f. Carparking & Trafficable Areas

- i) All car parking bays and maneuvering areas, including the driveway access in the front setback area, being properly drained, kerbed and sealed. All parking spaces are to be line-marked and maintained in good repair thereafter.
- ii) A minimum of a 2 coat bitumen seal is requirement for car parking and maneuvering for visitors and staff in front setback area.
- iii) The dimensions of parking bays and maneuvering areas are to comply with Australian Standard 2890.1 *Off-street parking*.
- iv) All other parking, truck turnarounds, storage and hardstand areas may be of gravel construction; constructed to ensure that dust does not cause a nuisance.

g. Landscaping

- i) Landscaping areas are to generally located in the front setback and down the side boundaries.
- ii) A landscaping plan is to accompany any application for planning approval, and landscaping is to complement the appearance of the proposed development.
- iii) Landscaping shall generally consist of lawns, gardens or the planting of trees and shrubs. The use of native and water efficient plants is encouraged.
- iv) Landscaping is to be established within 3 months of the completion of the building.
- v) Landscaped areas are to be reticulated and maintained at all times.

- vi) With the approval of the Shire fifty (50) per cent of the landscaping requirement identified in the Scheme Text and this Policy may be met by landscaping the verge area, providing that reticulation is installed and on-going maintenance of the total road verge bordering the subject lot is undertaken. For corner lots, this credit will be eighty (80) per cent of the landscaping requirement identified in the Scheme Text where the whole of the verge is treated.

#### h. Stormwater

- i) Stormwater is to be contained on site before discharged to road or district system.
- ii) The development may require oil separators or nutrient stripping infrastructure (such as retention basins) at the discretion of the Shire.
- iii) The use of rainwater tanks for storage and reuse on site is encouraged.

#### i. Fencing

- i) Boundary fencing is permitted to a maximum of 2.1m.
- ii) Fencing along the primary street frontage is to be visually permeable.
- iii) The use of barbed wire is not permitted.

#### j. Use of Transportable Buildings

- i) The use of transportable buildings (including second-hand buildings), such as offices and ablutions is permitted only with Council Planning Approval.
- ii) Transportable buildings are to be painted and/or clad to complement other buildings on the property.
- iii) Council may require modification of the roof line to ensure the building is made visually acceptable in the streetscape.

# LOCAL PLANNING POLICY NO.8 – Extractive Industry

## Background

The Shire of Ravensthorpe Town Planning Scheme No.5 defines an extractive industry as follows:

***“industry – extractive”*** means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar materials from the land and includes the treatment and storage of those materials, or the manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining;

Extractive industries are a discretionary land use in the ‘General Agriculture’ zone and *not permitted* in any other zone. Council may require that they be referred to neighbouring landowners for comment.

Extractive industries can have a high impact on the surrounding road infrastructure, existing vegetation and amenity of surrounding landowners and will therefore be referred to the relevant government agencies during the assessment period for comment. These may include Main Roads WA, Department of Parks and Wildlife, Department of Environmental Regulation, Department of Water, Department of Mines and Petroleum and Department of Agriculture and Food WA depending upon the nature of the application.

Where existing remnant vegetation is proposed to be cleared the applicant may need to seek a Vegetation Clearing Permit from the Department of Environment Regulation in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004.

Larger extractive industries may require registration or a license as a ‘prescribed premise’ from the Department of Environmental Regulation under Part V of the Environmental Protection Act 1986 (Environmental Protection Regulations, 1987, Schedule 1)

Finally, the Department of Mines and Petroleum (DMP) have a separate role under the *Mine Safety & Inspection Act 1994* to ensure the safety of extractive industries throughout the Shire. A separate approval and process is required with the DMP including preparing a ‘Project Management Plan’. More information is available at <http://www.dmp.wa.gov.au/14695.aspx>.

## Objectives

The objectives of this policy are as follows:

- a) To assist Council in determining applications for extractive industries by providing general guidelines and outlining matters Council will have regard for in assessing applications.
- b) To protect and maintain the existing landscape character, native vegetation, productive agricultural uses and general amenity of the Shire.
- c) To set out standard conditions that will be considered by Council in their assessment of extractive industry applications.
- d) To provide for appropriate ‘buffers’ between extractive industries and sensitive land uses.

## LOCAL PLANNING POLICY No.8 – Requirements

### 1. Exemptions from Planning Approval

- a. No exemptions are applicable to this policy.

