AGENDA

Town Planning Committee

Tuesday, 1 March 2022 at 6:30 PM

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.
Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware that the provisions of the Local Government Act 1995 (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.
The Town of East Fremantle expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

Copyright

The Town wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

Procedure for Deputations, Presentations and Public Question Time at Council Meetings

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

Deputations	Presentations
A formal process where members of the community request permission to address Council or Committee on an issue.	An occasion where awards or gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government.

Procedures for Deputations

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

(a) is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;

(b) is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and

(c) additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

Procedure for Presentations

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact Executive Support Services via telephone on 9339 9339 or email admin@eastfremantle.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received/awarded by the Mayor or an appropriate Councillor.

Procedure for Public Question Time

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective. Council (as required by the *Local Government Act 1995*) sets aside a period of 'Public Question Time' to enable a member of the public to put up to three (3) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Mayor may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the ***Town of East Fremantle Local Government (Council Meetings) Local Law 2016:***

1. Public Questions Time will be limited to ten (10) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to three (3) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.

Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.

Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.

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NOTICE OF MEETING

Elected Members

An Ordinary Meeting of the Town Planning Committee will be held on 1 March 2022 at 6:30 PM in the Council Chamber, 135 Canning Highway, East Fremantle and your attendance is requested.

GARY TUFFIN

Chief Executive Officer

23 February 2022

AGENDA

1 DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

2 ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders, past and present."

3 ANNOUNCEMENT TO GALLERY

"Members of the gallery are advised that no Committee decision from tonight's meeting will be communicated or implemented until 12 noon on the first clear working day after this meeting."

4 RECORD OF ATTENDANCE

4.1 ATTENDANCE

4.2 APOLOGIES

4.3 LEAVE OF ABSENCE

5 MEMORANDUM OF OUTSTANDING BUSINESS

6 DISCLOSURES OF INTEREST

6.1 FINANCIAL

6.2 PROXIMITY

6.3 IMPARTIALITY

7 7. PUBLIC QUESTION TIME

7.1 RESPONSES TO PREVIOUS QUESTIONS FROM MEMBERS OF THE PUBLIC TAKEN ON NOTICE

7.2 PUBLIC QUESTION TIME

8 PRESENTATIONS/DEPUTATIONS

8.1 PRESENTATIONS

8.2 DEPUTATIONS

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 TOWN PLANNING COMMITTEE (1 FEBRUARY 2022)

9.1 OFFICER RECOMMENDATION
That the minutes of the Town Planning Committee meeting held on 1 February 2022 be confirmed as a true and correct record of proceedings.

10 ANNOUNCEMENTS BY THE PRESIDING MEMBER

Nil

11 REPORTS OF COMMITTEES

Nil

12 REPORTS OF OFFICERS (COMMITTEE DELEGATION)

12.1 52 EAST STREET - SUBSEQUENT TO THE CHANGE OF USE FROM RESIDENTIAL TO SHORT TERM ACCOMMODATION

Owner	Anthony & Tiffany Alps
Applicant	Anthony Alps
Reference Number	TPR-387
Planning Reference Code	P104/21
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 1 March 2022
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Site photos
3. Management plan submitted 8 December 2021
4. Plans submitted date stamped 21 December 2021
5. Emergency Plan submitted 21 December 2021
6. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application subsequent to the change of use from residential to short term accommodation at 52 (Lot 2) East Street East Fremantle.

EXECUTIVE SUMMARY

This development application is subsequent to the change of use from residential to short-term accommodation at 52 East Street East Fremantle. The property is a Category C heritage property. The application was made after complaints from surrounding properties and the lack of Council approval for the short-term accommodation. No formal approvals have previously been granted by Council. The development application is recommended for support subject to conditions.

BACKGROUND

Zoning	Residential R 20
Site Area	258m^2
Heritage	Category C
Fremantle Port Buffer	Area 2
Previous Decisions of Council and/or History of Issue On Site	DA P016/16 – rear extensions – approved 5 April 2016

CONSULTATION

Advertising

The development application was advertised to surrounding landowners from 8 to 23 December 2021. No submissions were received.

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Local Planning Scheme No 3

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows;

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage ad open spaces.

3.1 Facilitates sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

This development application proposes a change of use subsequent to operation of short-term accommodation without approval to an existing dwelling at 52 (Lot 2) East Street, East Fremantle.

The proposed use for short-term accommodation is an "unlisted use" within a residential zone, however, local government may "determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted" (clause 4.4.2a of Local Planning Scheme No.3).

Council does not have any specific local planning policies or local laws that regulate short term accommodation. The WAPC, however, formulated Guidelines in 2009 for the use of residential dwellings as short-term accommodation. This document identifies the matters to be considered on submission of a development application and makes recommendations in respect to how a local government authority may deal with such applications. The Guidelines provide advice regarding a range of planning considerations including (but not limited to);

(1) requirement to lodge a development application,
(2) advertising and invitation to comment,
(3) location and potential for conflict between land uses,
(4) amenity,
(5) building standards,
(6) form of approval,
(7) type of dwelling,
(8) management of property,
(9) fire and emergency response plans,
(10) approval period, and
(11) non-compliance and cancellation of approval.

The application has been assessed with regards to the relevant sections of the Guidelines for this application, Local Planning Scheme 3 provisions, residential amenity, and the impact the use could have on surrounding neighbours and conditions imposed accordingly.

The following issues are relevant to the determination of this application;

(i) impact on residential amenity,
(ii) number of bedrooms and the number of people accommodated
(iii) adequacy of car parking,
(iv) management of the property, and
(v) length of planning approval.

It is considered that the application be approved subject to several conditions that will ensure that the short-term accommodation does not create issues for surrounding properties.

Management Plan

A management plan was submitted which addresses a range of matters which are considered relevant to the use as short term accommodation. The management plan helps to control activity and noise at the premises and details procedures around issues at the property.

Time Limit for Approval

A time limit will be imposed on the formal approval such that a maximum period of 12 months will be recommended as a condition of approval. This allows the Town to re-assess the proposal should there be any adverse outcomes from the approval of the premises as a short-term accommodation provider.

Maximum Number of Guests

As the property has only 2 bedrooms limits will be imposed in terms of the maximum number of people that can stay as guests at the property. The maximum number of guests will be recommended to be limited to 4 people to ensure that there are no significant amenity impacts on surrounding residents.

Car Parking

Car parking will be limited for guests to on street public car bays that are available along East Street. This is considered a satisfactory solution to the provision of parking in this area given that the property has no

formal car bays on site and is similar to many properties in the Plympton precinct. The maximum number of people permitted to be accommodated imposed as a condition of approval will also limit parking demand.

It is noted that the property is located relatively close to Canning Highway and Marmion Street and has the benefit of high frequency bus routes travelling in both directions to and from Fremantle Train Station, Canning Bridge Train Station and Bull Creek Train Station which also has the potential to reduce the need for guests to have a car.

Signage

Commercial operations in residential areas that impact on the amenity of surrounding residents should be mitigated, including matters such as excessive signage, which can create visual pollution. No signage is referred to in the development application and a condition will be recommended that does not permit signage.

Noise

Noise is a legitimate concern for surrounding residents of short-term accommodation. It is considered that the day-to-day operations of short-term accommodation should not exceed normal household levels. In this case the owners will be able to be contacted directly by phone if there are issues with noise. The management plan states that noise must be kept to a minimum.

Advertising

The development application for a change of use subsequent to operation was advertised to surrounding properties and no submissions were received. It is recognised that although people may be opposed to short-term accommodation if the Town does not receive any formal opposition to the proposal, then there is no reason to oppose the proposal if no significant amenity issues are identified. To ensure that there are no ongoing issues that cannot be contained both a management plan and conditions that give the Town the ability to re-assess the proposal in 12 months' time are included as conditions in the final recommendation.

CONCLUSION

The proposed short-term accommodation is considered to be an activity that will have minimal impact on the amenity of nearby properties or on the neighbourhood generally providing the management plan is adhered to and matters considered in this report are addressed by way of the recommended conditions of development approval. Based on the preceding assessment the proposal to operate the short-term accommodation can be supported subject to the listed conditions.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OFFICER RECOMMENDATION

That approval be granted by Council for the operation of short term accommodation at No 52 (Lot 2) East Street, East Fremantle, in accordance with correspondence received on 8 December 2021 and plans date stamped received 21 December 2021, subject to the following conditions:

(1) Approval is for a temporary period of 12 months only from the date of this development approval.

(2) No approval is granted for the use or operation of a pool and separate applications for approval will have to be sought by the applicant/owners for consideration by the Town if a pool is to be utilised by guests at the short-term accommodation.

(3)	**Continuation of the short stay accommodation after the 12 month approval period has expired will require the submission of a new development approval application for the consideration of Council prior to the expiry of the development approval.**
(4)	**Maximum accommodation is for 4 people based on 2 bedrooms only being provided for accommodation. This is not to be exceeded at any time.**
(5)	**All vehicles are to be parked in the street parking available along East Street. No guest vehicles are to be parked on the Council verge, in or across crossovers due to inadequate parking on-site or on the street.**
(6)	**Residual current devices are to be provided to all power points and lights switches and proof of installation is to be provided to the satisfaction of the Chief Executive Officer prior to the commencement of the short term accommodation.**
(7)	**Smoke alarms are to be fitted and operational and proof of installation is to be provided to the satisfaction of the Chief Executive Officer prior to the commencement of the short term accommodation.**
(8)	**The owner/owner's representative is to advise guests of key elements of the management plan including;** **a. emergency evacuation procedures** **b. reminder that the premises are surrounded by residential dwellings and that noise is to be kept to a minimum after 10.30pm and before 7am.**
(9)	**No on-site signage is permitted.**
(10)	**Compliance with the Management Plan submitted with the application to the satisfaction of the Chief Executive Officer, in consultation with relevant officers.**
(11)	**The approval may be revoked by Council, prior to the expiry of the 12 month period referred to in (1) above, if any adverse impacts involving noise, anti-social behaviour, breaches of length of stay or the management plan, waste removal, security or parking are unable to be controlled by the applicant/owner or their representative in a timely and effective manner to Council's satisfaction.**

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

(i)	***A new development (planning) application is to be made for Council's consideration prior to the expiry of the 12 month approval period should the applicant wish to continue the use;***
(ii)	***This decision does not include acknowledgement or approval of any unauthorised development or signage onsite;***
(iii)	***A copy of the approved plans as stamped by Council are attached and the use is to conform with the approved plans unless otherwise approved by Council.***

REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

52 East Street – Location and Advertising Plan

Attachment -2

52 East Street –Site Photos

Management Plan Short-term Rental Accommodation

Applicants: Anthony & Tiffany Alps (Owners)

Address: 52 East Street, East Fremantle

Code of Conduct:

- Guests to adhere to check-in time unless approved by owners (2.00pm onwards)
- Guests to adhere to check-out times unless approved by owners (by 11.00am)
- Guests not to leave belongings at property past check-out time unless approved by owners
- Guests to return keys upon check-out
- Guests to leave property in a decent and tidy state
- No smoking inside house
- All external windows and doors to be locked when leaving the property
- Any damage to the property to be reported immediately to owners
- Pets only allowed upon approval by owners
- Guests to be mindful of our neighbours:
  - No disruptive noise before 8.00am and after 10.00pm (eg. loud music, shouting, slamming doors etc)
  - Utilise street parking directly in front of property if available (one car space)
  - Do not obstruct neighbours' driveways on either side of property
  - Adhere to approved number of guests (max 2 adults & 4 children)
  - No parties
  - No engaging in illegal activities anywhere on the property
  - Trash & debris to be placed in designated receptacles* & to be mindful of excessive amounts of trash that exceed neighbourhood norm
- The above expectations will be clearly outlined in the Airbnb property listing, through our Airbnb message threads with guests, as well as being displayed in a prominent position on the kitchen bench.

**A FOGO bin system is set up in the drawer under our kitchen sink. Guests will be provided with a generous supply of colour-coded bin liners & instructions on how to use the FOGO system effectively, including which large bins to be placed out for collection.*

Complaints Management Procedure:

- If our guests are not following local regulations, we would prefer our neighbours to communicate directly with us to address their concerns. This would be the fastest way to resolve any issues. Both sets of immediate neighbours have previously been provided with our contact details:
  - Anthony Alps M 0408 855 221
  - Tiffany Alps M 0422 938 841
  - Email: pulse@pulsefinancial.com.au
- Neighbours can also use the Airbnb 'Neighbourhood Support' page to send a message (non-urgent) or request a phone call from the Airbnb Neighbourhood Support Team for more urgent matters: https://www.airbnb.com.au/neighbors

Control of Anti-Social Behaviour & Potential Conflict Between Guests & Permanent Residents of the Area:

- The expected behaviour of guests regarding control of noise, privacy, security and correct parking locations is detailed in the above Code of Conduct which is provided to guests three-fold (Airbnb listing, Airbnb messaging & hard copy on display in kitchen)
- Rather than approaching guests directly with complaints, we would advise neighbours to contact us first and Airbnb 'Neighbourhood Support' page as a secondary option

Check-in & Check-Out Times & Procedures:

- Check-in 2.00pm onwards. Guests are directed to a key lock box in order to access the property. Guests are to provide an estimated time of arrival.
- Check-out prior to 11.00am. Guests are required to leave the property in a decent and tidy state, returning keys to the key lock box. All exterior doors and windows to be locked.

Management of Car Parking:

- The property will only be rented as the entire property (not individual rooms). The property can only accommodate up to two adults and four children, therefore appealing to couples and families (ie. single vehicle guests).
- Car parking availability will be clearly communicated to guests via our Airbnb listing, Airbnb messaging & a hard copy on display in kitchen.
- In the event guests have visitors, there is ample street parking available.

Cleaning & Waste Managenent:

- A FOGO bin system is set up in the drawer under our kitchen sink. Guests will be provided with a generous supply of colour-coded bin liners & instructions on how to use the FOGO system effectively, including which large bins to be placed out for collection.
- Guests to leave property in a decent state, not requiring excessive or deep cleaning (eg. soiled soft furnishings, mouldy dishes, excessive trash etc).
- Cleaning & waste management will be clearly communicated to guests via a hard copy 'Code of Conduct' on display in kitchen (see above).

Fire & Emergency Response Plan:

- A Fire & Emergency Response Plan will be displayed in the laundry (near rear door):
  - Front and rear door emergency exits (rear door has access to easement accessing street).
  - A combined smoke & carbon monoxide detector is hard wired (battery back-up) in the hallway, central to all rooms of the house
  - A first aid kit is available for guest use in the rear bathroom, off the laundry

Fire Extinguishers:

- A fire blanket and domestic AS approved fire extinguisher is provided in the laundry, out of reach of children, near the rear door & maintained in proper working order.
- Garden hoses are available adjacent to the front and rear doors.

Outside Barbeque:

- A gas Webber Q barbecue is provided in rear entertaining area.

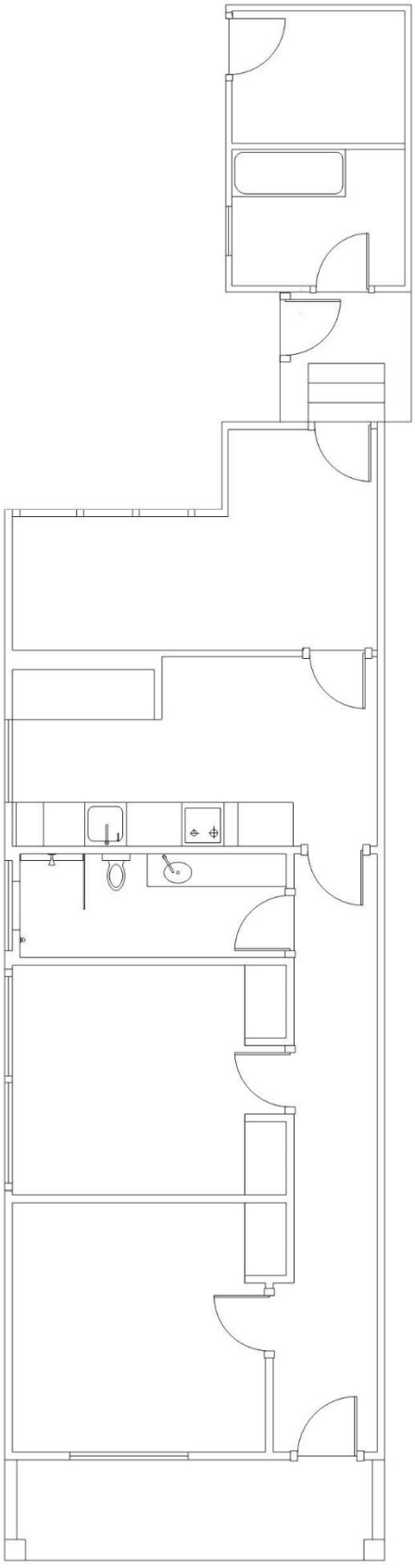
Maintenance of Premises:

- Property will be cleaned by ourselves following each guests' departure & prior to the arrival of new guests.
- We will continue to maintain the property and gardens to an extremely high standard.

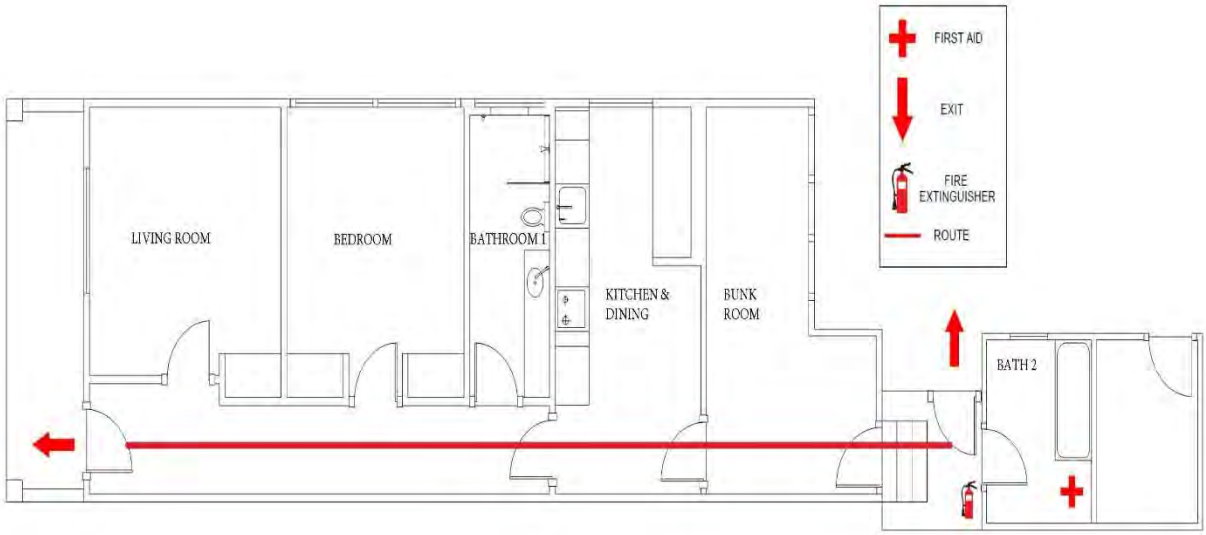
Security of guests, residents and visitors:

- All doors and windows to the property are lockable (guests provided with keys)
- Property is fully enclosed & secured by fencing to the front and rear
- Public liability and property insurance is provided through AirBNB. We have additional 'short stay home & contents' cover through private insurance.