### 2. General Requirements

- a. The following setbacks will generally be applied to excavation areas/ pits;
  - i) A minimum of 75 metres to any road or thoroughfare;
  - ii) A minimum of 50 metres to any property boundary in a different ownership;
  - iii) A minimum of 50 metres to any water course or stand of remnant vegetation.
- b. Excavation areas/ pits are to be separated from the closest 'sensitive land use' on a different lot (usually a house) by the recommended generic buffer distance listed in Table 1 unless a site specific technical study is prepared.
- c. Where an extractive industry proposes direct access to a sealed road and the projected number of vehicle movements from the site would justify such a requirement (as determined by Council), the Council may require crossover and vehicle access areas within 50 metres of the road to be constructed with a stable, impervious surface.
- d. Those portions of public roads as are affected by the activities related to an extractive industry shall be maintained to a 'pre-development' standard acceptable to Council at the applicants cost. A road maintenance contribution and / or bond may be payable to Council prior to commencement of works to ensure roads are maintained to satisfactory standards. The contribution may be applied at the discretion of Council. Such upgrading contributions may be financial or in-kind and shall be calculated on a case-by-case basis.
- e. An **Environmental Management Plan** is to be submitted addressing dieback controls, spread of noxious weeds, dust and noise is to be compiled in consultation with the Department of Parks and Wildlife and submitted to the Shire for separate written endorsement prior to commencement of any site work or an alternative time period agreed to in writing by the Shire.
- f. A **Rehabilitation Plan** is to be submitted and approved by the Shire in writing. This plan is to address (but not be limited to) the following issues:
  - i) Restrict the area of open pit to 2 hectares. Larger pits may be considered for gravel extraction where the applicant can demonstrate that it will not have any detrimental impact on the environment or amenity of the area (by lodging a detailed environmental management plan).
  - ii) How the portions of land subject to extraction are to be rehabilitated (following each stage of extraction) to allow for future rural use and shall include;
    - Flattening the land;
    - Spreading of stockpiled topsoil (capable of supporting seed and plant re-growth);
    - Forming stable battered banks not to be steeper than 1 in 5; and/or
    - And revegetation using native trees, shrubs and groundcovers/ undergrowth.



- g. An extractive industry licence is valid for twelve (12) months from issue of the Planning Approval starting from the 1<sup>st</sup> July. It is renewable annually by the Shire subject to no complaints being received by the Shire.
- h. Should Council be informed by the Permit Holder that renewal of the Approval is not required; Council will formally revoke the Approval. The operator is to ensure that the excavation is properly rehabilitated.

Table 1 – Generic buffers to sensitive land uses

Industry	Description of Industry	Buffer distance in meters
Clay extraction or processing	Mining, extraction or processing of clay	500-1000 depending on size.
Extractive Industry – hard rock	quarrying (including blasting), crushing and screening	1000
sand and limestone extraction	no grinding or milling works	300-500 depending on size

### 3. Special Application Requirements

- a. Where a new extractive industry is proposed, or an existing industry is to be increased in size over what was originally approved, planning approval is required prior to the industry commencing or extending. Applicants need to lodge;
  - A completed planning application form to be signed by the owner of the land.
  - A detailed written submission explaining the application, and addressing the matters to be considered at part 3b of this policy (as per below).
  - Detailed, accurate and scaled plans.
- b. In considering any application, Council will have regard for the following matters;
  - i) It is important that each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location.
  - ii) Whether the site is in a visually significant location such as on a ridge, adjacent to the coast or an estuary, close to a national park or nature reserve, visible from a major road, tourist destination, scenic route or tourist route\*<sup>1</sup>.
  - iii) Compatibility with adjoining land uses.
  - iv) Noise, dust and vibration abatement measures.
  - v) Proximity and buffers to wetlands and water courses.
  - vi) Whether the proposal includes clearing of significant remnant vegetation and the quality of vegetation.
  - vii) Drainage implications including surface and ground water impacts.
  - viii) Rehabilitation measures.

- ix) Intended end use of the land and future planning for the area.
  - x) Prevention of spread of dieback or other disease.
  - xi) Environmental management and measures proposed to be undertaken by the proponent to address environmental issues.
  - xii) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed.
  - xiii) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition.
  - xiv) The proposed road haulage route and whether the use of any state controlled roads are proposed.
  - xv) Size of trucks and number of truck movements.
  - xvi) Existence of other extractive industry or heavy haulage-associated use in the vicinity.
  - xvii) Details of the storage of fuel and flammable materials on the site;
  - xviii) The material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life;
- c. Council has discretion to advertise any application for extractive industry through letters to adjacent and nearby landowners, letters to relevant authorities, newspaper advertising and / or a sign on site.

Whilst the need for advertising can be determined on a 'case by case' basis, this Policy recommends that all 'extractive industry' applications be advertised due to potential impact on amenity and application of buffers.

Advertising will be for a minimum of 14 days in accordance with Clause 9.4 of the Scheme.

The application may also be referred to relevant authorities in accordance with Clause 10.1 of the Scheme. The types of authorities that Council may liaise with include (but are not limited to);

- Environmental Protection Authority (EPA)
- Department of Parks and Wildlife (DPAW)
- Water Corporation (WC)
- Department of Water (DoW)
- Department of Mines and Petroleum (DMP)
- Department of Agriculture and Food WA (DAFWA)
- Main Roads (MRWA)
- Western Power (WP)
- Department of Indigenous Affairs (DIA).
- Tourism WA
- Any other authority Council considers relevant.

# **LOCAL PLANNING POLICY NO.9 – Fire Management Plans**

## **Background**

The devastation caused by bush fires throughout Australia in recent years highlights the need for greater regulation of development in areas considered prone to bush fire attack. The *Planning for Bush Fire Protection Guidelines 2010 (Edition 2)* has been prepared by the Department of Planning in association with the Department of Fire and Emergency Services to implement a state wide approach guiding development of land within bush fire prone areas.

## **Objectives**

The objectives of this policy are as follows:

- a) To ensure fire risk issues are identified and addressed prior to applications being considered by Council.
- b) To protect property and life in the Shire of Ravensthorpe;
- c) To ensure development complies with up-to-date bush fire management guidelines; and
- d) To reduce the impact of personal and community devastation caused by bush fire.

## **LOCAL PLANNING POLICY No.9 – Requirements**

### **1. Exemptions**

- a. No exemptions are applicable to this policy.

### **2. General Requirements**

- a. Subdivision and development in areas of moderate to extreme bushfire hazard is to be developed in accordance with the requirements of *Planning for Bush Fire Protection Edition 2, 2010* or as revised from time to time.

### **3. Special Application Requirements**

- a. Council will determine, in consultation with the Department of Fire and Emergency Services, when a Fire Management Plan is required to be prepared in accordance with the requirements of *Planning for Bush Fire Protection*.
- b. Prior to rezoning and subdivision application for residential, small rural holding and rural conservation developments being considered by Council the application is to be referred to a meeting of at least four of the following; Chief Bushfire Control Officer, Deputy Chief Bushfire Control Officer, Community Emergency Services Manager and Manager of Planning and Development; for comment and recommendation on fire risk, fire safety and fire management issues.

# **LOCAL PLANNING POLICY No.10 – Public Open Space – 3-5 Lot Subdivision**

## **Background**

Section 153 of the *Planning and Development Act 2005* (as amended) establishes that Public Open Space cannot be requested from a subdivision that creates less than 3 lots.

Where a subdivision proposes to create in excess of 5 lots, it has been the consistent approach of the Western Australian Planning Commission to require the ceding of 10 percent of the land as Public Open Space (POS).

Since the gazettal of the Planning and Development Act in 2005 it is now possible to require POS to be ceded where 3-5 lots are created.

The Western Australian Planning Commission's Development Control Policy No.2.3 specifies that:

*“3.1.6 The Commission may impose an open space condition where an application would create five lots or less where:*

- The imposition of the condition would yield an area of land which the Commission and Council agree is adequate and suitable for public open space purposes; or*
- The local government has identified an existing or potential deficiency of public open space and has an adopted strategy to improve or provide open space by land acquisition in the locality of the subdivision; or*
- Similar proposals containing five lots or less would be likely to eventuate in the locality. ”*

The Ravensthorpe, Hopetoun and Munglinup townsites have historically been developed at a low density, with the majority of subdivision occurring prior to the requirement for the contribution to or establishment of Public Open Space. With the exception of their recreation complexes, this has resulted in a large deficiency in useable and quality Public Open Space areas.

Whilst the Shire of Ravensthorpe would be asked to comment on any subdivision within the Shire boundaries, it is important to note that the final decision on any proposed subdivision lies with the Western Australian Planning Commission and that Council can only recommend a Public Open Space contribution condition to the Western Australian Planning Commission during the referral period.

## Objectives

The objectives of this policy are as follows:

- a) To ensure that there is adequate provisions of Public Open Space within the townsites of the Shire of Ravensthorpe.
- b) To ensure that Public Open Space owned and maintained by the Shire of Ravensthorpe is of a high quality for use; and
- c) To provide suitable guidelines to Council where it should request a land or cash-in-lieu contribution to Public Open Space for subdivisions creating between 3 – 5 lots.

## LOCAL PLANNING POLICY No.10 – Requirements

### 1. Exemptions from Public Open Space contribution:

- a. This policy only applies to subdivision which creates 3-5 lots zoned 'Residential' by the Shire of Ravensthorpe Town Planning Scheme No.5.

### 2. General Requirements:

- a. The following contribution of land or cash-in-lieu shall be applied:
  - i. 5 percent where a proposal creates three (3) 'Residential' zoned lots;
  - ii. 7.5 percent where a proposal creates four (4) 'Residential' zoned lots; and
  - iii. 10 percent where a proposal creates five (5) 'Residential' zoned lots.
- b. The Shire of Ravensthorpe shall determine if a land or cash-in-lieu contribution to Public Open Space is appropriate. In making this decision, Council shall consider:
  - i. The proximity of the proposed subdivision to any nearby reserves;
  - ii. If the proposed subdivision immediately adjoins a reserve for recreation and whether a land contribution could be amalgamated with that reserve;
  - iii. If funding from a cash-in-lieu contribution for Public Open Space would be able to be used to improve nearby existing reserves that would be used by the proposed subdivision; and
  - iv. If the proposed subdivision contains land which the Shire of Ravensthorpe wishes to secure for Public Open Space purposes.