Attachment -4



Attachment 5



Community Engagement Checklist

Development Application P104/21 - 52 East Street

Project Name

Objective of Engagement:	Neighbour consultation			
Lead Officer:	Regulatory Services			
Timeline:	**Start Date:**	8/12/2021	**Outcomes By:**	23/12/2021

Stakeholders				
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐
	Businesses	☐	Residents (all / targeted)	☒
	Children *(School / Playgroup)*	☐	Service Providers	☐
	Community Groups	☐	Unemployed	☐
	Disabled People	☐	Visitors	☐
	Environmental	☐	Volunteers	☐
	Families	☐	Workers	☐
	Govt. Bodies	☐	Youth	☐
	Indigenous	☐		☐
	Neighbouring LGs	☐		☐
Staff to be notified:	Office of the CEO	☐	Councillors	☐
	Corporate Services	☐	Consultant/s	☐
	Development Services	☐		☐
	Operations (Parks/Works)	☐		☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐

1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	23/12/2021	☒ Advertised to 5 surrounding properties and 3 properties in the City of Fremantle
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

Evaluation		
Summary of...	**Date Due**	**Complete / Attached**
Feedback / Results / Outcomes / Recommendations	23/12/2021	

Outcomes Shared			
Methods	**Responsible**	**Date Due**	**Complete / Attached**
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐

Notes

12.2 56 IRWIN STREET – ALTERATIONS AND ADDITIONS

Owner	Zunaid Grunbichler & Georgia Manuel
Applicant	Studio Atelier
Report Reference Number	TPR-458
Planning Reference Code	P111/21
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 1 March 2022
Voting requirements	Simple majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Photos
3. Plans submitted 25 January 2022
4. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application for alterations and additions at 56 (Lot 1) Irwin Street.

EXECUTIVE SUMMARY

This development application proposes alterations and additions to an existing dwelling located on a front survey strata property at 56 (Lot 1) Irwin Street, East Fremantle. It is proposed to add a second storey and complete significant modifications to the existing dwelling such that 2 additional bedrooms are added along with 2 new bathrooms, a large open plan living, dining and kitchen area on the ground floor, as well as the conversion of a metal patio into a new rear alfresco. The property is not heritage listed. The following variations are proposed to the Residential Design Codes and the Residential Design Guidelines;

(i) Clause 3.7.2.3 – Residential Design Guidelines – Setback of Upper Storey- streetscape impact minimised required, minimal streetscape impact provided
(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Upper Storey 6m required, 1.25m provided
(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

The development application is recommended for support subject to conditions.

BACKGROUND

Zoning	Residential R12.5
Site Area	476m^2
Heritage	N/A
Fremantle Port Buffer	N/A
Previous decisions of Council and/or History of Issue on Site	Nil

CONSULTATION

Advertising

The development application was advertised to surrounding properties from 23 December 2021 to 17 January 2022. One submission was received and is included below.

Submission	Applicant Response	Officer Response
Thank you for the opportunity to comment on the major rebuild at 56 Irwin Street. We believe that the proposed plans will have a significant impact on our dwelling and lifestyle. Our concerns are the height of the second story addition and the shadow implications this will have on our house. Specifically, our concerns are 1. The shadow impact on our north facing solar panels. This was a significant investment on our part to become more sustainable. Any reduction in sunlight will reduce the production of power and impact us financially. 2. Reduction of winter sunlight into our courtyard. This north facing courtyard supports the solar passive design of our house. Reduction in light and warmth will leave our house darker and colder in the winter months. 3. Vista. The size of the south facade on this proposal will limit our vista and sky from our living areas. We appreciate that the design of the house is that there are no windows overlooking our residence. We are happy to discuss our concerns further. We expect that our concerns will be acted upon.	– The neighbours' building is also a two storey building, therefore we are proposing the same building typology. We have proposed a second storey addition should match the height and scale as theirs. Will our building exceed their height & scale? – As mentioned, their property is also two storey in nature, and the solar panels are located on the second storey roof (based on google map imagery). Our solar shading to the south will not touch their second storey roof and therefore there should be no detrimental impact to the performance of their solar panels. – Unsure about how valid this reasoning/justification is. They have a second storey element on their own building that does precisely this to their direct southern neighbours at 58B at a much closer proximity (Our two storey component is some 4m approx. away from their small northern courtyard pocket). – Same as above comment, the length of our southern façade is 10.4m overall (significantly shorter and smaller in scale than their own). We have been very cautious about overall impact of the bulk and scale and have kept this to as small a footprint as possible in consideration for the clients neighbours	Based on information provided by the applicant the proposed development will not overshadow the solar panels on the roof of the neighbouring property (see Plan SK107). The total overshadowing from the proposed design is calculated as 15% which is less than the maximum permitted under the deemed to comply clause 5.4.3 of the Residential Design Codes (25%). The proposed development is also significantly lower than it could be if it was built to the maximum wall and roof heights that are permitted under the Residential Design Codes. Although the northern courtyard is overshadowed there is still a significant rear yard that is not overshadowed by this development. It should also be noted that there is a 3m wide laneway directly to the south of the subject property (that services the rear survey strata property) which increases the separation distance between the proposed development and the southern property. There are no guarantees regarding "vistas" of the sky. These are not assessable under the Residential Design Codes or the Residential Design Guidelines. Although some views of the sky are eliminated some remain from the rear of the dwelling. The remaining variations to the Residential Design Codes and the Residential Design Guidelines that are proposed do not impact

		on the southern neighbouring property but rather impact on the northern and eastern neighbouring property. The neighbouring dwelling is higher and longer than the proposed alterations and additions to the subject property.

Community Design Advisory Committee (CDAC)
The application was referred to the Community Design Advisory Committee by email due the covid 19 pandemic. No submissions were received.

External Consultation
The development application was referred to the Water Corporation. No objections to the proposed development were received.

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Residential Design Codes (Volume 1)
Local Planning Scheme No 3

POLICY IMPLICATIONS

Town of East Fremantle Residential Design Guidelines 2016

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows;

Built Environment
Accessible, well planned built landscapes which are in balance with the Town's unique heritage ad open spaces.
3.1 Facilitates sustainable growth with housing options to meet future community needs.
3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.
3.1.2 Plan for a mix of inclusive diversified housing options.
3.1.3 Plan for improved streetscapes.
3.2 Maintaining and enhancing the Town's character.
3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.
3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.
3.3.1 Continue to improve asset management within resource capabilities.
3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

This development application was assessed against the Town's Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Residential Design Codes

Design Element	**Required**	**Proposed**	**Status**
Street Front Setback (upper storey addition)	**Impact to streetscape minimised**	**15.6m**	**D**
Minor incursions			N/A
Lot Boundary Setback			
Southern wall – ground floor	1.5m	>1.5m	A
Eastern wall – ground floor		No change	N/A
Southern wall – upper storey	3.1m	0.29m (can be reduced to	A
Eastern wall – upper storey	**6m**	**1.25m**	**D**
Northern wall – upper storey	3.7m	5.97m	A
Open Space	55%	67.2% (applicant provided)	A
Maximum building height – gable, skillion and concealed roof	8m	6.83m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works			N/A
Overshadowing	Less than 25%	14.66%	A
Drainage	To be conditioned		

Residential Design Guidelines

Design Element	**Required**	**Proposed**	**Status**
Roof form and pitch	**28 to 36 degrees**	**Less than 28 degrees**	**D**
Materials and colours	Colours and materials shown		A
Landscaping	Landscaping plan required		A
Front fence	1.8m high & 60% visual permeability		N/A
Pergolas			N/A
Footpaths and crossovers	Condition		
Garages and carport	Incorporated into front facade		N/A

This development application proposes alterations and additions to an existing dwelling located on a front survey strata property at 56 (Lot 1) Irwin Street, East Fremantle. It is proposed to add a second storey and complete significant modifications to the existing dwelling such that 2 additional bedrooms are added along

with 2 new bathrooms, a large open plan living, dining and kitchen area on the ground floor, as well as the conversion of a metal patio into a new rear alfresco. The property is survey strata and is not heritage listed or on the Town's heritage survey. Three variations are requested to the requirements of the Residential Design Codes and the Residential Design Guidelines in relation to the primary street setback of the upper storey, the lot boundary setback for the eastern wall of the upper storey, and roof pitch.

Setback of Upper Storey

The upper storey is setback 15.6m from the front boundary which is well behind the minimum setback of 7.5m required of properties that have a density coding of R12.5. However, in accordance with the Residential Design Guidelines acceptable development provisions 3.7.2.3 A1.2 second storey additions are required to be accommodated within the existing roof and built behind the existing building and not visible from the opposite side of the street. Based on the information provided by the applicant it is difficult to see the upper storey addition from the front of the property as a result of the vegetation growing on the front verge. In accordance with performance criteria 3.7.2.3 P1.1 the council shall allow additions to be elevated in the front setback zone where there is no other option and the addition is demonstrably compatible with the streetscape character and will not impact on the heritage value of a particular place. In this case the subject property is not heritage listed and the design is such that the proposed second storey addition is hidden behind the tall verge trees and setback more than double the required minimum setback of properties with a density coding of R12.5.

Lot Boundary Setback – Eastern Wall – Upper Storey

The eastern wall of the upper storey of the proposed alterations and additions are 9.5m long and 6.55m high without major openings. The Residential Design Codes deemed to comply clause 5.1.3 C3.1 requires that the setback be 6m. In this case the setback is 1.25m which is less than required. However, the reduced setback can be supported in accordance with design principles 5.1.3 P3.1 for the following reasons;

(i) Minimal impacts from building bulk on adjoining property, on a site that is restricted,
(ii) Provides adequate sunlight and ventilation to the building and open spaces on the site and adjoining properties, and
(iii) Minimal overlooking and loss of privacy.

It is noted that there is currently a dwelling in place and has a ground floor wall that is in a similar position. The lot was previously subdivided to what would be considered R20 requirements and under this density coding a 1.5m setback is required but the development has a R12.5 density coding. Therefore the reduced lot boundary setback is considered reasonable. There is no change in the location of the patio wall that is also already in place.

Roof Pitch

Within the Woodside precinct there is a requirement that roof pitch is between 28 and 36 degrees in accordance with the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1. In this case the roof pitch of the new addition is significantly less than 28 degrees. In accordance with performance criteria 3.7.8.3 P4 roof forms of new buildings complement the traditional form of surrounding development in the immediate locality. The use of a shallow roof pitch reduces the need for the building to be higher than what it is proposed to be which is significantly lower than the maximum permissible height of 8m (in accordance with the Residential Design Codes maximum building heights).

Visual Privacy

Although not a variation there is a requirement that visual privacy setbacks of 6m be achieved from the upper storey activity room in accordance with the Residential Design Codes deemed to comply clause 5.4.1. A condition will be imposed that ensures that visual privacy is maintained between the subject property and the northern property and the eastern strata property as shown on the plans. Visual privacy screening a minimum of 1.6m above finished floor level that provides 75% obscurity, fixed, durable and restrict view in

the direction of overlooking will be included as a condition in the final recommendation to ensure the visual privacy requirements are met.

Water Corporation Referral

There were no objections to the proposed development from the Water Corporation.

Submission from Advertising

One submission was received from advertising. A major concern highlighted by the submission was the level of overshadowing to outdoor living areas and the solar panels on the roof of a neighbouring property. Information provided by the applicant showed that the proposed development will not overshadow the solar panels on the southern neighbouring property. The solar panels are located on the upper storey roof and the angle of the shadow does not impact on the solar panels.

It must also be highlighted that there is a laneway that is approximately 3m wide between the subject lot and the southern neighbouring property and this provides considerable setback between the buildings. This reduces the impact of bulk and scale of development, as well as impact from overshadowing. There will be some overshadowing of the ground floor, but this is not avoidable but nonetheless acceptable where the overshadowing does not exceed the maximum of 25% of the lot area in accordance with the Residential Design Codes deemed to comply clause 5.4.2 C2.1. Development cannot be refused on the basis that there will be some degree of overshadowing that is less than the maximum set by the Residential Design Codes.

CONCLUSION

Based on the assessment that has been completed for this development and the explanation provided in this report, the variations that have been proposed to the Local Planning Scheme No3 and the Residential Design Codes are considered acceptable. As such it is recommended that the proposed development be supported subject to conditions.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

OFFICER RECOMMENDATION

That development approval is granted and Council exercises its discretion in regard to the following;

(i) Clause 3.7.2.3 – Residential Design Guidelines – Setback of Upper Storey- streetscape impact minimised, minimal streetscape impact provided

(ii) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Eastern Wall – Upper Storey - 6m required, 1.25m provided

(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

for alterations and additions at No. 56 (Lot 1) Irwin Street, East Fremantle, in accordance with the plans date stamped received 25 January 2022, subject to the following conditions:

(1) Visual privacy screening that achieves the requirements of the Residential Design Codes deemed to comply clause 5.4.1 C1.2 is to be installed as indicated on the plans date stamped received 25 January 2022.

(2) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 25 January 2022 and to be in accordance with Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.

(3) All fencing within the street setback area is to be in compliance with the front fence provisions of the Residential Design Guidelines. Any proposed new fencing or walls in the front setback

area will require the submission of a development application for the consideration of the Town.

(4) **The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.**

(5) **The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.**

(6) **With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.**

(7) **All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**

(8) **If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.**

(9) **All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.**

(10) **Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant.**

(11) **Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.**

(12) **This development approval is to remain valid for a period of 24 months from date of this approval.**

Footnote:

The following are not conditions but notes of advice to the applicant/owner.

(i) ***This decision does not include acknowledgement or approval of any unauthorised development which may be on site.***

(ii) ***A copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.***

(iii) ***An application for a new crossover is to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide. This application and relevant information are available at the following links;***

Crossover Specifications
https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Crossover_Specification_2017.pdf

Residential Design Guidelines

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf

Urban Streetscape and Public Realm Style Guide
https://www.eastfremantle.wa.gov.au/documents/914/urban-streetscape-and-public-realm-style-guide

Application to Conduct Crossover Works
https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Application_to_conduct_crossover_works.pdf

(iv) It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.

(v) All noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).

(vi) Matters relating to dividing fences are subject to the Dividing Fences Act 1961.