# **LOCAL PLANNING POLICY NO.11 – Alfresco Dining & Trading in Public Places**

## **Background**

Alfresco dining in appropriate locations within the Shire's townsites can contribute to its ambience by adding colour, vibrancy and interest to the streetscapes. Alfresco dining is encouraged in all town centres, and especially in locations closely associated with retailing, entertainment and tourism.

The Shire of Ravensthorpe supports and encourages the establishment of alfresco dining areas which:

- i) Enhance the amenity, vitality and ambience of the town's retail, commercial, entertainment and tourism areas;
- ii) Contribute to the activation of streets or laneways on which they are located;
- iii) Provide innovative, unique and creative alfresco street furniture;
- iv) Do not interfere with the safe and reasonable movement of pedestrians, people with prams and motorised wheelchairs; and
- v) Are located so that they do not cause danger or unnecessary distraction to motorists, pedestrians or other road users.

In the interests of encouraging alfresco dining and street activity the additional floor space will not attract a requirement to provide additional parking.

## **Objectives**

The objectives of this Policy are:

- a) To enhance the functions, appearance and character of the commercial areas by permitting alfresco dining associated with existing food establishments on Council controlled land such as road reserves;
- b) To allow for the operation of trading activities in public places in such a manner and location that they do not conflict with, or act prejudicially towards the Shire's retail and service base, or any other function of the town centre.

## **LOCAL PLANNING POLICY NO.11 - Requirements**

### **1. Exemptions from Planning Approval**

- a. There are no exemptions from Planning Approval.

### **2. General Requirements**

This Policy applies to applications seeking approval to use public land for alfresco dining and trading in public places activities whether on a permanent or temporary basis. Council will have regard to the policy statements below in assessing and considering all applications.

- a. The proposed dining area or display is to be attractively integrated with, and enhance the character of the immediate locality and overall streetscape
- b. Council will not approve dining and/or display activities where, in its opinion, approval would conflict with or inconvenience other existing businesses. Council in its consideration of the impacts may consult with the owners/occupiers of other nearby premises
- c. Generally, dining and/or displays will be approved only where they are directly associated with an existing adjacent business. Activities that are not directly associated with an adjacent business may be considered in special circumstances but only where they meet a demand for goods and services that are not available already
- d. All objects for dining and/or display placed within the footpath area must not obstruct pedestrian movement or access to and from kerbside parking bays and a minimum clear footpath width of 2m shall be maintained in all cases.
- e. All objects and furniture located as part of the dining and/or display area are to be readily removable. However, where it is demonstrated to the satisfaction of Council there are positive benefits to the public, more permanent features may be permitted providing all costs associated with removal and restoration are borne by the applicant and Council is satisfied with the form, construction and appearance of those more permanent features
- f. Objects placed on the footpath within the road reserve must not obstruct sight lines for either vehicles or pedestrians, either at road junctions and crossovers.
- g. The applicant is responsible for attending the dining and/or display area and ensuring it is maintained in a good condition and clean and tidy state at all times.
- h. If a dining area and/or display are not maintained in a good condition and clean and tidy state and/or the conditions of Council's approval are not adhered to, Council may withdraw the approval and all associated materials and objects associated with the approved use must be removed.
- i. The applicant shall be solely responsible for all and any associated costs with the removal, alteration, repair, reinstatement or reconstruction to Council's satisfaction of the street carriageway, footpath or any part thereof arising from the use of the approved area. If an applicant does not complete the necessary works, Council may recoup such costs from the applicant.

- j. The installation of transparent, roll-down blinds to provide weather protection for an alfresco area is supported in principle but they must be taken down each night at the close of business.
- k. An Alfresco Dining and Trade Display permit is valid for twelve (12) months from issue of the Planning Approval starting from the 1 July. It is renewable annually by the Shire subject to no complaints being received by the Shire

### **3. Special Application Requirements**

- a. The applicant is required to show evidence of appropriate comprehensive public liability insurance covering any activity, object or provision within the approved public place and indemnify Council against any claim from its use by them and/or patrons.
- b. In addition to normal planning application requirements, applications for Alfresco Dining Areas or Street Displays must be accompanied by plans, drawn to scale, which clearly indicate the proposed location of tables, chairs and any other object(s) and shows their relationship to existing features such as the building, kerb line, street furniture, landscaping and adjoining buildings
- c. Applications must contain a written submission and must specify proposed days and hours of trading in the public area.



# **LOCAL PLANNING POLICY NO.12 – Use of Rights of Way**

## **Background**

Ravensthorpe and Hopetoun have numerous public Rights of Way (ROW) located along the rear boundary of the residential and town centre zones. They are developed to a gravel standard and used as rear access to houses and in some cases commercial land uses.

The ROW's give rise to a number of issues that need managing, including:

- In Ravensthorpe they can be steep in nature and give rise to drainage issues, particularly scouring at the intersections with roads.
- A potential place for antisocial behaviour being a space that lacks public surveillance and provides access to backyards.
- Where they divide residential and commercial land uses they can lead to additional service traffic for the commercial land use impacting upon the amenity of the adjoining residential area;
- If used to service commercial development then heavy vehicles can lead to the ROW needing more maintenance from the Shire and the general community paying for specific users; and
- Morgans Street is a major highway controlled by Main Roads WA and steeply sloping in parts. The ROW's may be required to provide access given limitations on access from Morgans Street.

## **Objectives**

The objectives of this Policy are to:

- a) Recognise the intrinsic value of ROW's to the community and ensure the community does not suffer the financial impost associated with maintenance of a ROW associated with an industrial, commercial or grouped dwelling development;
- b) Provide clarity and system to the assessment of Planning Applications for industrial, commercial and grouped housing development which propose the use of a ROW; and
- c) Ensure developments using ROW's do so in a manner that does not negatively impact on adjoining properties.

## **LOCAL PLANNING POLICY NO.12 - Requirements**

### **1. Exemptions from Planning Approval**

- a. Access to a single house and ancillary development is not required to contribute to the upgrading of ROW's.

### **2. General Requirements**

- a. There is a presumption against the use of ROW's; Council's preferred position is to work with developers to form strategies that preclude the use of ROW's as part of the normal business operation or grouped dwelling development wherever practical.
- b. Council will consider the requirements of this Policy when determining Applications for Planning Approval for industrial, commercial and grouped dwelling developments that propose the use of a ROW for regular vehicular access to whole or part of the property.
- c. Where use of a ROW is considered necessary for the operation of a business or grouped dwelling development, Council will support developments that require use of a ROW for vehicular access on the following grounds:
  - i) The ROW will be used for access/egress only;
  - ii) The ROW will not be used for the loading and unloading of goods and materials that will block public access to the ROW; and
  - iii) The ROW is sealed and drained to cater for the level of use and types of vehicle traversing the ROW at the applicant's expense; from the property boundary to a constructed street.
- d. The minimum standard of construction of ROW's is to be 'two-coat' bitumen seal. Drainage will be to the requirements of Council. Council will require 'hot-mix' asphalt seal where it is of the opinion that a greater specification of construction is required to cater for heavy vehicles serving the development.
- e. The use of ROW's as the primary frontage for a grouped dwelling is to be in accordance with the relevant setback and access provisions of the Residential Design Codes.

# LOCAL PLANNING POLICY NO.13 – Farm Forestry

## Background

There is potential for commercial timber and associated products in the Shire, but the choice of species is restricted to well defined ranges due to soil type and rainfall. Another emerging plantation industry is the establishment of carbon plantations to create carbon offsets through the establishment and management of plantations dedicated to that purpose.

These carbon plantations are not subject to harvesting and may be left in place for 70 years. The accumulated carbon dioxide in these plantations is 'traded' with entities that have an obligation to reduce their greenhouse gas emissions profile (such as vehicle manufactures and petroleum companies). Carbon dioxide sequestered by these plantations needs to be certified under the National Greenhouse Friendly Program of the Commonwealth Government Department of Climate Change.

The environmental benefits of such plantations include lowering of water tables (and salinity levels), improved biodiversity (including habitat linkages), improved soil conservation and reduced sediment loads in waterways. Also from a local government perspective, additional road construction and maintenance is not required as the plantation may never be harvested.

However, carbon plantations do generate areas of concern particularly from a local government perspective. After the initial planting and other than annual firebreak maintenance, nothing is returned to the local community. There is essentially no production of food from the land which once was carrying livestock and/or being used for cropping. There is the real potential that extensive areas planted to carbon plantations exacerbate population drift and rural re-population.

However, at this stage the Shire has not taken a position in regard to limiting or controlling carbon plantations as a land use, this policy governs plantations that are harvested such as Blue Gum and pine plantations.

The active management of plantations is critical to ensure that fire, weed and vermin issues are kept to a manageable level. These matters (and others) are addressed by the *Code of Practice for Timber Plantations in Western Australia*.

Farm Forestry and Agroforestry operations are defined as 'Plantation' by the Scheme. A 'plantation' is a discretionary land use in the 'General Agriculture' zone. The Scheme requires discretionary Planning Approval to be granted by Council prior to the establishment of a plantation.