REPORT ATTACHMENTS

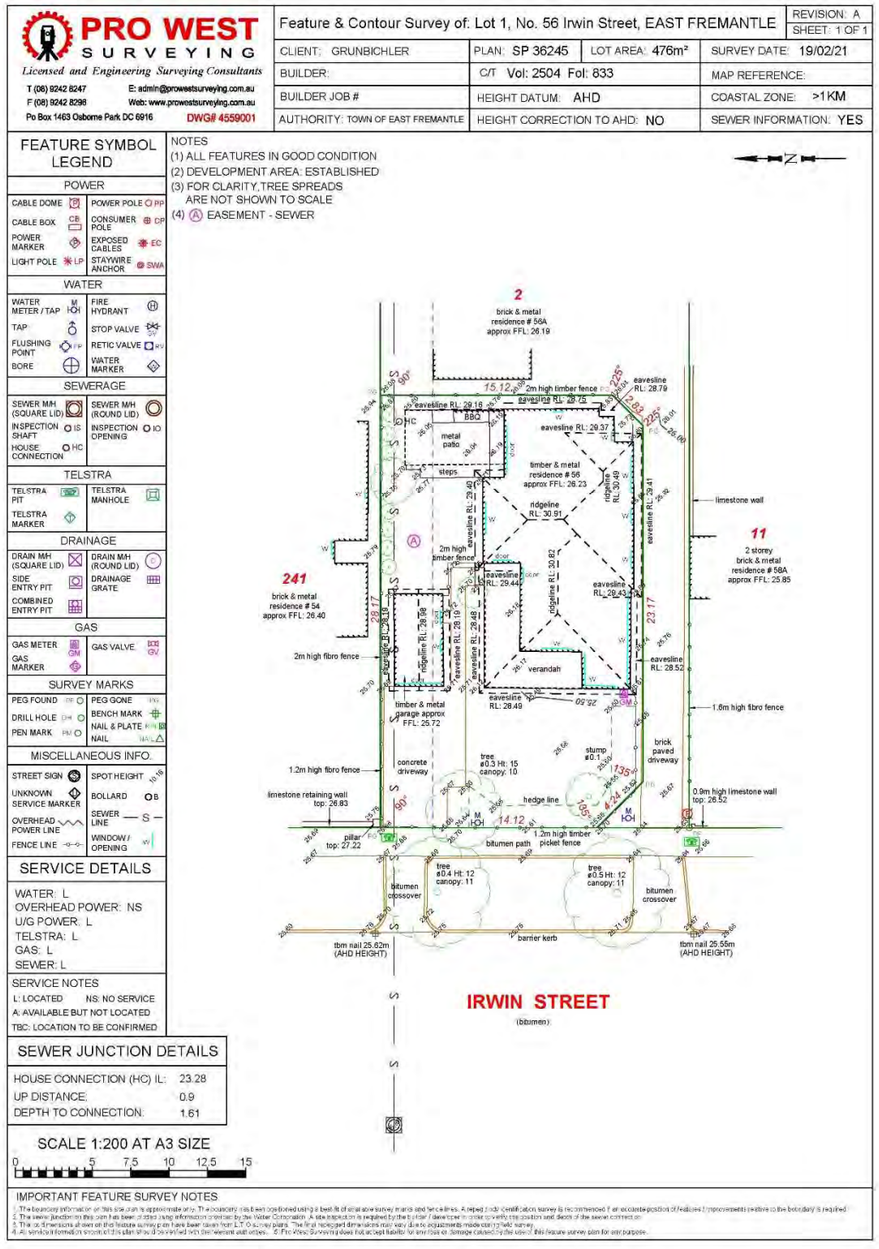
Attachments start on the next page

Attachment -1

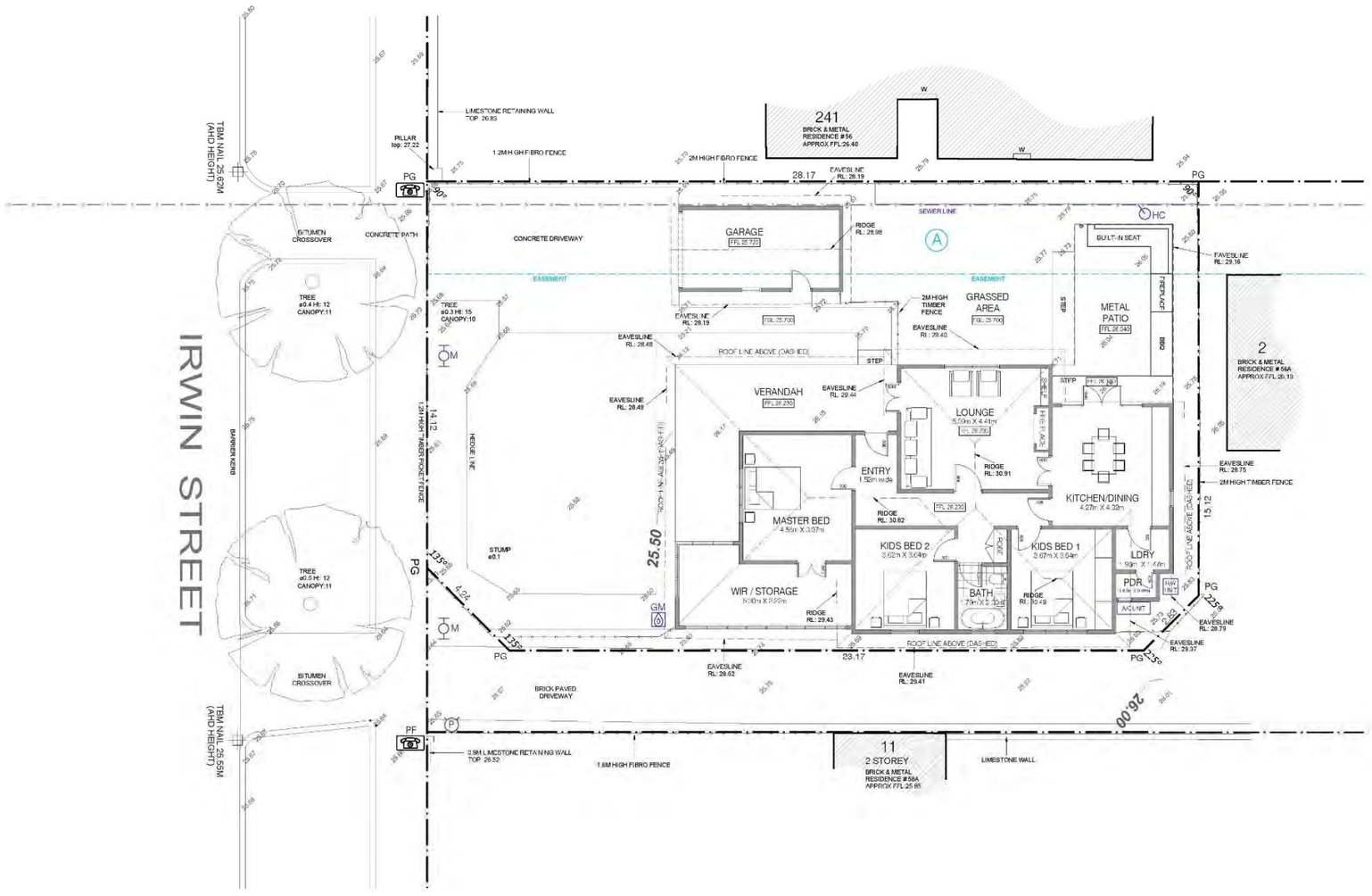
56 Irwin Street – Location and Advertising Plan

56 Irwin Street – Photos

Attachment -3



Attachment -3



EXISTING GROUND & SITE PLAN
SCALE 1:100 @ A2

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/21
REV : A DESCRIPTION : -

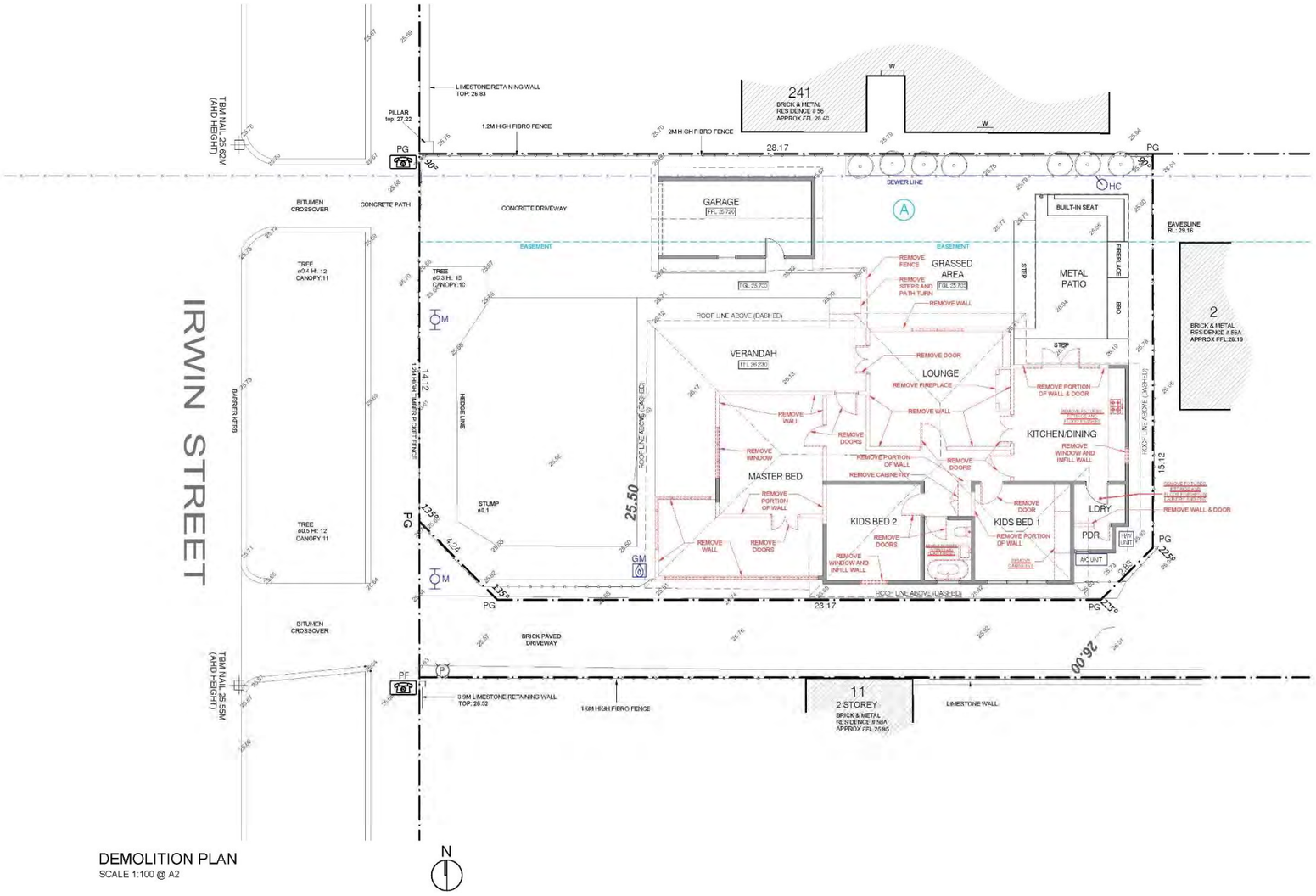
DEVELOPMENT APPLICATION

THIS DRAWING AND THE INTELLECTUAL PROPERTY CONTAINED HEREIN REMAINS THE PROPERTY OF STUDIO ATELIER AND SHALL BE USED ONLY FOR THE PURPOSE OF ISSUE BY STUDIO ATELIER.
NOTE: OVERALL DIMENSIONS ARE NOT GUARANTEED ACCURATE AND ARE SUBJECT TO FINAL SITE SURVEY
NOTE: ALL DIMENSIONS AND LEVELS TO BE CONFIRMED ON SITE PRIOR TO THE COMMENCEMENT OF WORKS. ANY DISCREPANCIES TO BE REPORTED TO THE DESIGNER IMMEDIATELY
NOTE: ALL DRAWINGS MUST BE READ IN CONJUNCTION WITH RELEVANT CONSULTANTS DRAWINGS & SPECIFICATIONS

56 IRWIN ST, EAST FREMANTLE
EXISTING SITE & GROUND PLAN
1:100 @ A2

SK100

Attachment -3



DEMOLITION PLAN
SCALE 1:100 @ A2

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/2021
REV : A DESCRIPTION : -

DEVELOPMENT APPLICATION

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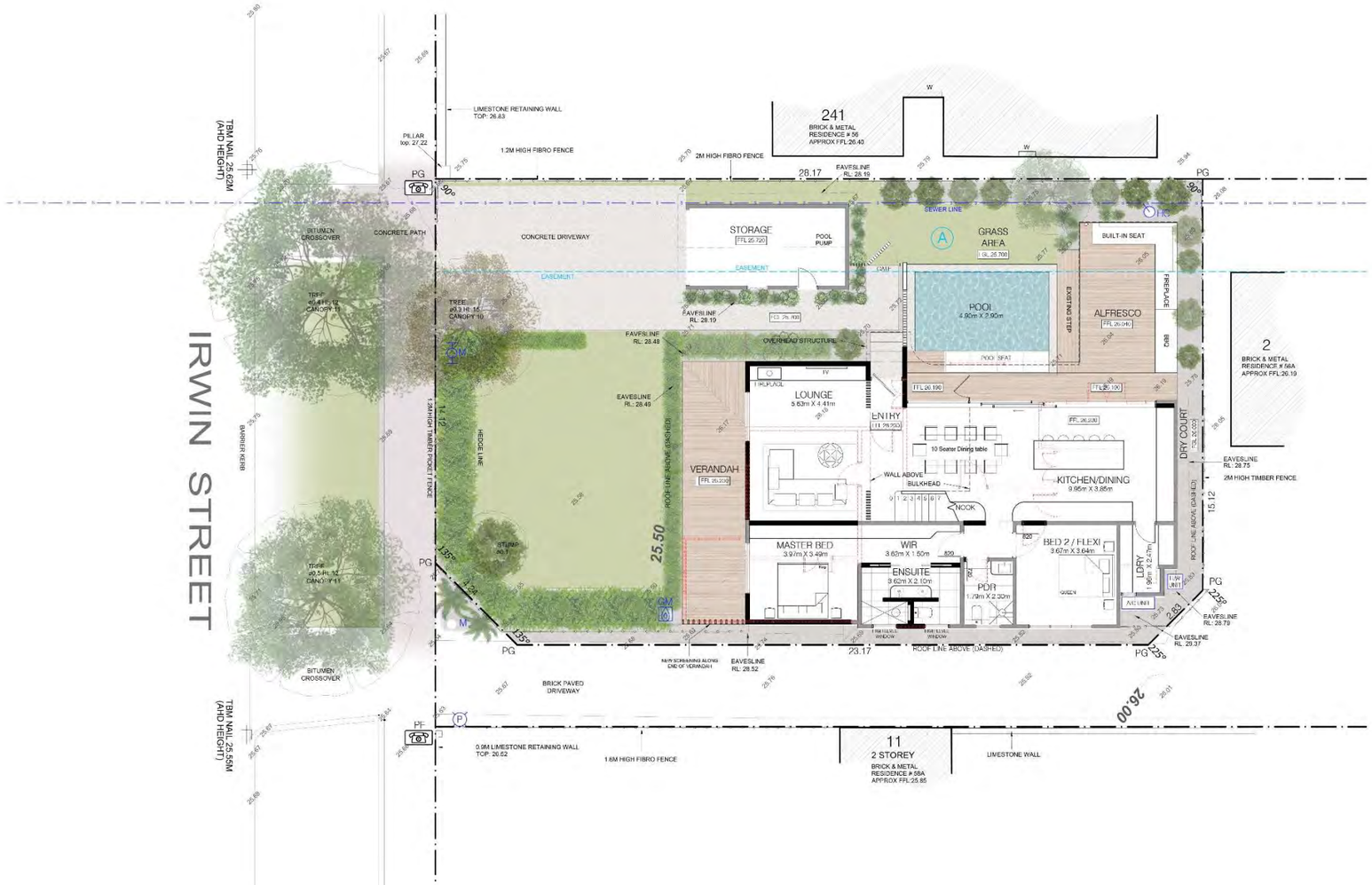
56 IRWIN ST, EAST FREMANTLE
DEMOLITION PLAN
1:100 @ A2

SK101

Attachment -3



PROPOSED GROUND & SITE PLAN
SCALE 1:100 @ A2

N

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/2021
REV : A DESCRIPTION : -

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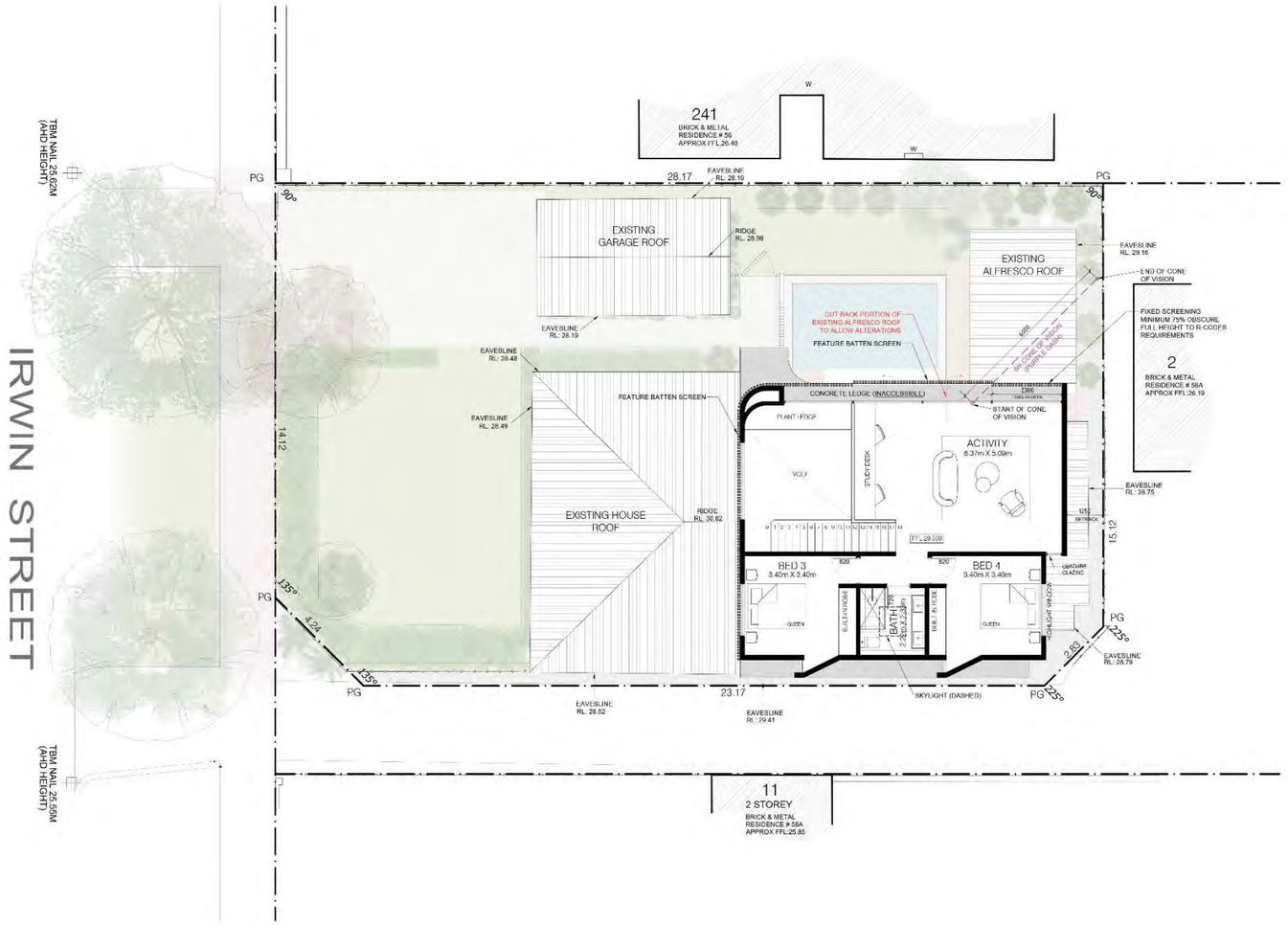
56 IRWIN ST, EAST FREMANTLE
PROPOSED GROUND FLOOR PLAN
1:100 @ A2

SK102

Attachment -3



PROPOSED FIRST FLOOR PLAN
SCALE 1:100 @ A2

N

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 14/01/2022
REV : B DESCRIPTION : -

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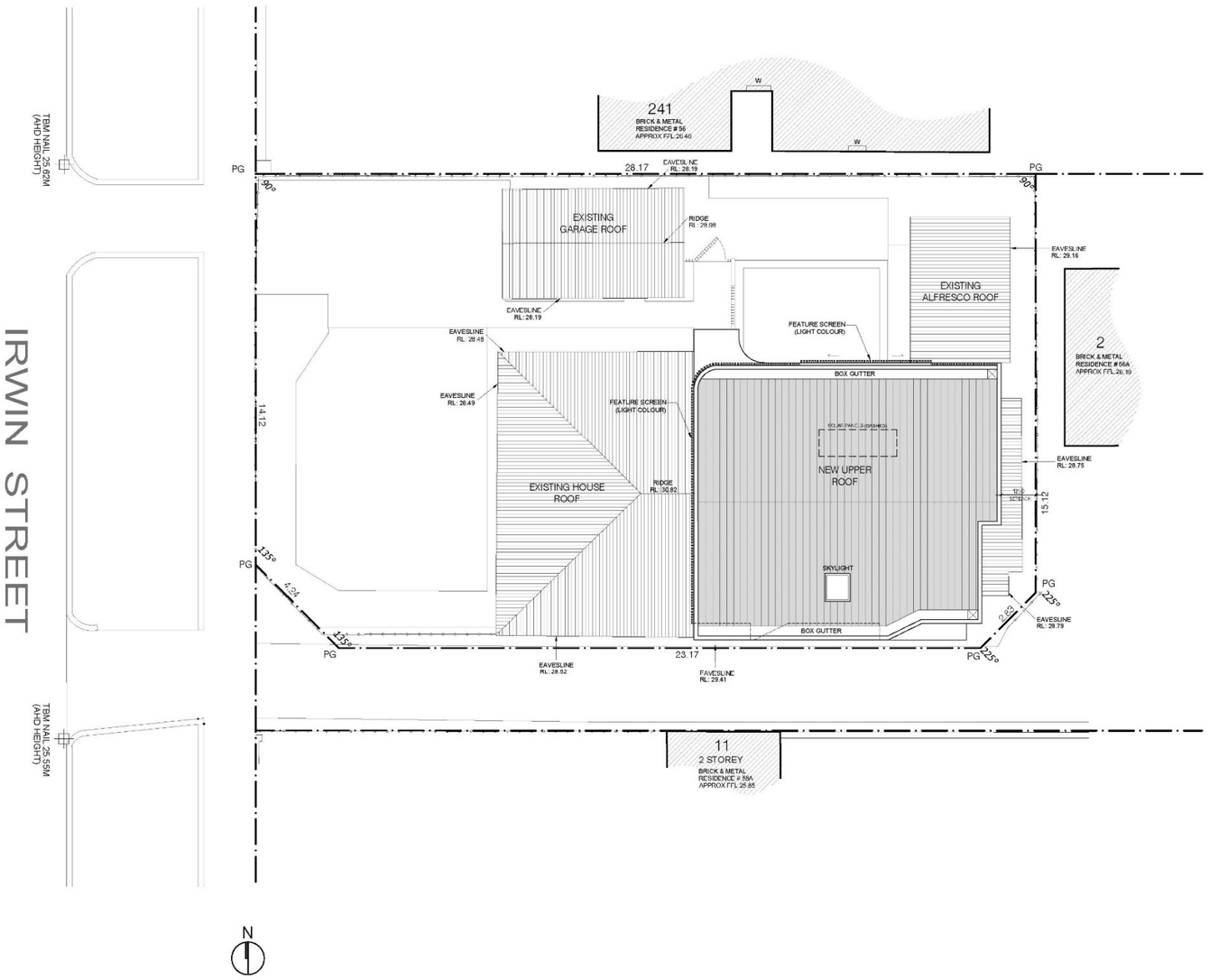
56 IRWIN ST, EAST FREMANTLE
FIRST FLOOR PLAN
1:100 @ A2

SK103

Attachment -3



ROOF PLAN
SCALE 1:100 @ A2

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/2021
REV : A DESCRIPTION : -

DEVELOPMENT APPLICATION

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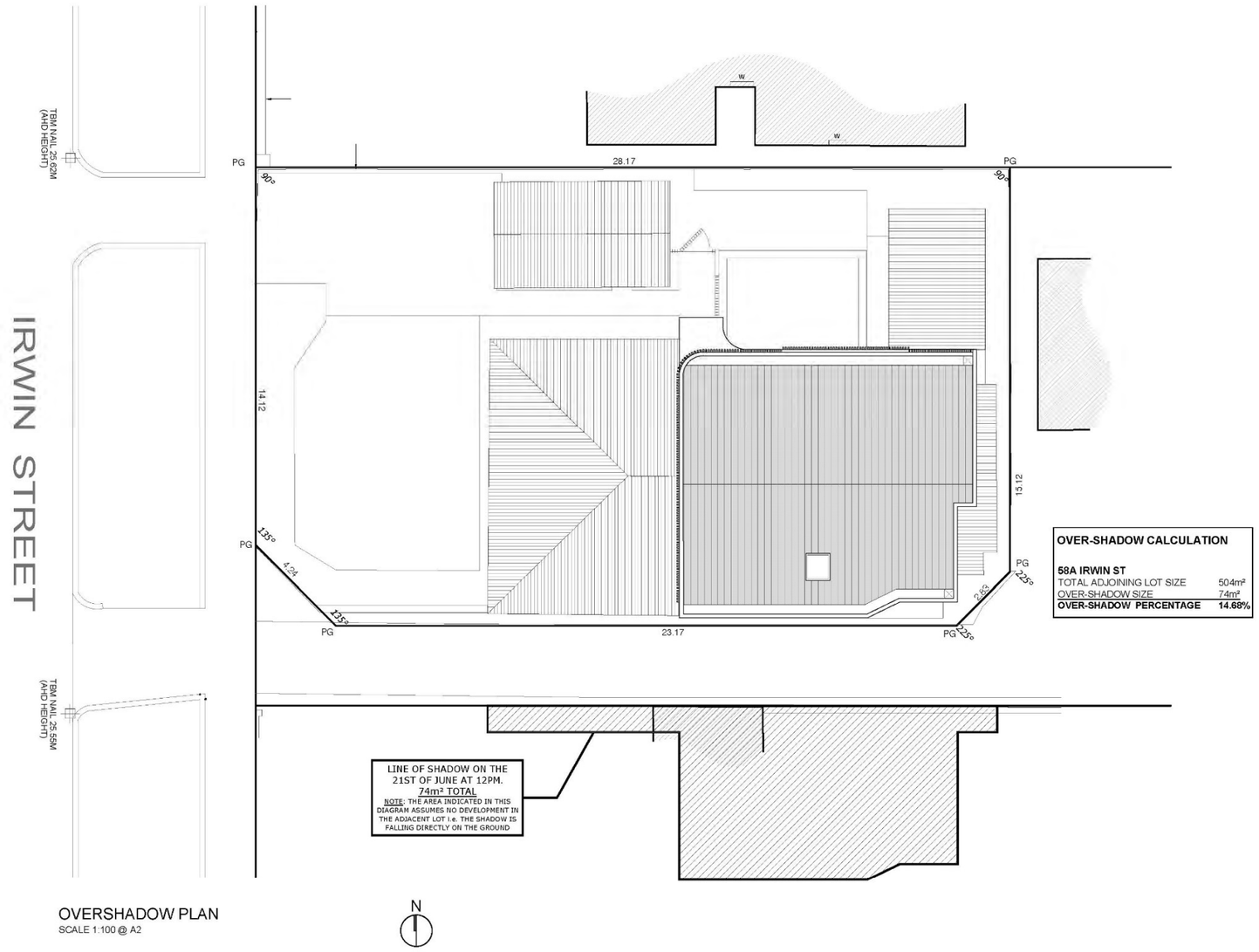
56 IRWIN ST, EAST FREMANTLE
PROPOSED ROOF PLAN
1:100 @ A2

SK104

Attachment -3



OVERSHADOW PLAN
SCALE 1:100 @ A2

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/2021
REV : A DESCRIPTION : -

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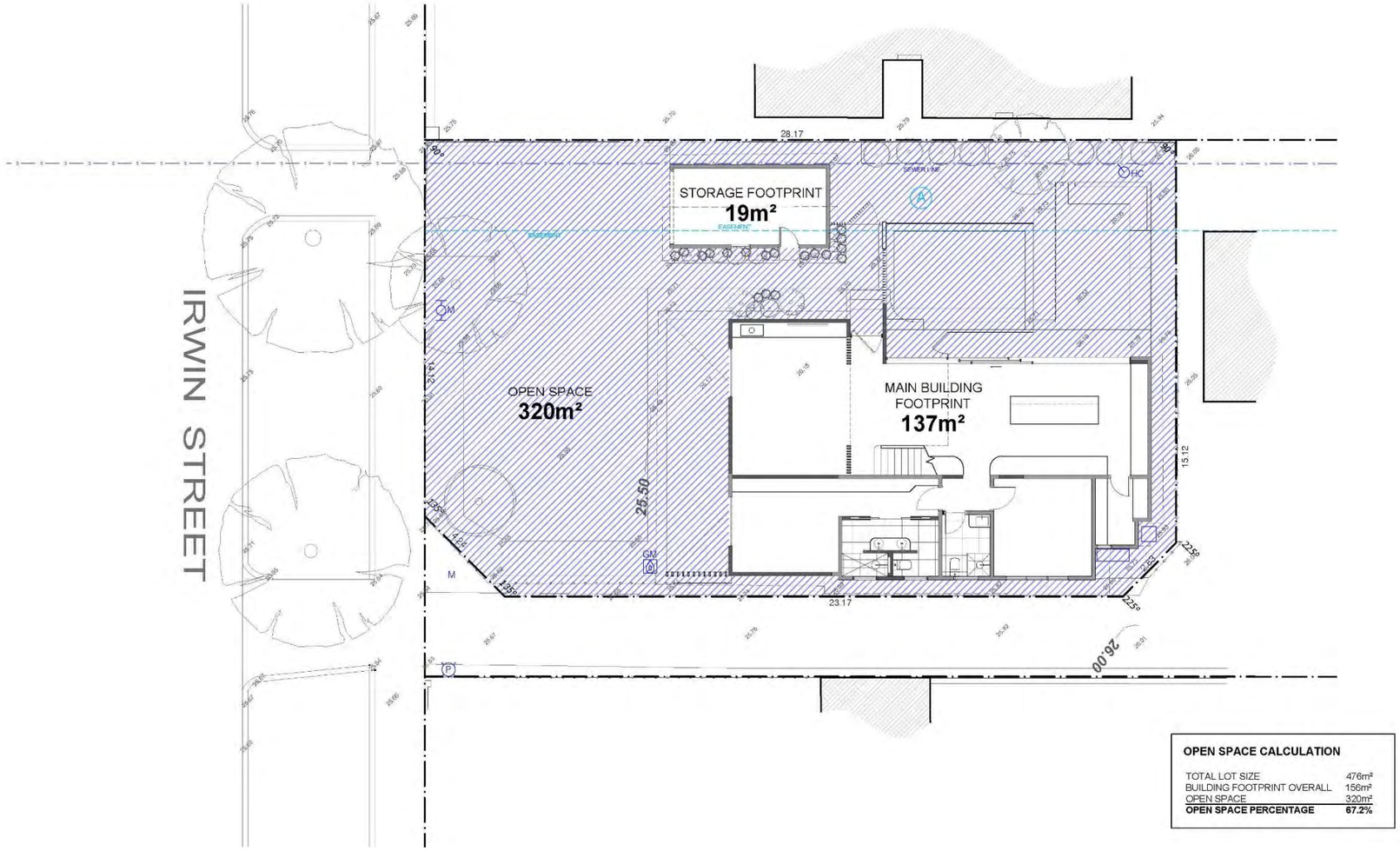
56 IRWIN ST, EAST FREMANTLE
OVERSHADOW PLAN
1:100 @ A2

SK105

Attachment -3



OPEN SPACE CALCULATION

TOTAL LOT SIZE	476m²
BUILDING FOOTPRINT OVERALL	156m²
OPEN SPACE	320m²
OPEN SPACE PERCENTAGE	**67.2%**

OPEN SPACE CALCULATION
SCALE 1:100 @ A2

N

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 12/12/2021
REV : A DESCRIPTION : -

DEVELOPMENT APPLICATION

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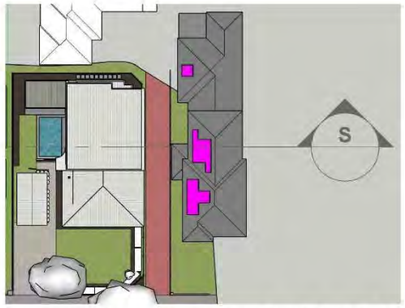
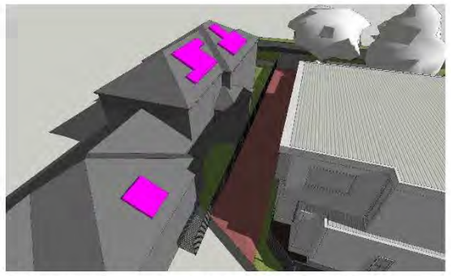
56 IRWIN ST, EAST FREMANTLE
OPEN SPACE CALCULATION
1:100 @ A2

SK106

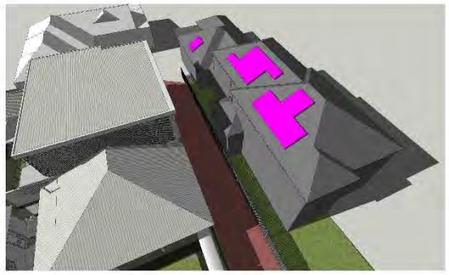
Attachment -3



TOP DOWN VIEW WITH DIAGRAM SECTION CUT LOCATION
SCALE - N/A



3D PERSPECTIVE 1 OF WINTER SOLSTICE SUN OVERSHADOW ON SOUTHERN NEIGHBOUR
SCALE - N/A



3D PERSPECTIVE 2 OF WINTER SOLSTICE SUN OVERSHADOW ON SOUTHERN NEIGHBOUR
SCALE - N/A

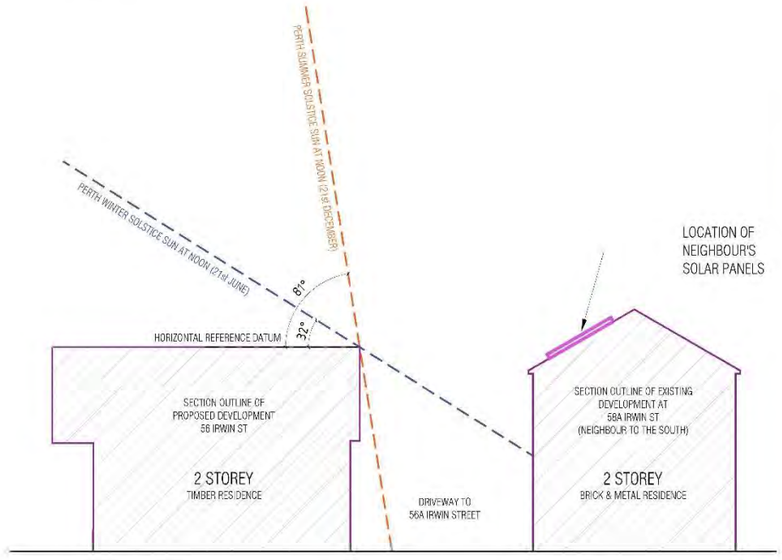


DIAGRAM SECTION OF SUN ANGLES AND NEIGHBOUR'S SOLAR PANELS
SCALE - 1:100 @ A2

WINTER AND SUMMER SOLSTICES

DURING THE WINTER SOLSTICE THE SUN IS AT ITS LOWEST POINT IN THE SKY AT NOON (ALSO THE DAY OF THE YEAR WITH SHORTEST PERIOD OF DAYLIGHT), WHILE DURING THE SUMMER SOLSTICE THE SUN REACHES ITS HIGHEST POINT IN THE SKY AT NOON (THE DAY OF THE YEAR WITH LONGEST PERIOD OF DAYLIGHT). **DURING EVERY OTHER DAY OF THE YEAR THE SUN PATH WILL BE BETWEEN THE WINTER SOLSTICE SUN PATH AND THE SUMMER SOLSTICE SUN PATH.**

CONCLUSION

AS SHOWN, THE PROPOSED DEVELOPMENT DOES NOT OVERSHADOW THE SOUTHERN NEIGHBOUR'S ROOF WHERE THE SOLAR PANELS ARE LOCATED, THEREFORE IT HAS NO IMPACT ON THE PERFORMANCE OF THE SOLAR PANELS.

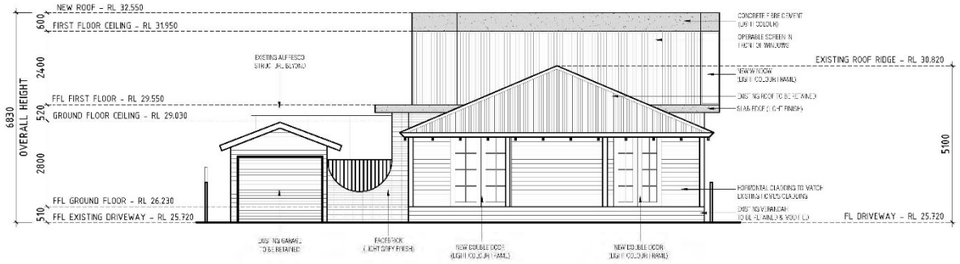
CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 24/01/22
REV : A DESCRIPTION : -

DEVELOPMENT APPLICATION

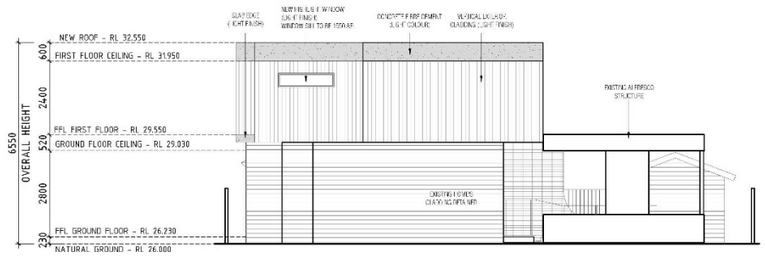
56 IRWIN ST, EAST FREMANTLE
DIAGRAM SUN ANGLES & NEIGHBOUR
1:100 @ A2

SK107

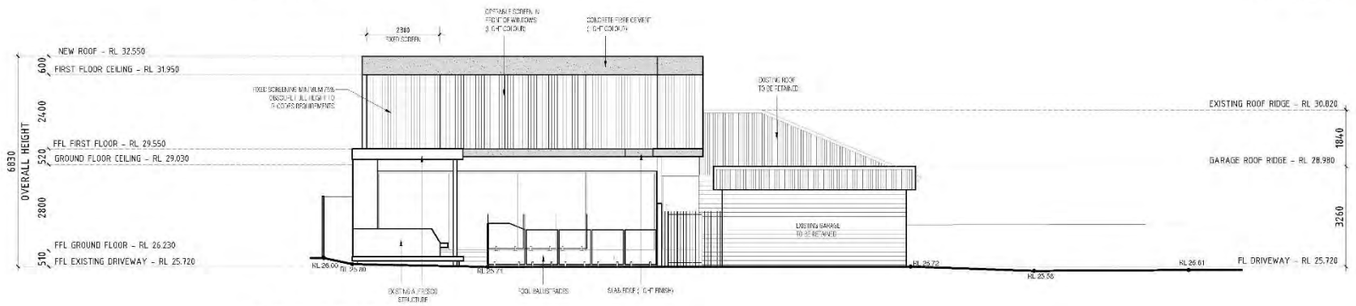
Attachment -3



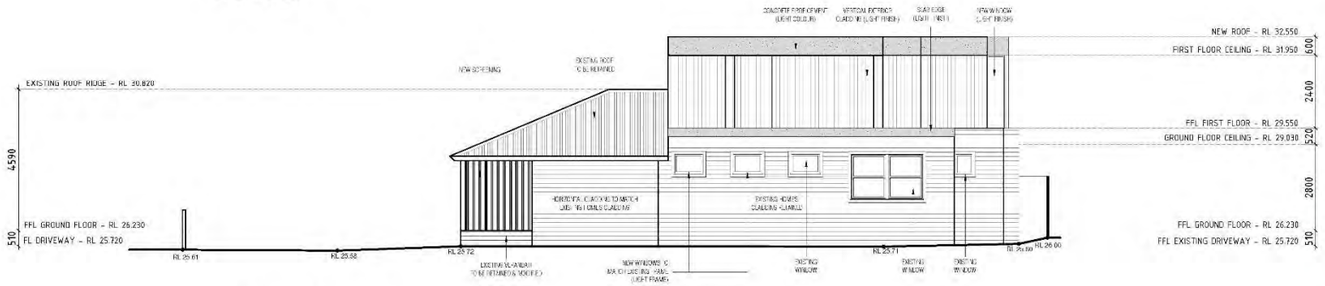
WEST ELEVATION (STREET)
SCALE - 1:100 @ A2



EAST ELEVATION
SCALE - 1:100 @ A2



NORTH ELEVATION
SCALE - 1:100 @ A2



SOUTH ELEVATION
SCALE - 1:100 @ A2

INDICATIVE RENDER 1 - YARD

INDICATIVE RENDER 2 - ALFRESCO

INDICATIVE RENDER 3 - STAIR

NOTE: DIMENSIONS ARE FOR DESIGN INTENT 'ONLY' CONFIRM WITH BUILDER AS SELECTIONS MAY HAVE BEEN REVISED DURING THE BUILDING PROCESS

CLIENT : ZUNAID GRUNBICHLER & GEORGIA MANUEL
DESIGNERS : STUDIO ATELIER
DATE : 14/01/2022
REV : B DESCRIPTION : -

DEVELOPMENT APPLICATION

56 IRWIN ST, EAST FREMANTLE
ELEVATIONS
1:100 @ A2

SK200

TOWN OF EAST FREMANTLE

Community Engagement Checklist

Development Application P111/21 - 56 Irwin Street

Project Name

Objective of Engagement:	Neighbour consultation				
Lead Officer:	Regulatory Services				
Timeline:	**Start Date:**	23/12/2021	**Outcomes By:**	17/1/2022	
Stakeholders					
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐	
	Businesses	☐	Residents (all / targeted)	☒	
	Children *(School / Playgroup)*	☐	Service Providers	☐	
	Community Groups	☐	Unemployed	☐	
	Disabled People	☐	Visitors	☐	
	Environmental	☐	Volunteers	☐	
	Families	☐	Workers	☐	
	Govt. Bodies	☐	Youth	☐	
	Indigenous	☐		☐	
	Neighbouring LGs	☐		☐	
Staff to be notified:	Office of the CEO	☐	Councillors	☐	
	Corporate Services	☐	Consultant/s	☐	
	Development Services	☐		☐	
	Operations (Parks/Works)	☐		☐	

Community Engagement Plan

Methods	Responsible	Date Due	Reference / Notes
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	17/1/2022	☒ Advertised to 4 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations		17/1/2022	
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

12.3 8 COOLGARDIE AVENUE – ADDIONAL USE OF SHORT TERM ACCOMMODATION AT AN EXISTING RESIDENTIAL PROPERTY

Owner	Gregory and Maren Hansen
Applicant	Gregory Hansen
Report Reference Number	TPR-422
Planning Reference Code	P110/21
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 1 March 2022
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Site photos
3. Plans date stamped 15 December 2021
4. Management plan
5. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application for an additional use of short-term accommodation at an existing residential property at 8 Coolgardie Avenue, East Fremantle.