## Objectives

The objectives of this Policy are to:

- a) To facilitate a more consistent, efficient and effective planning process for farm forestry.
- b) To facilitate the establishment, management and harvesting of plantations consistent with the *Code of Practice for Timber Plantations in Western Australia*, as amended.
- c) To support and encourage the development of Agroforestry in the Shire for its combined economic, environmental and social benefits and its greater contribution to sustainability in rural areas.

## Definitions

For the purposes of this Policy, the following definitions apply:

**Agroforestry** - Land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

**Farm Forestry** - Any commercial tree production on farmland.

**Plantation** - A stand of trees of 10 hectares, or larger, that has been established by sowing or planting of either native or exotic tree species selected and managed intensively for their commercial and environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

**Plantation Management Plan** - A plan that details the establishment and tending procedures for a plantation in a manner consistent with Appendix 1 of the *Code of Practice for Timber Plantations in Western Australia; Protocols for management Plans*.

**Transport Strategy** - A plan and/or agreement outlining the transport arrangements related to the subject property and the surrounding local and district road system for transporting harvested or processed product from the site of production prepared in a manner consistent with Appendix 2 of the *Code of Practice for Timber Plantations in Western Australia; Plantation Timber Haulage Notification to Local Governments*.

## LOCAL PLANNING POLICY NO.13 - Requirements

### 1. Exemptions from Planning Approval

There are no exemptions from planning approval.

### 2. General Requirements

- a. In assessing an Application for Planning Approval that proposes a Plantation, Council is to have regard to the Development Control Provisions of this Policy and the following criteria as appropriate:
  - i) the provisions of the *Code of Practice for Timber Plantations in Western Australia*, as amended;
  - ii) the need to encourage farm forestry in locations where it is significant to the State, regional and local economies;
  - iii) the benefits of farm forestry in addressing land degradation, including soil erosion, water logging and salinity;
  - iv) the role of farm forestry in protecting water quality and preventing adverse effects on groundwater recharge;
  - v) Any loss of high quality, productive agricultural land;
  - vi) the impact on the natural environment and on visual amenity; and
  - vii) the compatibility of farm forestry with adjacent land uses.
- b. Compliance with the Code of Practice for Timber Plantations in Western Australia (as amended) is required. The Code of Practice for Timber Plantations in WA ('the Code') which sets out goals and guidelines for specific areas, including management plans, planning and design, plantation roads, weed and pest control, waterway

protection, drainage, harvesting, fire prevention and control, research and development, safety and investment.

All plantation applications will be required to meet the minimum standards as outlined in the Code of Practice. All applications will be assessed having regard for the general principles of the Code.

- c. Council will require the preparation and submission of a **Plantation Management Plan** to accompany applications in accordance with the protocol of the *Code of Practice for Timber Plantations in Western Australia (as amended)* (Code of Practice).

Appendix 1 of the Code of Practice provides a detailed description of matters to be addressed so will not be replicated in this policy (e.g.. establishment and maintenance plan, fire management plan, weed control, vermin and insect control, planting details, native vegetation management etc).

- d. Council will require the preparation and submission of a **Transport Strategy** as part of the Application for Planning Approval. The Transport Strategy is to include the following information:
  - i) Area of land to be planted to trees and subsequently to be harvested;
  - ii) Anticipated season/s and year/s of harvest;
  - iii) Anticipated tonnage of product at harvest;
  - iv) Whether trucked product is likely to be in the form of logs or chips or other;
  - v) Anticipated haul routes on local and district roads;
  - vi) Proposed destination of haulage; and
  - vii) Proposals for upgrading/rehabilitation or making financial contribution towards the upgrading/ rehabilitation of the local and district road system.

The Transport Strategy is to be updated and presented to Council for final approval a minimum of eighteen (18) months prior to harvesting commencing.

- e. Council may require a report on the general pre-condition of the main haulage roads and payment of a bond to cover any potential road damage.
- f. Council will require the preparation and submission of a **Fire Management Plan** as part of the Application for Planning Approval. The Fire Management Plan is to be prepared by an experienced fire professional in accordance with the Guidelines for Plantation Fire Protection, as amended.
- g. In order to reduce the potential for conflict between farm forestry practices and areas of sensitive land uses, Council will not approve the development of Plantations within:
  - i) 500m of the Townsites of Hopetoun, Munglinup and Ravensthorpe.
  - ii) 250m of the Townsite of Jerdacuttup.
  - iii) 500m of areas zoned 'Rural Conservation'.
  - iv) 250m of areas zoned 'Rural Small Holding'.