EXECUTIVE SUMMARY

This development application proposes an additional use of short-term accommodation at 8 (Lot 303) Coolgardie Avenue, East Fremantle. It is currently zoned residential with a density code of R17.5.

The proposed use for short term accommodation is an "unlisted use" within a residential zone, however, local government may "determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted" (clause 4.4.2a of Local Planning Scheme No.3).

BACKGROUND

Zoning	Residential R17.5 (previously subdivided lot)
Site Area	450m^2
Heritage	N/A
Fremantle Port Buffer	N/A
Previous Decisions of Council and/or History of Issue Onsite	P097/16 development approval granted for front fence 6 October 2016 P029/18 development approval granted for alterations and additions 30 April 2018 P029/18 development approval granted for alterations and additions 8 June 2018 P064/20 extension to amendments to previous development approval (P029/18) 29 June 2020

CONSULTATION

Advertising

The development application was advertised to surrounding landowners from 21 December 2021 to 14 January 2022. One submission was received.

Submission	Applicant Response	Officer Response
We refer to the request for comments re the development plan P110/21 for Lot 303, 8 Coolgardie Avenue East Fremantle. For completeness we attach with these comments a copy of the plan that we are commenting upon. We are not aware of any other documents that are part of the plan. We object to the conduct of a commercial short stay business from that property given that the property is unsuitable and the operation of that kind of business at that location is inappropriate. Our concerns include: 1. No consultation or engagement with neighbours outside of Council process. We were surprised to receive the Council's letter about this plan. We did not receive any prior notice or consultation from our neighbours about any plan to operate a commercial accommodation business from their residential property. We understand that other neighbours were not consulted either. We are concerned that a failure to discuss this proposal with, to our knowledge, any neighbours is inconsistent with an expectation that the business will be run in a reasonable manner expected from a residential zoned property in a residential area. 2. Safety and security We never expected the immediately adjacent residential property to ours to routinely, and as a commercial enterprise, host	In response to the neighbour submission. Firstly, our granny flat (ONLY) has been architecturally designed and approved by Council. The original idea of building this space is looking towards a carer for our old age. We have contracted the professional company of Seashells Resort to short stay rent our self-contained apartment. It is only one bedroom so we've stipulated we want only one couple max or one person renting No dogs; No children: Adults only; They must be double vaxxed; In relation to the parking, we inform you we were only parking up the street whilst construction was going on in order for the 'tradies' to park in driveway due to the double yellow lines. Meanwhile we have approached the South Care Aged Care and our next door neighbour re leasing a park and or driveway for any renting guests. Without going into detail, we find a lot of the comments on this submission absolute rubbish. We have not gone into this lightly. Such as Strangers to the Area (there's plenty of those regardless). We know of quite a few Air BnB's in the East Fremantle Area. We've rented them for family occasions ourselves. Note the dogs Immediately adjoining make a lot more noise/barking from 6.00am plus	Part of the development application assessment process allows for applicants to either discuss their development proposals with their neighbours or alternatively give the Town the right to advertise and consult with neighbouring property owners. Consultation in this case is being carried out by the Town. There is no obligation for applicants to consult directly with their neighbours if it is completed by the Town. The fact that you have received notice from the Town gives you the ability to make a submission on the proposed development prior to presentation before Town Planning Committee as you have done. There are several issues that are considered as part of an application to operate short stay accommodation. The location of a primary school and the existence of a footpath utilised by children near proposed short stay accommodation does not stop the proposed development from being considered by Council. Parking is considered in the assessment process. There will be a requirement that parking is provided on site, although there is the potential for parking on the street in accordance with parking restrictions. This is no different to any trades, businesses or guests visiting and parking on the street in accordance with parking regulations. The proposed short stay accommodation will be managed by Seashells and the owners will

strangers to the residential owners to stay at that property. We are long-term owners of the neighbouring property with two primary school-aged children. As the Committee will be aware, there are a large number of young children in the immediate area, including other immediate neighbours of 8 Coolgardie Ave that has also been the residence of young children and a primary school operating within one block. Coolgardie Avenue is a thoroughfare to that school. 3. Parking We note that beyond the expectation that commercial guests will have their own transport which will need parking, the plan expressly offers such parking space at the property. The existing parking at 8 Coolgardie Avenue is routinely, and often on a day-to-day basis, insufficient for the existing owner residents. This results in vehicles parked on the adjacent Alexandra Road, or on Coolgardie Avenue beyond Alexandra Road. We expect this is because of the prohibition on curbside parking along Coolgardie Avenue near number 8. Notwithstanding that, it is also common for visitors to the property at 8 Coolgardie Avenue, including trades and services, to park on Coolgardie Avenue unlawfully. We understand that the owner residents of the property own three cars. We of course appreciate that the inability to park roadside near number 8 poses challenges for the owners. However, those limitations, and the owners' own knowledge of their existing needs and practices, make 8 Coolgardie	the children in the pool than we would be allowing any guests to make. The self-contained apartment is the other end of our property to the neighbours complaining.	continue to live at the premises. The accommodation will be limited to single people, or couples and no children or dogs will be permitted which reduces the likelihood of excessive noise at the premises. The proposed short stay accommodation comprises a small accommodation unit on the northwestern side of the property. Given that it is limited in size means that there are limited opportunities for noisy events to be held from this site. A management plan is required as part of any development approval to control issues that may arise at the property because of short-term accommodation. Typically, any approval that is granted is given a temporary 12 month approval only and re-approval is subject to adhering to the Town's requirements and not creating serious amenity issues.

Avenue unsuitable for this development application. 4. Noise and disruption We note the limited comments on the plan which we understand may direct potential commercial guests to standard residential noise rules. Common sense and experience is consistent with commercial guests taking a more liberal approach to these kind of matters, including the difference between engagement between ongoing neighbours about noise as opposed to a stranger/short term commercial guests. We also note the existence of an aged-care facility immediately across the road. We are concerned about disruptive noise and potentially antisocial behaviour given a commercial short stay business operating from a residential property, surrounded by other residential properties. The filed plan offers no comfort in this regard. We do propose to speak further to this application if it proceeds before a meeting of the Committee. Thank you for the opportunity to comment.		

Community Design Advisory Committee
Nil

External Consultation
Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Local Planning Scheme No 3

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows;

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage ad open spaces.

3.1 Facilitates sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

This development application proposes an additional use of short-term accommodation at 8 (Lot 303) Coolgardie Avenue, East Fremantle. It is currently zoned residential with a density code of R17.5.

The proposed use for short term accommodation is an "unlisted use" within a residential zone, however, local government may "determine that the use is consistent with the objectives and purposes of the particular zone and is therefore permitted" (clause 4.4.2a of Local Planning Scheme No.3).

Council does not have any specific local planning policies or local laws that regulate short term accommodation. The WAPC, however, formulated Guidelines in 2009 for the short-term use of residential dwellings. This document identifies the matters to be considered on submission of a development application and makes recommendations in respect to how a local government authority may deal with such applications. The Guidelines provide advice regarding a range of planning considerations including (but not limited to);

(1) requirement to lodge an application,
(2) advertising and invitation to comment,
(3) location – potential for conflict between land uses,
(4) amenity,
(5) building standards,
(6) form of approval,
(7) type of dwelling,
(8) management of property,
(9) fire and emergency response plans,
(10) approval period, and
(11) non-compliance and cancellation of approval.

The application has been assessed with regards to the relevant sections of the Guidelines for this application, LPS 3 provisions, residential amenity, and the impact the use could have on surrounding neighbours and conditions imposed accordingly.

The following issues are relevant to the determination of this application;
(i) impact on residential amenity,
(ii) number of bedrooms and the number of people accommodated,
(iii) adequacy of car parking,
(iv) management of the property, and
(v) length of planning approval.

It is considered that the application be approved subject to several conditions that will ensure that the short-term accommodation does not create issues for surrounding properties.

Management Plan
A management plan was submitted which addresses a range of matters which are considered relevant to the use as short-term accommodation. The management plan helps to control activity and noise at the premises and details procedures at the property.

Time Limit for Approval
A time limit will be imposed on the formal approval such that a maximum period of 12 months will be recommended as a condition of approval. This allows the Town to re-assess the proposal should there be any adverse outcomes from the approval of the premises as a short-term accommodation provider.

Maximum Number of Guests
The proposal is for use of a single bedroom and living area to be utilised as the short-term accommodation. For this reason, limits will be imposed in terms of the maximum number of people that can stay as guests at the property. The maximum number of guests will be recommended to be limited to 2 people to ensure that there are no significant amenity impacts on surrounding residents.

Car Parking
As short-term accommodation is an unlisted use there are no specified parking standards. Car parking will be limited for guests to an onsite car bay. This is considered a satisfactory solution to the provision of parking in this area. The maximum number of people permitted to be accommodated imposed as a condition of approval will also limit parking demand. In line with the Residential Design Codes reduced parking provision is an acceptable outcome if proposed development occurs near major transport routes. It is noted that the property is located relatively close to a bus stop on Canning Highway (approximately 660m) and has the benefit of high frequency bus routes travelling in both directions to and from Fremantle Train Station and Canning Bridge Train Station which has the potential to reduce the need for guests to have a car.

Signage
Commercial operations in residential areas that impact on the amenity of surrounding residents should be mitigated, including matters such as excessive signage, which can create visual pollution. No signage is referred to in the development application and a condition will be recommended that does not permit signage.

Noise
Noise is a legitimate concern for surrounding residents of short-term accommodation. It is considered that the day-to-day operations of short-term accommodation should not exceed normal household levels. The management plan states that noise must be kept to a minimum outside specified hours.

Submissions from Advertising

Seven property owners were advertised to that surround the proposed location of the short-term accommodation. A single submission was received objecting to the proposed short-term accommodation. A response was received from the applicant refuting the claims made by the submitter. The points discussed can be seen in the submission table included earlier in this report. The following points must be noted;

- Neighbouring property owners were advertised to,
- This is not a large scale tourist accommodation operation, but rather a smaller 1 to 2 person accommodation proposal like many other small scale accommodation venues within residential areas that have previously been approved by the Town,
- Parking and noise are dealt with through a management plan and the conditions included in the final recommendation,
- The Town retains the ability to re-assess the proposal in 12 months as a result of recommending a 12 month approval period. Should the short-term accommodation become problematic in the future then the Town can reconsider the proposal and decide whether it is suited to the proposed location, and
- The presence of an additional use such as short-term accommodation does not necessarily result in the negative amenity effects, and controls are put in place to reduce the likelihood of such negative amenity effects.

CONCLUSION

The proposed short-term accommodation is an activity that is considered will have minimal impact on the amenity of nearby properties or on the neighbourhood generally providing the management plan is adhered to and matters considered in this report are addressed by way of the recommended conditions of development approval. Based on the preceding assessment the proposed short-term accommodation can be supported.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

OFFICER RECOMMENDATION

That approval for an additional use to operate short term accommodation be granted by Council at No 8 (Lot 303) Coolgardie Avenue, East Fremantle, in accordance with correspondence and plans received on 15 December 2021, subject to the following conditions:

(1) **Approval is for a temporary period of 12 months only from the date of this development approval.**

(2) **Continuation of the short stay accommodation use after the 12 month approval period has expired will require the submission of a new development application for the consideration of Council.**

(3) **An emergency evacuation plan to the satisfaction of the Chief Executive Officer and relevant officers is to be submitted to the Town prior to the commencement of the operation of the short term accommodation.**

(4) **Hard wired smoke alarms as required by the National Construction Code are to be installed and proof of the instalment is to be provided to the Town to the satisfaction of the Chief Executive Officer and prior to the short-term accommodation commencing operations.**

(5) **Residual current devices are to be provided to all power points and light switches and proof of installation is to be provided to the satisfaction of the Chief Executive Officer and prior to the short-term accommodation commencing operations.**

(6) **The owner/owner's representative is to advise guests of key elements of the management plan including;**

a) **emergency evacuation procedures**

b) reminder that the premises are surrounded by residential dwellings and that noise is to be kept to a minimum.

c) reminder that parking is limited in the area to car bays onsite.

(7) Maximum accommodation is for 2 people based on 1 bedroom only being provided for accommodation. This is not to be exceeded on any occasion.

(8) No guest or occupant vehicles are to be parked on the Council verge, and in or across crossovers due to inadequate parking on-site or in the street.

(9) No onsite signage is permitted.

(10) Compliance with the Management Plan submitted with the application to the satisfaction of the Chief Executive Officer, in consultation with relevant officers.

(11) The approval may be revoked by Council, prior to the expiry of the 12 month period referred to in (1) above, if any adverse impacts involving noise, anti-social behaviour, breaches of the management plan, waste removal, security or parking are unable to be controlled by the applicant/owner or their representative in a timely and effective manner which is to Council's satisfaction.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

(i) A new development (planning)application is to be submitted for Council's consideration prior to the expiry of the 12 month temporary approval period should the applicant wish to continue the additional use.

(ii) This decision does not include acknowledgement or approval of any unauthorised development including signage onsite.

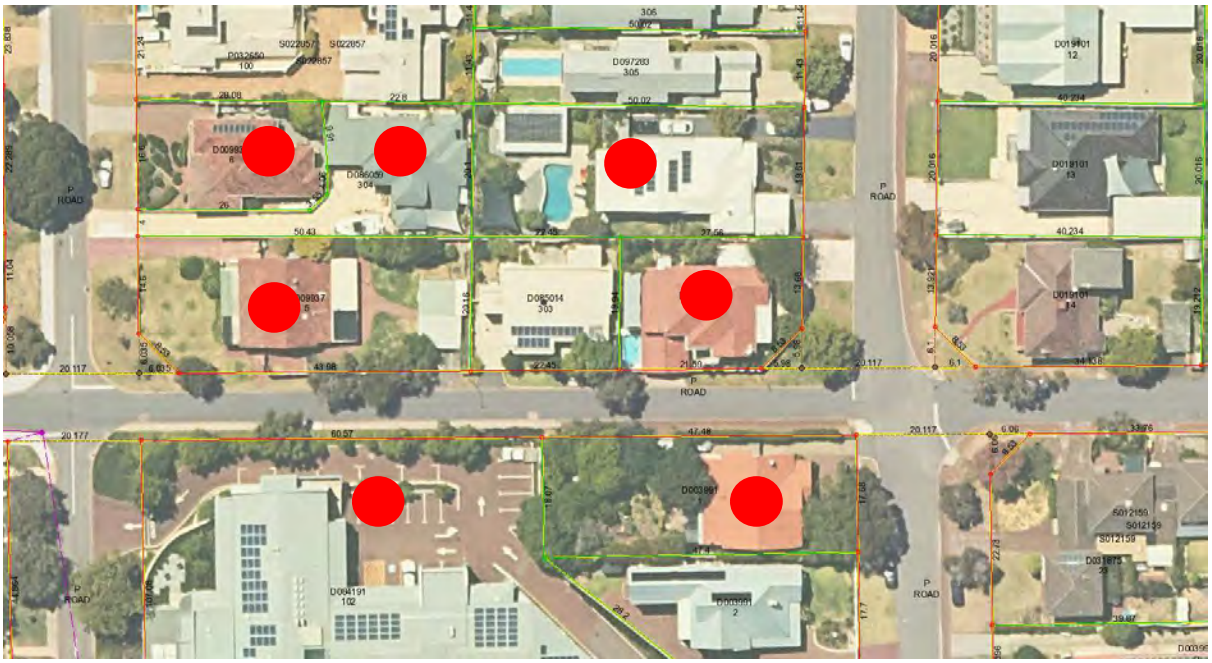
(iii) A copy of the approved plans as stamped by Council are attached and the use is to conform with the approved plans unless otherwise approved by Council.