Notwithstanding the separation distances stated above, Council may consider reducing the separation distance where it can be demonstrated that the planting of trees closer to sensitive land uses will address pre-existing environmental damage, such as salinity. The proponent is to demonstrate in this case that the plantation can

be operated without adverse impact on the amenity of residents in the adjoining areas.

h. All plantations shall be setback:

- i) 50 metres for permanent water or greater ephemeral streams (intermittent);
- ii) 30 metres for ephemeral streams and margins of water supply

Variation to these setbacks can be considered following referral to the department of Water for advice.

i. Agency referrals

- i) Where a property subject to an Application for the establishment of a Plantation adjoins land managed by the Department of Parks and Wildlife as part of a designated Nature Reserve, Conservation Area or National Park, the Application is to be referred for comment to the Department.
- ii) Applications that use Main Roads WA controlled highways for access will be referred to Main Roads for comment.
- iii) Applications in close proximity to waterways will be referred to the Department of Water for comment prior to determination.

# LOCAL PLANNING POLICY NO.14 – Holiday Homes

## Background

Holiday homes are private residential dwellings that are leased out for short term accommodation for a period not exceeding three (3) months. Holiday homes are a small but growing aspect of the tourism industry in the Shire of Ravensthorpe and have long been an important part of local and Western Australian lifestyle and culture.

The informal development of this section of the tourist accommodation market has meant that holiday homes have so far operated with minimal regulation, resulting in an uncertain legal & insurance environment, issues of inequity with other service providers and increased potential for land use conflict. Community concerns about holiday homes often relate to the behaviour of tenants, rather than being associated with the use per se. In addition there has been concern that some holiday homes are not maintained to a satisfactory standard, which in turn reflects negatively on the Shire's tourism industry.

The Western Australian Planning Commission (WAPC) has prepared Planning Bulletin 99 - 'Holiday Homes Guidelines' that sets out the WAPC's position in relation to the planning and regulation of holiday homes in Western Australia. The bulletin provides guidance to local governments when dealing with issues associated with holiday homes in the local government planning framework. This policy is consistent with the recommendations of this Bulletin.

The Shire of Ravensthorpe Town Planning Scheme No.5 (the Scheme) does not list 'holiday home' as a specific use class or defines 'holiday home'. Council has determined that the land use 'holiday home' shall be treated as a 'Use Not Listed' and considered in the 'Residential', 'General Agriculture', 'Rural Conservation' and 'Rural Small Holding' zones subject to advertising for public comment prior to a determination of an application.

## Objectives

The objectives of this Policy are:

- To establish clear guidelines for the short stay use of holiday homes for tourism accommodation.
- To ensure that the predominant residential nature and character of neighbourhoods is retained.
- To minimise negative impacts of holiday homes on the amenity of adjoining residents.
- To encourage the provision of good quality, well managed holiday homes.

## Definitions

**Holiday home** means a single house, which might also be used for short stay accommodation for no more than twelve people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).

**Short stay** means that no person is to stay for more than three months in any 12 month period.

**Property Manager** means a person or company responsible for the day to day administration of the holiday home and may be the landowner.

## **LOCAL PLANNING POLICY NO.14 - Requirements**

### **4. Exemptions from Planning Approval**

- a. This policy does not apply to houses used by absentee landowners for their own holidays but only to houses rented out for commercial gain.

### **5. General Requirements**

- a. Holiday homes are generally considered an acceptable land use in the 'Residential', 'General Agriculture', 'Rural Conservation' and 'Rural Small Holding' zones, subject to appropriate management measures being put in place.
- b. The holiday home may only be rented for a maximum period of three (3) months to any one person in any twelve (12) month period.
- c. Car parking bays are to be provided on-site at a rate of one bay per two adults accommodated.
- d. The applicant is to provide a copy of the approved Property Management Plan to adjoining landowners/occupiers as identified by the Shire.
- e. On-site holiday home signage is not permitted with the exception of a 0.2m<sup>2</sup> nameplate (i.e. identifies the name of holiday home if relevant).
- f. Business Directional Signs are not permitted for holiday homes.
- g. The use of grouped or multiple dwellings will generally not be supported for holiday home accommodation given the potential impacts on adjoining residents, unless all owners are in agreement.

### **6. Special Application Requirements**

- a. A Property Management Plan is required to be submitted and approved by the Shire. Matters that need to be addressed in the Property Management Plan include:
  - d. Details of the appointed property manager;
  - e. Details of the maximum number of adults to be accommodated at any one time.
  - f. Details of how bookings are to be made;
  - g. Duties of the property manager;
  - h. In relation to the appointment of a Property Manager, the following is applicable:
    - is a person/company that will have day-to-day management of the holiday home; and
    - will specifically respond to complaints pertaining to guest behaviour made before 1am within a two hour timeframe; and
    - in relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.
  - i. Fire and emergency plan arrangements (i.e. location of smoke alarms, fire blankets, exit lighting, fire extinguishers, external taps/garden hoses, a fire evacuation route leading to the nearest main road and emergency information details); and
  - j. A Code of Conduct for guests based on the template provided in this policy.

To ensure consistency in Property Management Plan details, a proforma Property Management Plan is attached to this Policy.



## **7. Renewal & Approval Period**

- a. All initial planning approvals for holiday homes shall be granted for a one year period unless the local government determines otherwise.
- b. In determining an application for renewal, the Shire will consider the nature of any comments made regarding the operation of the activity and any other information available relating to the adverse impact of the activity on the amenity of neighbours and surrounding area.
- c. Where complaints have been made, issues relating to impact on amenity have been verified or other non-compliance with the planning approval has occurred, approval of the renewal application is unlikely to be granted.
- d. Where the Shire is satisfied that the holiday home has been appropriately managed an approval of the renewal application for a period of up to three years may be granted.

### **Note:**

Property Managers are fully responsible for the holiday home and to ensure there is minimal impact on the amenity of neighbouring properties. This provides a degree of certainty to operators, while also enabling the Shire flexibility to terminate approval of non-compliant operators, particularly where valid complaints are received, conditions of approval are not being complied with and/or there are concerns relating to the holiday home operations.

## **HOLIDAY HOME** **PROPERTY MANAGEMENT PLAN**



**PROPERTY ADDRESS:**

**PROPERTY MANAGER DETAILS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number:

Email:

Details of where bookings are made:

Internet (please specify):

Property Manager:

Other (please specify):

**NOTE: In relation to the nominated Property Manager, the following is applicable:**

- Is a person/company that will have day-to-day management of the holiday home; and
- Will specifically respond to complaints pertaining to guest behavior made before 1am within a two hour timeframe; and
- In relation to any other complaints will respond, within a reasonable timeframe but in any event within 24 hours.

### **DUTIES OF PROPERTY MANAGER**

General Information: The Property Manager will supply readily visible in the kitchen or living area of the home the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route). Other duties include:

- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people is staying overnight in accordance with planning approval conditions;
- Ensure the premise is registered with the Shire of Ravensthorpe as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Maintain a register of all people who utilise the premise, available for inspection by the Shire of Ravensthorpe upon request;
- Ensure the premise is clean and maintained to a high standard;
- Ensure rubbish and recycling bins are put out and collected as required.

**DATE:**

## **HOLIDAY HOME** **FIRE AND EMERGENCY PLAN**

**PROPERTY ADDRESS:**

**FIRE SAFETY INFORMATION:**

The following floor plan of premises clearly identifies the location of:

- Hardwired smoke alarms;
- Fire blanket (in kitchen);
- Fire Extinguishers; and
- External Taps/Garden Hose Locations; and
- A fire evacuation route leading to the nearest main road; and

*Please attach a floor plan for each level of the premise with the above clearly located and identified.*

The above information is to be clearly displayed in accordance with the Property Management Plan.

**EMERGENCY CONTACT DETAILS:**

**FOR ALL EMERGENCIES DIAL 000**

Property Manager:	
Ravensthorpe Police:	9838 1004
Hopetoun Police:	9838 3724
Shire of Ravensthorpe:	9839 0000
Ravensthorpe Hospital:	9838 2211

**EMERGENCY PROCEDURE:**

In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

<u>ABC Radio:</u>	558AM
<u>DFES:</u>	<a href="http://www.dfes.wa.gov.au/alerts/Pages/default.aspx">http://www.dfes.wa.gov.au/alerts/Pages/default.aspx</a> 1300 657 209
<u>Shire of Ravensthorpe:</u>	<a href="http://www.ravensthorpe.wa.gov.au">www.ravensthorpe.wa.gov.au</a>

## **HOLIDAY HOME** **CODE OF CONDUCT**

### **PROPERTY ADDRESS:**

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

**TENANTS:** A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

**NOISE AND NUISANCE:** The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behavior. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

**VEHICLE PARKING:** The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

**SHIRE REGULATIONS:** The tenants agree to all Shire regulations, including noise and fire limitations.

**FIRES:** The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

**RUBBISH DISPOSAL:** The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where your stay coincides with collection days.

**TERMINATION OF ACCOMMODATION:** If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours notice at the Property Managers discretion. No refunds will be made.

## **FIRE EVACUATION ROUTE**

*Map of Locality  
(Insert).*

*The map of the property is to clearly show (or detail) the nearest Emergency Evacuation Point.*

*The primary route used to evacuate the locality in the event of an Emergency which must lead to a main road.*

**PROPERTY ADDRESS:**

**LEGEND**

Subject Property

Roads to be used in the first instance for Emergency Evacuation

## **FLOOR PLANS OF PREMISE**

**PROPERTY ADDRESS:**

*UPPER FLOOR PLANS  
(Insert).*

*LOWER FLOOR PLANS  
(Insert).*

### **LEGEND**

Hardwired smoke alarms Fire blanket (in kitchen)

Fire Extinguishers

You are here.