REPORT ATTACHMENTS

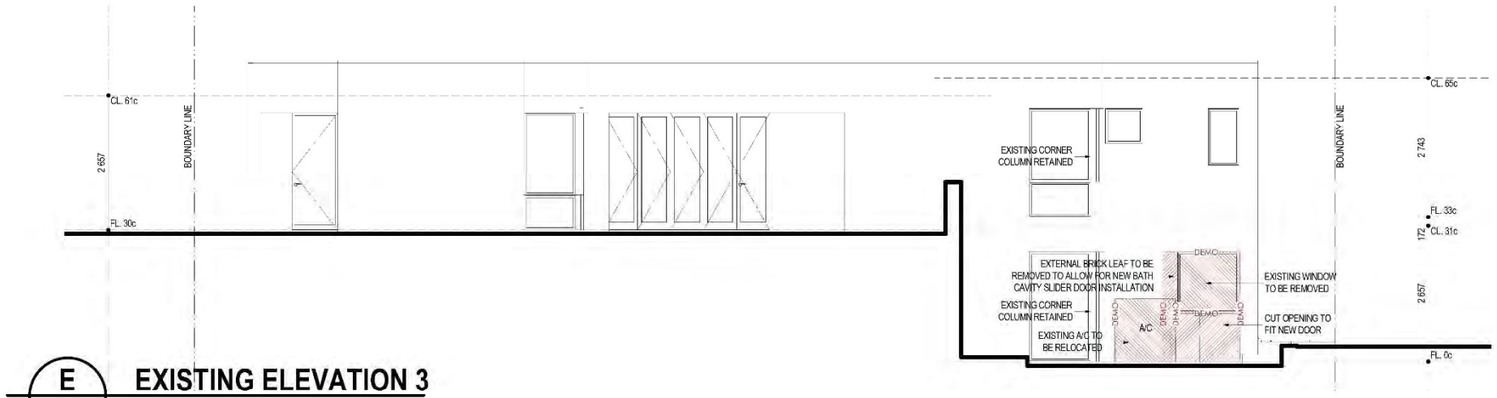
Attachments start on the next page

Attachment -1

8 Coolgardie Avenue – Location and Advertising Plan



8 Coolgardie Avenue – Photos



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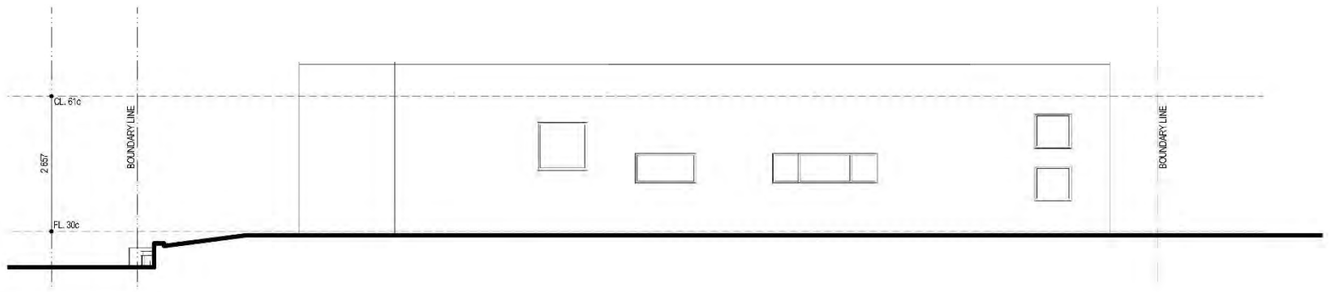
SCALE 1:100



E 4 EXISTING ELEVATION 4
SCALE 1:100

DATE	REV.	DESCRIPTION
MAR 2018	C	ISSUED FOR COUNCIL APPROVAL
MAR 2018	B	ISSUED FOR CLIENT APPROVAL
FEB 2018	A	CONCEPT DESIGN

essenziale
architecture design consulting
address 10/13 Harold Street HIGHGATE 6003
phone 0413 846 926
email info@essenziale.com.au
web www.essenziale.com.au

CLIENT: MAREN & GREG HANSEN
PROJECT: ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING: EXISTING ELEVATIONS
PROJECT no. 2018.02
DRAWN BY: JH
CHECKED BY: JH
DATE: 1/03/2018 SCALE: 1:100 (@A3)
DRAWING no. 5 OF 11 REV. C

DRAFT

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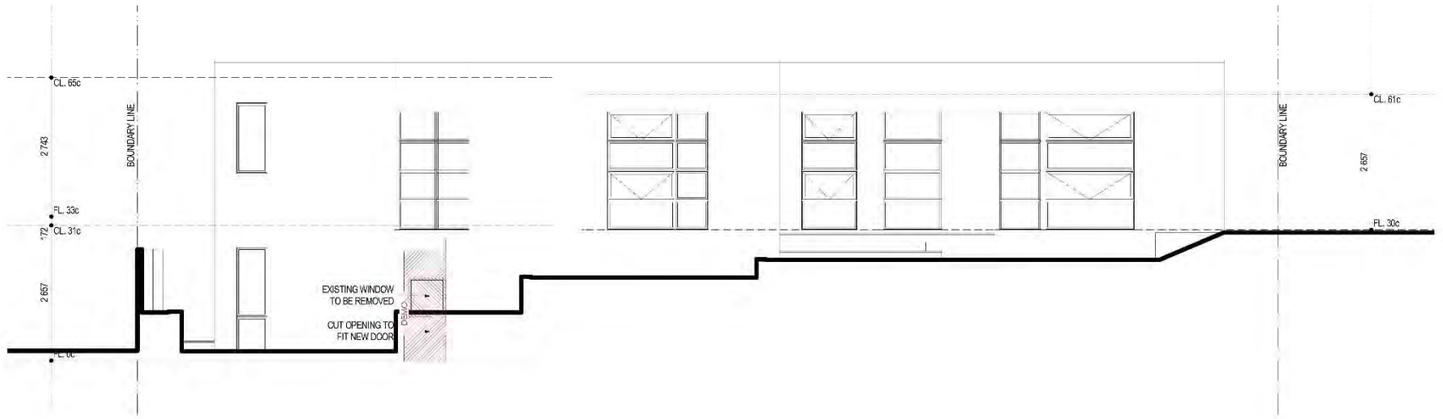
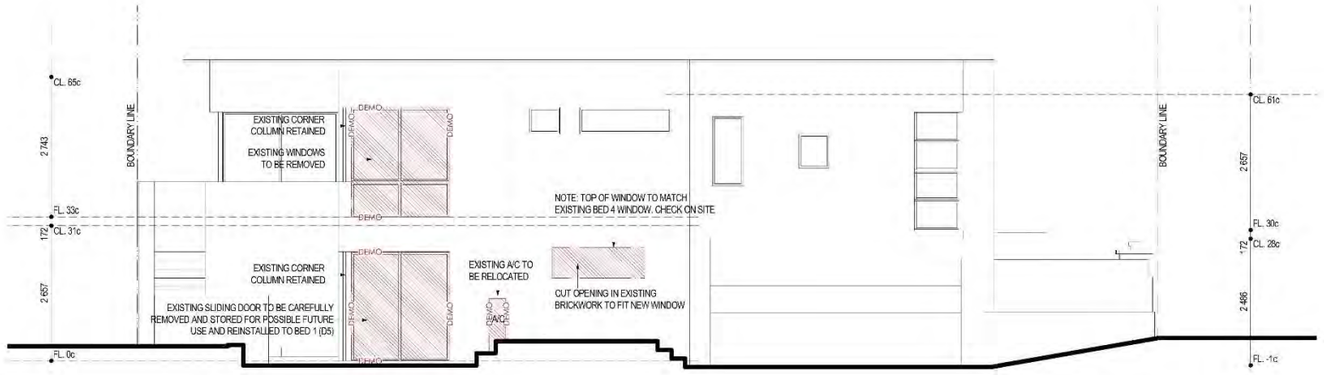


E 1 EXISTING ELEVATION 1
SCALE 1:100



E 2 EXISTING ELEVATION 2
SCALE 1:100

DATE	REV.	DESCRIPTION
MAR 2018	C	ISSUED FOR COUNCIL APPROVAL
MAR 2018	B	ISSUED FOR CLIENT APPROVAL
FEB 2018	A	CONCEPT DESIGN

essenziale
architecture design consulting
address: 10/13 Harold Street HIGHGATE 6003
phone: 0413 946 926
email: info@essenziale.com.au
web: www.essenziale.com.au

CLIENT:	MAREN & GREG HANSEN
PROJECT:	ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING:	EXISTING ELEVATIONS
PROJECT no.	2018.02
DRAWN BY:	JH
CHECKED BY:	JH
DATE:	1/07/2018
SCALE:	1:100 (@A3)
DRAWING no.	4 OF 11
REV.	C

DRAFT

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DEMOLITION NOTES

- EXISTING RENDERED BRICKWORK TO RESIDENCE
- EXISTING WALLS TO BE ALTERED AS SHOWN ON THE PLANS
- A/C UNITS TO BE CAREFULLY REMOVED AND STORED FOR INSTALLATION TO NEW LOCATION AS NOTED ON THE PLANS
- CAREFULLY REMOVE EXISTING DOORS AND WINDOWS WHERE NOTED WITH NO DAMAGE TO THE EXISTING STRUCTURE

P 3 EXISTING GROUND FLOOR PLAN

SCALE 1:100

N

DATE	REV.	DESCRIPTION
MAR 2018	C	ISSUED FOR COUNCIL APPROVAL
MAR 2018	B	ISSUED FOR CLIENT APPROVAL
FEB 2018	A	CONCEPT DESIGN

essenziale
architecture design consulting
address | 10/13 Harold Street HIGHGATE 6003
phone 0413 846 926
email info@essenziale.com.au
web www.essenziale.com.au

CLIENT: MAREN & GREG HANSEN

PROJECT: ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE

DRAWING: EXISTING GROUND FLOOR PLAN

PROJECT no. 2018.02

DRAWN BY: JS

CHECKED BY: JS

DATE: 14/03/2018 SCALE: 1:100 (@A3)

DRAWING no. 3 OF 11 REV. C

DRAFT

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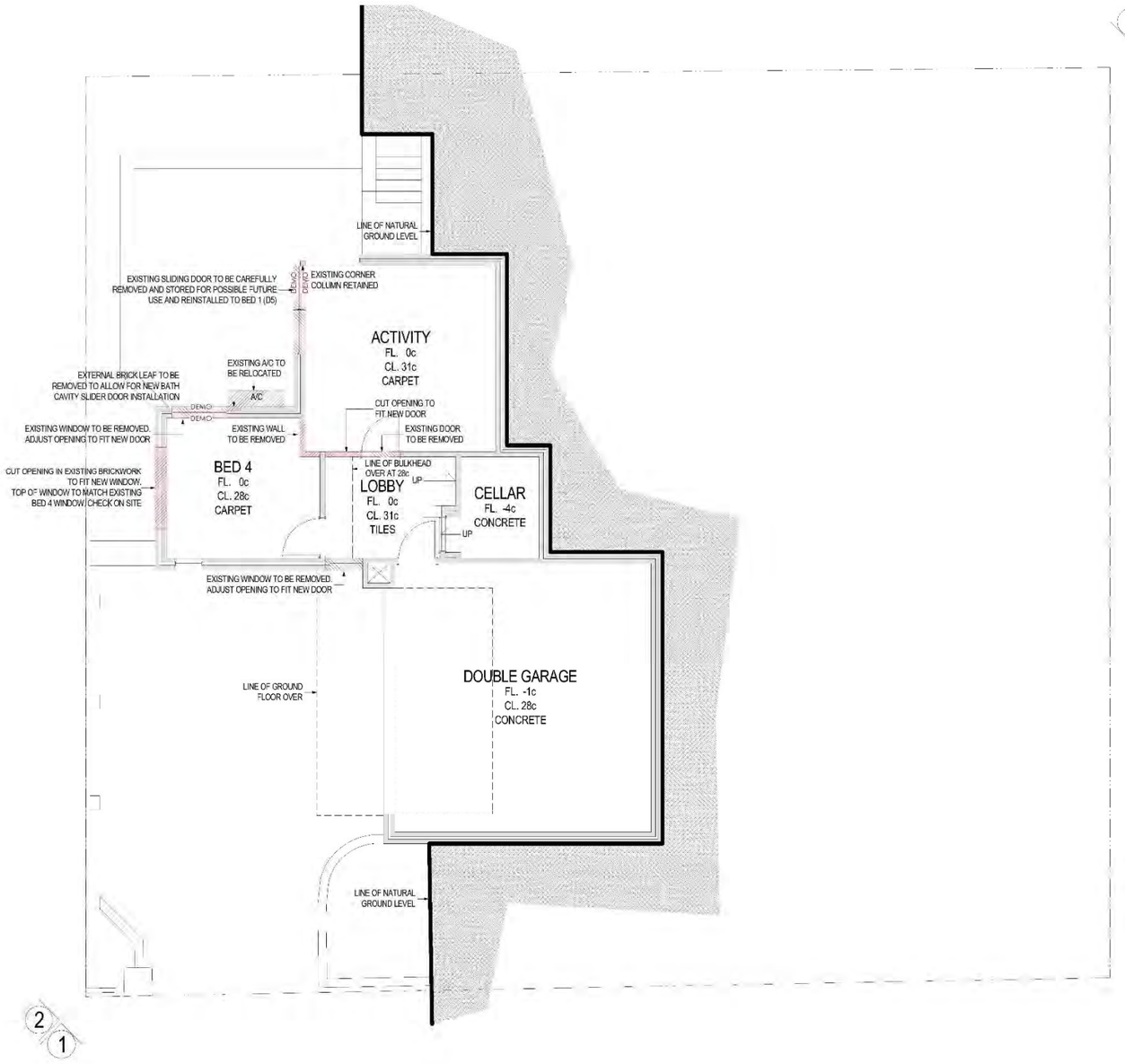

DEMOLITION NOTES

- EXISTING RENDERED BRICKWORK TO RESIDENCE
- EXISTING WALLS TO BE ALTERED AS SHOWN ON THE PLANS
- A/C UNITS TO BE CAREFULLY REMOVED AND STORED FOR INSTALLATION TO NEW LOCATION AS NOTED ON THE PLANS
- CAREFULLY REMOVE EXISTING DOORS AND WINDOWS WHERE NOTED WITH NO DAMAGE TO THE EXISTING STRUCTURE

P 2 **EXISTING BASEMENT FLOOR PLAN**

SCALE 1:100

N

DATE	REV.	DESCRIPTION
MAR 2018	C	ISSUED FOR COUNCIL APPROVAL
MAR 2018	B	ISSUED FOR CLIENT APPROVAL
FEB 2018	A	CONCEPT DESIGN

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architecture design consulting
address 10/13 Harold Street HIGHGATE 6003
phone 0413 846 926
email info@essenziale.com.au
web www.essenziale.com.au

CLIENT: MAREN & GREG HANSEN

PROJECT: ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE

DRAWING: EXISTING BASEMENT FLOOR PLAN

PROJECT no. 2018.02

DRAWN BY: JR

CHECKED BY: JR

DATE: 1/03/2018 SCALE: 1:100 (@A3)

DRAWING no. 2 OF 11 REV. C

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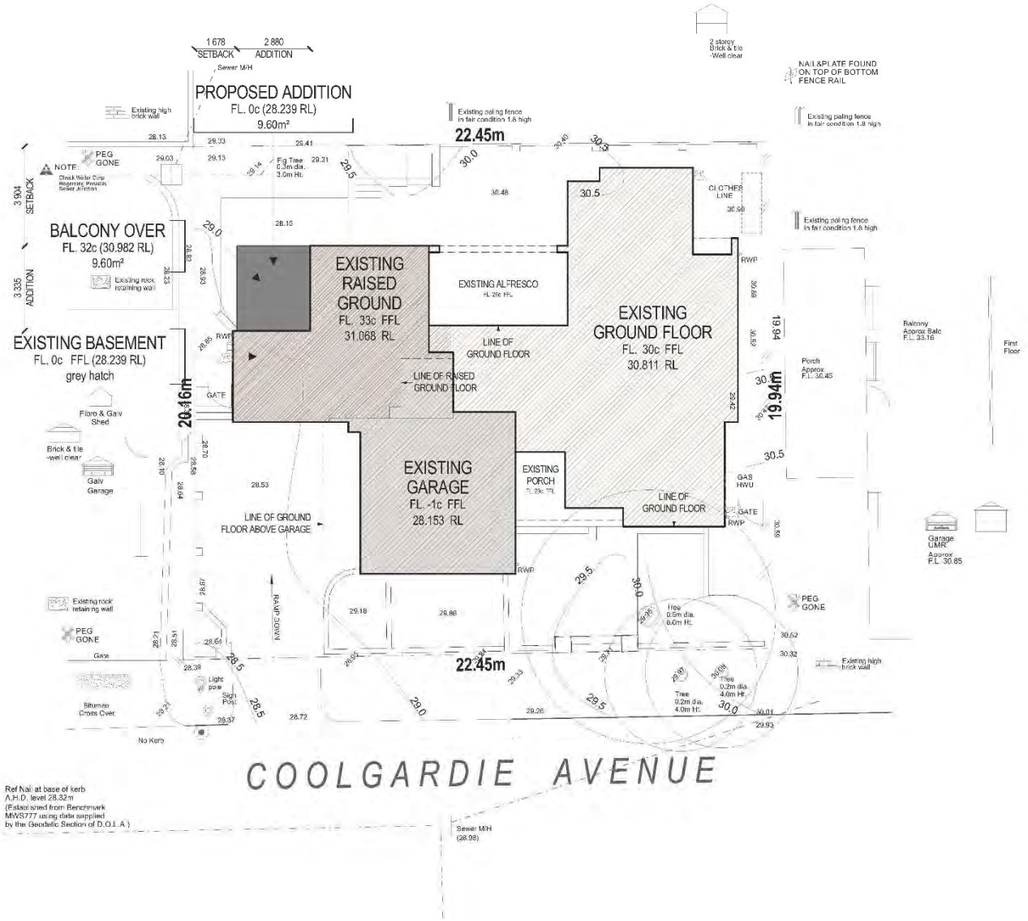
Attachment -3



P
1

PROPOSED SITE PLAN

SCALE 1:200

AREAS

EXISTING BASEMENT FLOOR AREA:	45.65 m²
EXISTING GARAGE:	37.96 m²
NEW BASEMENT FLOOR ADDITION:	9.60 m²
TOTAL BASEMENT FLOOR AREA:	93.21 m²
EXISTING GROUND FLOOR AREA:	195.15 m²
EXISTING ENTRY PORCH:	7.36 m²
EXISTING ALFRESCO:	17.11 m²
NEW BALCONY ADDITION:	9.60 m²
TOTAL GROUND FLOOR AREA:	229.22 m²
SITE AREA:	450.00 m²
TOTAL SITE COVERAGE: 221.54 m²	49.23%

N

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CLIENT:	MAREN & GREG HANSEN
PROJECT:	ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING:	PROPOSED SITE PLAN
PROJECT no.	2018.02
DRAWN BY:	JG
CHECKED BY:	JG
DATE:	14/03/2018
SCALE:	1:200 (@A3)
DRAWING no.	1 OF 11
REV.	C

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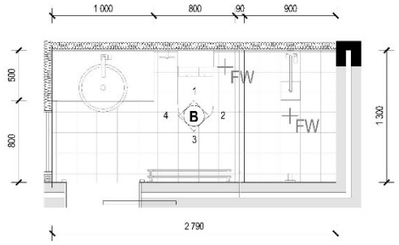
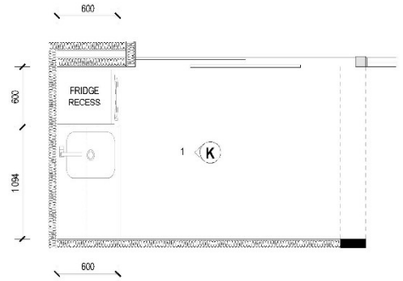
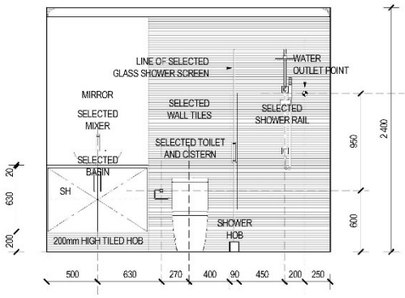


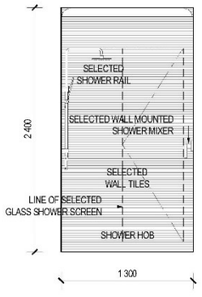
L B BATH LAYOUT
SCALE 1:50



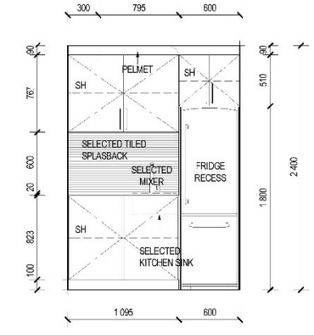
L K KITCHENETTE LAYOUT
SCALE 1:50



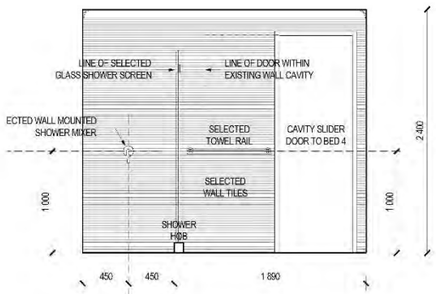
B 1 ELEVATION B.1
SCALE 1:50



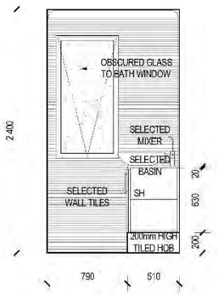
B 2 ELEVATION B.2
SCALE 1:50



K 1 ELEVATION K.1
SCALE 1:50



B 3 ELEVATION B.3
SCALE 1:50



B 4 ELEVATION B.4
SCALE 1:50

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CLIENT:	MAREN & GREG HANSEN
PROJECT:	ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING:	PROPOSED LAYOUTS
PROJECT no.	2018.02
DRAWN BY:	JP
CHECKED BY:	JP
DATE:	11/05/2018
SCALE:	1:50 (@A3)
DRAWING no.	11 OF 11
REV.	C

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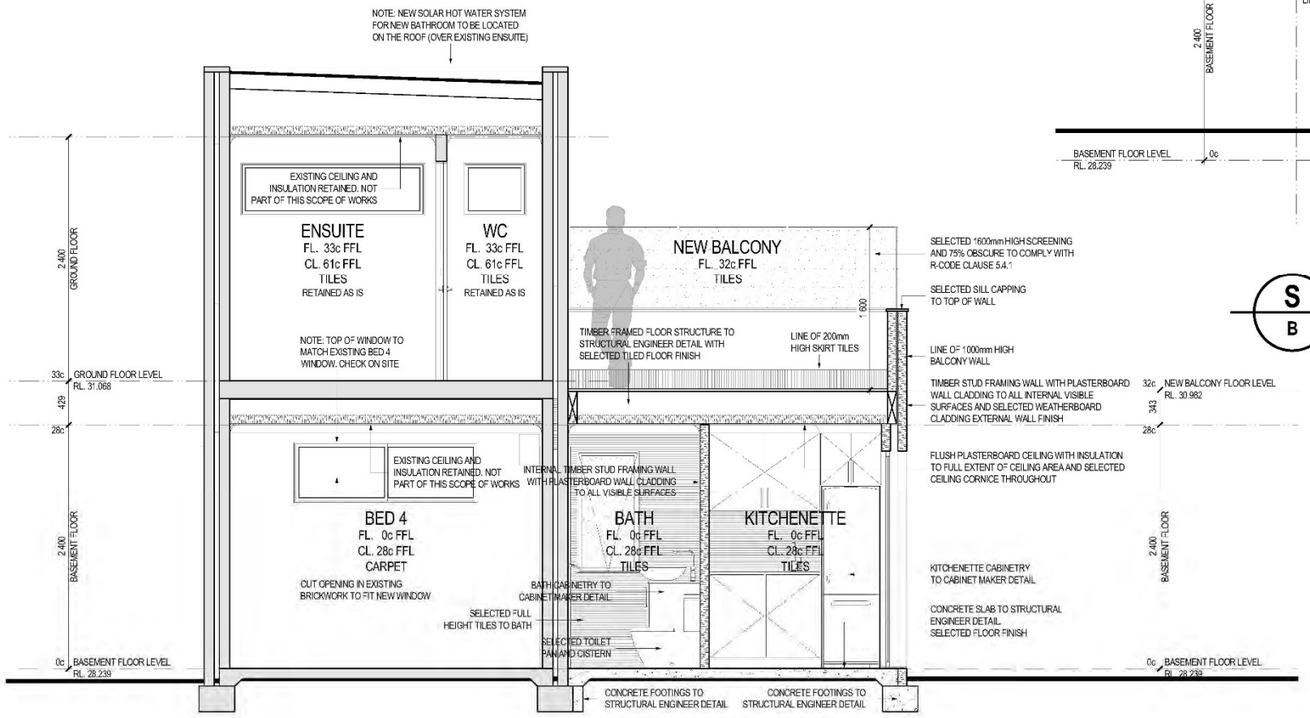
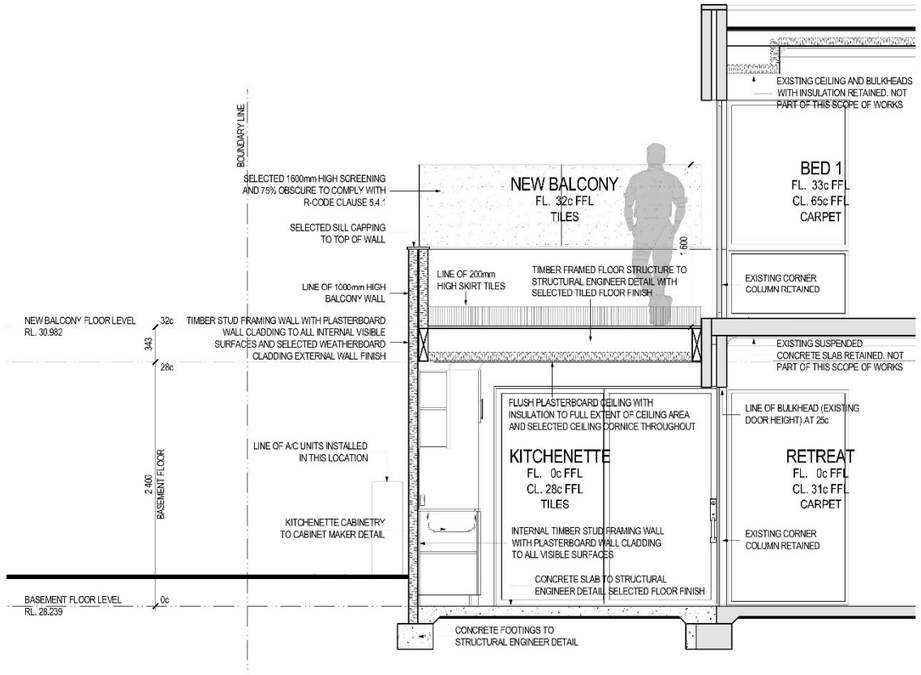


S A **SECTION A-A**
1:50



S B **SECTION B-B**
1:50

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CLIENT:	MAREN & GREG HANSEN
PROJECT:	ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING:	PROPOSED SECTIONS
PROJECT no.	2018.02
DRAWN BY:	JP
CHECKED BY:	JP
DATE:	19/03/2018
SCALE:	1:50 (@A3)
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REV.	C

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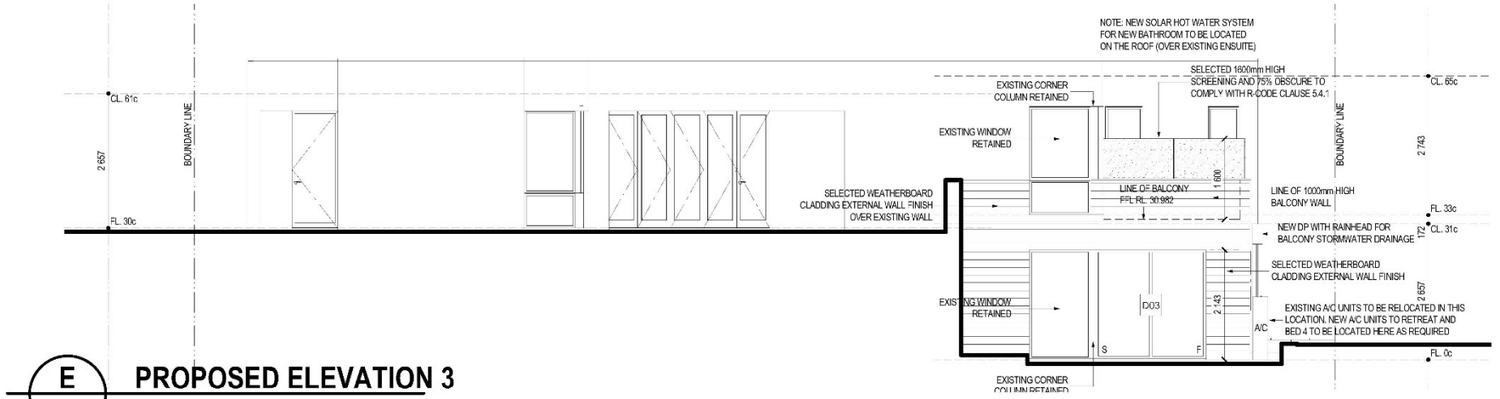
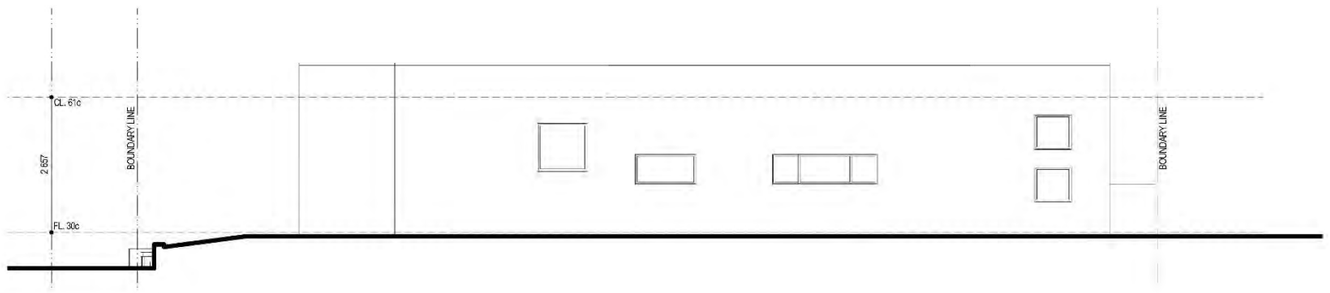


E 3 PROPOSED ELEVATION 3
SCALE 1:100



E 4 PROPOSED ELEVATION 4
SCALE 1:100

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DRAWING: PROPOSED ELEVATIONS
PROJECT no. 2018.02
DRAWN BY: JS
CHECKED BY: JS
DATE: 1/03/2018
SCALE: 1:100 (@A3)
DRAWING no. 9 OF 11
REV. C

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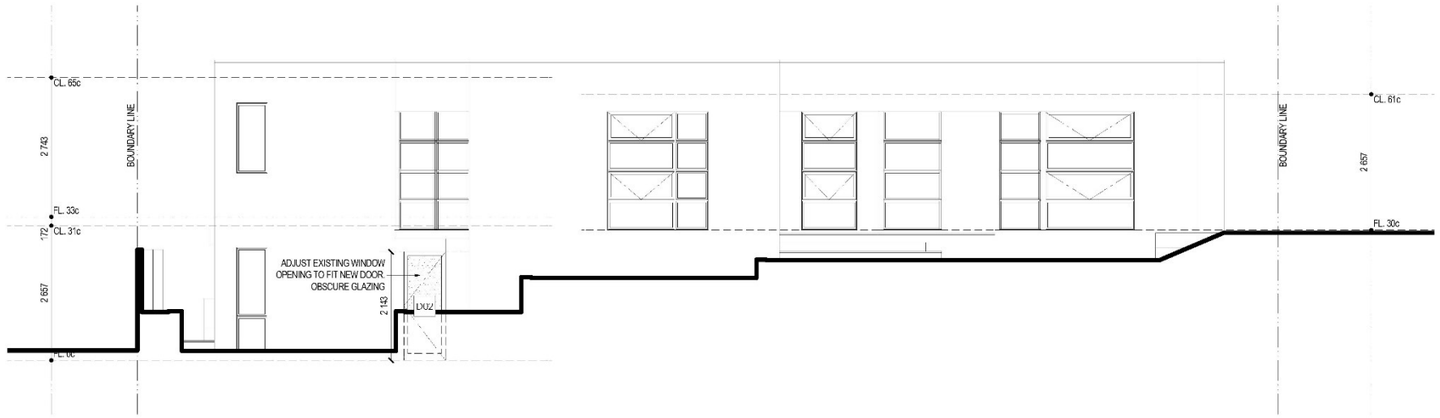

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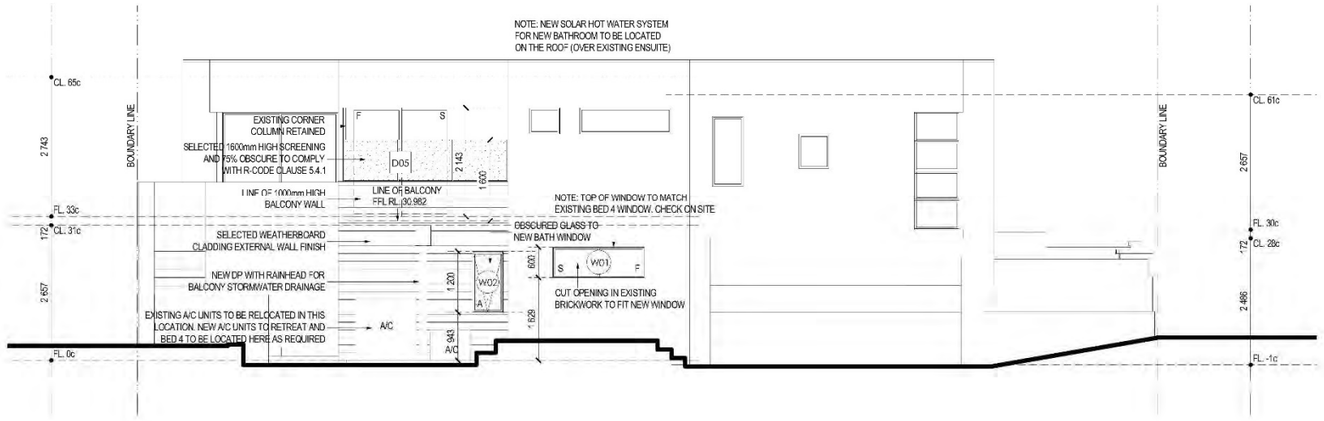
SCALE 1:100



E 2 PROPOSED ELEVATION 2
SCALE 1:100

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DRAWING:	PROPOSED ELEVATIONS
PROJECT no.	2018.02
DRAWN BY:	JH
CHECKED BY:	JH
DATE:	1/03/2018
SCALE:	1:100 (@A3)
DRAWING no.	8 OF 11
REV.	C

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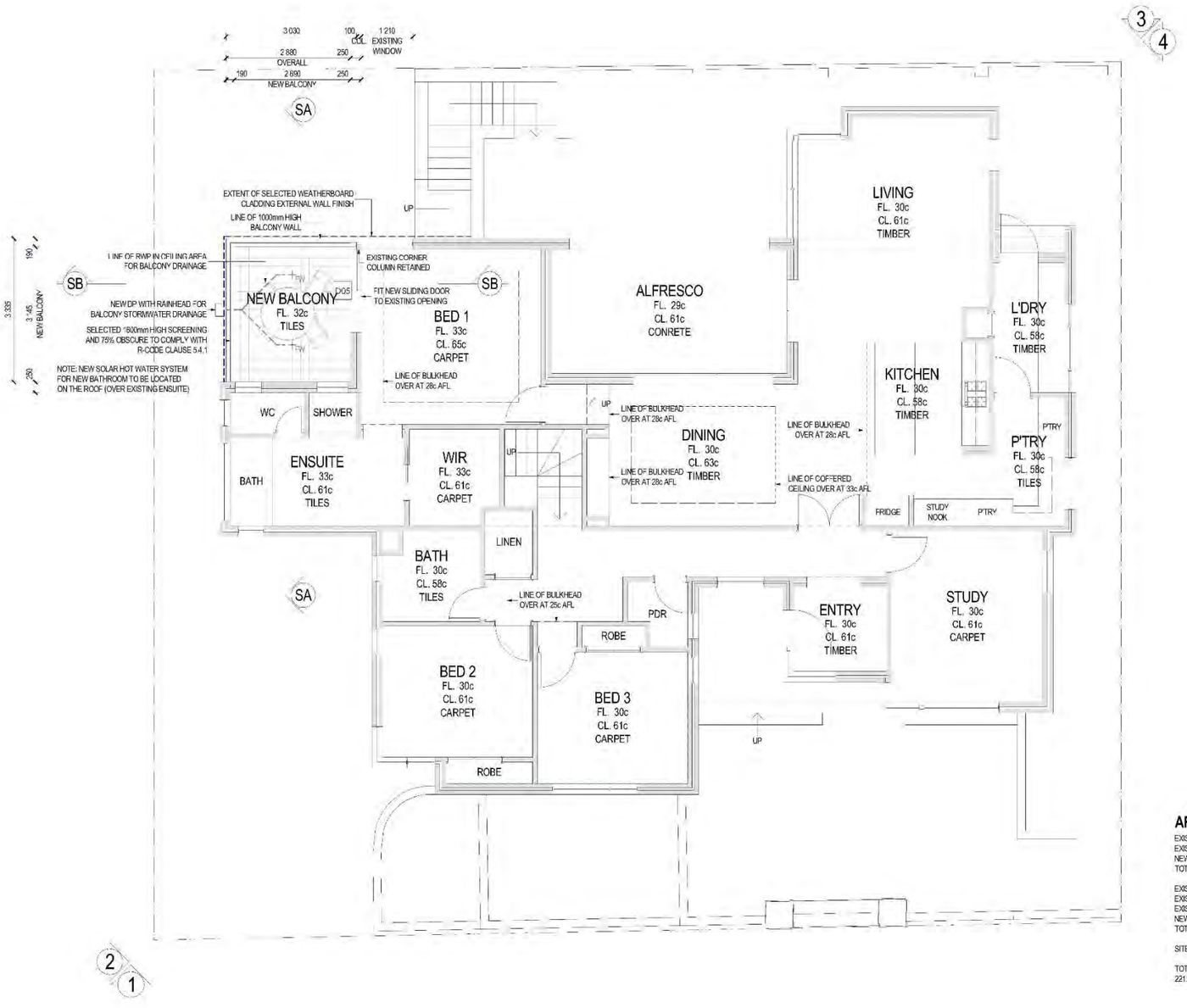

P 5 **PROPOSED GROUND FLOOR PLAN**
SCALE 1:100

WINDOW SCHEDULE

NUMBER	QTY	WIDTH	HEIGHT	DESCRIPTION
W01	1	1810	600	LEFT SLIDING
W02	1	610	1200	AWNING

DOOR SCHEDULE

NUMBER	QTY	WIDTH	HEIGHT	DESCRIPTION
D01	1	720	2143	POCKET-SLAB
D02	1	820	2143	EXT. HINGED-GLASS
D03	1	2170	2143	EXT. SLIDER-GLASS
D04	1	820	2143	HINGED-SLAB
D05	1	1940	2143	SLIDER-GLASS

SD SMOKE DETECTOR TO AUTHORITIES REQUIEMENTS

CONSTRUCTION NOTES

- CONCRETE SLAB AND FOTINGS TO STRUCTURAL ENGINEER DETAIL
- TIMBER FRAMED CONSTRUCTION WITH SELECTED WEATHERBOARD CLADDING EXTERNAL WALL FINISH TO THE EXTENT AS SHOWN ON DRAWINGS. PLASTERBOARD WALL CLADDING TO ALL INTERNAL VISIBLE SURFACES
- FLUSH PLASTERBOARD CEILING WITH INSULATION TO FULL EXTENT OF NEW WORKS AND SELECTED CEILING CORNICE THROUGHOUT
- SELECTED 1600mm HIGH SCREENING AND 75% OBSCURE TO COMPLY WITH R-CODE CLAUSE 5.4.1
- NEW SOLAR HOT WATER SYSTEM FOR NEW BATHROOM TO BE LOCATED ON THE ROOF (OVER EXISTING ENSUITE)
- EXISTING A/C TO BE RELOCATED AS SHOWN ON PLANS

GENERAL NOTES

- CHECK ALL DIMENSIONS ON SITE
- ALL SIZES ARE SHOWN WITHOUT PLASTER OR WALL FINISHES
- ALL WORK TO CONFIRM TO BUILDING CODE OF AUSTRALIA AND AUSTRALIAN STANDARDS
- THE BUILDER TAKES FULL RESPONSIBILITY FOR THE COMPLIANCE OF THE CONSTRUCTION TO THE BUILDING CODE OF AUSTRALIA, AUSTRALIAN STANDARDS AND RESIDENTIAL DESIGN CODES.
- DRAWINGS ARE TO BE READ IN CONJUNCTION WITH STRUCTURAL ENGINEER DRAWINGS AND SPECIFICATION.

WALL TYPES

- EXISTING EXTERNAL CAVITY BRICK WALL RENDER FINISH
- EXISTING INTERNAL BRICK WALL HARD WALL PLASTER FINISH
- NEW CAVITY BRICK WALL
- NEW SIGLE BRICK WALL
- NEW STUD FRAMING WALL WITH PLASTERBOARD FINISH SELECTED WEATHERBOARD FINISH EXTERNALLY
- NEW INTERNAL STUD FRAMING WALL WITH PLASTERBOARD FINISH

AREAS

EXISTING BASEMENT FLOOR AREA:	45.65 m²
EXISTING GARAGE:	37.96 m²
NEW BASEMENT FLOOR ADDITION:	9.60 m²
TOTAL BASEMENT FLOOR AREA:	93.21 m²
EXISTING GROUND FLOOR AREA:	195.15 m²
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SITE AREA:	450.00 m²
TOTAL SITE COVERAGE: 221.54 m²	49.23%

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CLIENT: MAREN & GREG HANSEN
PROJECT: ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE
DRAWING: PROPOSED GROUND FLOOR PLAN
PROJECT no. 2018.02
DRAWN BY: JP
CHECKED BY: JP
DATE: 14/03/2018 SCALE: 1:100 (@A3)
DRAWING no. 7 OF 11 REV. C

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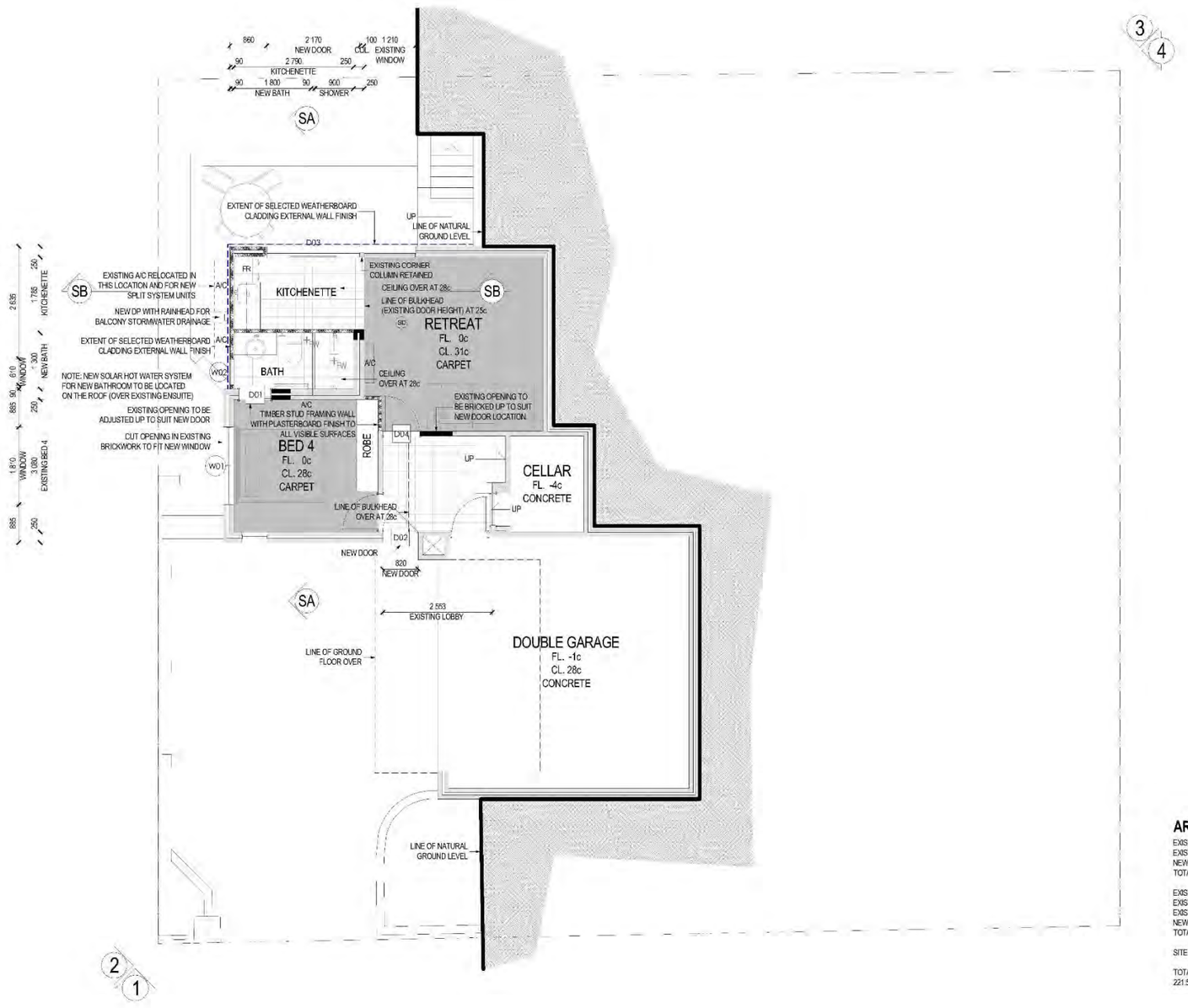

P 4 PROPOSED BASEMENT FLOOR PLAN

SCALE 1:100

WINDOW SCHEDULE

NUMBER	QTY	WIDTH	HEIGHT	DESCRIPTION
W01	1	1810	600	LEFT SLIDING
W02	1	610	1200	AWNING

DOOR SCHEDULE

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CLIENT: MAREN & GREG HANSEN

PROJECT: ALTERATIONS AND ADDITIONS 8 COOLGARDIE AVENUE EAST FREMANTLE

DRAWING: PROPOSED BASEMENT FLOOR PLAN

PROJECT no. 2018.02

DRAWN BY: JE

CHECKED BY: JE

DATE: 1/03/2018 SCALE: 1:100 (@A3)

DRAWING no. 6 OF 11 REV. C

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MANAGEMENT PLAN 2021

SHORT TERM ACCOMODATION

CHECK IN/OUT PROCEDURES

Nautica Residences by Seashells in East Fremantle are the managing company for the 1 x 1 unit to be short term let. Check in and check out procedures are confirmed in writing to the guests staying prior to arrival. ID verification is also obtained prior to arrival. Check in is 2pm and Check out is at 10am.

CAR PARKING

Guests have access to 1 x complimentary parking bay in the driveway.

CODE OF CONDUCT

Guests are required to provide government ID prior to check in and agree to the house rules of no smoking, no parties, no unauthorised guests and controlled noise level.

Notwithstanding the above, guests may note local noise consistent with nearby building activities. Local regulations deem that this should not happen before 7am and after 5pm on week-days, and between 9am and 5pm on week-ends and Public Holidays.

MANAGEMENT OF COMPLAINTS

Guests are advised that should they have any complaints regarding noise and local antisocial behaviour we have a company, NBP Security, that provides us with a formal afterhours service.

CLEANING & WASTE MANAGEMENT

Cleaning:

Cleaning is undertaken by Nautica Residences by Seashells housekeeping team on each occasion and all rubbish removed.

Waste management:

Specify expectations

GREEN: food & garden organics

RED: General waste including plastic films (soft plastics, wrappers, biscuit packets etc)

YELLOW: Recycling of soft-drink and water bottles, glass and aluminium, juice, milk bottles etc plus cardboards, newspapers etc.

FIRE & EMERGENCY RESPONSE PLAN

Provide emergency contact numbers 08 9387 0800 and after hours 08 6278 5611.
Fire extinguisher and blanket provided in the kitchen.

BBQ FACILITIES

Outside barbeques are to be gas or electric

Provide details of facilities: – Small Gas BBQ to be provided outside in the courtyard.

SWIMMING POOL

No swimming pool or spa provided.

Aquatic facilities are required to be fully compliant with all requirements established by both the Western Australian Department of Health and local government. Further information is available on the Department of Health website:

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/planning-approval/GN9_-_Aquatic_Facilities_at_temporary_holiday_accomodations.pdf

TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P110/21 - 8 Coolgardie Avenue

Project Name

Objective of Engagement:	Neighbour consultation			
Lead Officer:	Regulatory Services			
Timeline:	**Start Date:**	21/12/2021	**Outcomes By:**	14/1/2022

Stakeholders				
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)	☐
	Businesses	☐	Residents (all / targeted)	☒
	Children *(School / Playgroup)*	☐	Service Providers	☐
	Community Groups	☐	Unemployed	☐
	Disabled People	☐	Visitors	☐
	Environmental	☐	Volunteers	☐
	Families	☐	Workers	☐
	Govt. Bodies	☐	Youth	☐
	Indigenous	☐		☐
	Neighbouring LGs	☐		☐
Staff to be notified:	Office of the CEO	☐	Councillors	☐
	Corporate Services	☐	Consultant/s	☐
	Development Services	☐		☐
	Operations (Parks/Works)	☐		☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	14/1/2022	☒ Advertised to 7 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

https://townofeastfremantle.sharepoint.com/sites/Meetings_Agendas/Town_Planning_Reports/2203 8 Coolgardie Avenue - TPC Report/ToEF_CommunityEngagementChecklist.doc

Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations		14/1/2022	
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

12.4 35 PETRA STREET– ALTERATIONS AND ADDITIONS

Owner	Samuel & Katharine Mead
Applicant	Kensington Design Australia Pty Ltd
Report Reference Number	TPR-452
Planning Reference Code	P112/21
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 1 March 2022
Voting requirements	Simple majority
Documents tabled	Nil

Attachments

1. Location and advertising plan
2. Site photos
3. Place Record Form
4. Plans date stamped 20 January 2022
5. Community consultation checklist

PURPOSE

The purpose of this report is for Council to consider a development application for alterations and additions at 35 (Lot 378) Petra Street East Fremantle.

EXECUTIVE SUMMARY

This development application proposes alterations and additions to 35 (Lot 378) Petra Street East Fremantle. It is proposed to add 3 bedrooms, 3 bathrooms and kitchen, dining, livings areas as well as a terrace and a verandah. A new replacement carport and storeroom is being constructed on the same site as the existing garage. The property is a C category on the Town's Heritage Survey and has minimal heritage controls, however, the original 4 room dwelling is being retained and renovated. The following variations to the Residential Design Codes and the Residential Design Guidelines are proposed;

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Carport and Shed – Southern Wall – 1m required, 0m provided

(ii) Clause 3.7.15.3.3 – Residential Design Guidelines – Carport Setback – 1.2m behind building line required, 0.6m behind building line provided

(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 26.5 degrees provided

The proposed development is recommended to be supported subject to conditions.

BACKGROUND

Zoning	Residential R12.5
Site Area	989m^2
Heritage	Category C
Fremantle Port Buffer	Not applicable
Previous Decisions of Council and/or History of Issue or Site	Nil

CONSULTATION

Advertising

The development application was advertised to surrounding landowners from 10 to 25 January 2022. No submissions were received.

Community Design Advisory Committee

The development application was not referred to the Community Design Advisory Committee as the proposal was a single storey development with minimal impacts on the streetscape or surrounding properties.

External Consultation

Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Residential Design Codes (Volume 1)
Local Planning Scheme No 3

POLICY IMPLICATIONS

Town of East Fremantle Residential Design Guidelines 2016

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows;

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage ad open spaces.

3.1 Facilitates sustainable growth with housing options to meet future community needs.

- *3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.*
- *3.1.2 Plan for a mix of inclusive diversified housing options.*
- *3.1.3 Plan for improved streetscapes.*

3.2 Maintaining and enhancing the Town's character.

- *3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.*

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

- *3.3.1 Continue to improve asset management within resource capabilities.*
- *3.3.2 Plan and advocate for improved access and connectivity.*

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town was deemed to be negligible.

SITE INSPECTION

A site inspection was undertaken.

COMMENT

Statutory Assessment

This development application was assessed against the Town's Local Planning Scheme No 3 and the Residential Design Codes.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Residential Design Codes

Design Element	**Required**	**Proposed**	**Status**
Lot Boundary Setbacks			
Carport and shed – southern wall	**1m**	**0m**	**D**
Butler's pantry, laundry, ensuite – southern wall	1m	>1m	A
Bed 3, bed 2, guest bedroom – southern wall	1.5m	1.5m	A
Guest bedroom – western wall	6m	6.8m	A
Northern wall	5m	5.27m	A
Car Parking	1-2 car bays	2 car bays	A
Site Works			N/A
Wall Height	Maximum 7m	<7m	A
Roof Height	Maximum 10m	<10m	A
Visual Privacy			N/A
Overshadowing	Maximum 25%	<25%	
Drainage	Condition		

Residential Design Guidelines

Design Element	**Required**	**Proposed**	**Status**
Carport Setback	**1.2m**	**0.6m**	**D**
Roof Pitch	**28 to 36 degrees**	**26.5 degrees**	**D**
Materials & colours	Shown on plans		A
Landscaping	Plan required	Shown on plans	A
Front fence	1.8m high & 60 visual permeability		N/A
Pergolas			N/A
Footpaths & crossovers	Condition		A
Carport width	Maximum 30%	<30%	A

This development application proposes alterations and additions at 35 Petra Street East Fremantle. The property is a Category C heritage property (there are no restrictions on modification of such properties). It is proposed to add 3 bedrooms, 3 bathrooms and kitchen, dining, livings areas as well as a terrace and a verandah. A new replacement carport and storeroom is being constructed on the same site as the existing garage. The original 4 room dwelling is being retained and renovated. One variation is requested to the requirements of the Residential Design Codes and two variations are requested to the requirements of Residential Design Guidelines in relation to the carport lot boundary setback, garage setback and the roof pitch. It is noted that no submissions were received from advertising.

Lot Boundary Setback – Carport – Southern Wall

The carport wall located on the southern wall is 9.83m long and 2.96m high without major openings. In accordance with the Residential Design Codes deemed to comply clause 5.3.1 C3.1 it is required to be 1m away from the lot boundary. In accordance with design principles 5.3.1 P3.2 the reduced lot boundary setback can be supported for the following reasons;

- It makes more effective use of space for enhanced privacy for the occupants or outdoor living areas,
- Reduced impact of building impact on adjoining properties,
- Adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties,
- Minimal overlooking and loss of privacy,
- Minimal adverse amenity impacts on the adjoining property,
- Direct sun to major openings to habitable rooms and outdoor living for adjoining properties is not restricted and,
- Positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.

The proposed carport/ shed is replacing an existing garage located in a similar position and the structure also adjoins a similarly constructed garage on the adjoining lot. As such the carport/ shed will have no significant impact to the adjoining neighbour. The reduced lot boundary setback has minimal amenity impacts, still allows for sunlight and ventilation around the wall and ensures that there is considerable privacy between the adjoining properties.

Garage Setback

According to the Residential Design Guidelines acceptable development provision 3.7.15.3.3 A3 i the carport is supposed to be setback 1.2m from the front building line of existing dwellings in the Woodside precinct. In this case the carport is located 0.6m behind the building line. In accordance with the Residential Design Guidelines performance criteria 3.7.15.3.3 i the reduced setback can be supported if the carport does not visually dominate the streetscape or the buildings to which they belong. In addition, information has been provided by the applicant that clearly demonstrates that the dwelling is setback further than many dwellings in close proximity to the subject property, is still behind the neighbouring garage to the south and the structure clearly does not dominate the subject dwelling. It is a single width carport with a relatively minor presence from the streetscape. For these reasons the reduced setback of the garage can be supported.

Roof Pitch

The proposed roof pitch of the alterations and additions is 26.5 degrees. According to the Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 the roof pitch should be between 28 and 36 degrees. In this case the proposed roof pitch complements the traditional roof form of surrounding development in the immediate locality. The fact that the roof pitch is the same as the original part of the dwelling is sufficient reason for supporting the proposed roof pitch.

CONCLUSION

Based on the preceding assessment the proposed development can be supported. The variations are considered minimal and do not have any significant detrimental impacts on surrounding properties or the streetscape. The proposed design is relatively subtle as a result of being a single storey design and having the majority of development at the rear of the existing dwelling. As such it is recommended that the proposed development be supported subject to conditions.

OFFICER RECOMMENDATION / COMMITTEE RESOLUTION

OFFICER RECOMMENDATION

That development approval is granted and Council exercises its discretion in regard to the following;

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Carport and Shed – Southern Wall – 1m required, 0m provided

(ii) Clause 3.7.15.3.3 – Residential Design Guidelines – Carport Setback – 1.2m behind building line required, 0.6m behind building line provided

(iii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, 26.5 degrees provided

for alterations and additions at No. 35 (Lot 378) Petra Street, East Fremantle, in accordance with the plans date stamped received 20 January 2022, subject to the following conditions:

(1) The crossover widths are not to exceed the width of the crossovers indicated on the plans date stamped received 20 January 2022 and to be in accordance with Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide.

(2) All fencing within the street setback area is to be in compliance with the front fence provisions of the Residential Design Guidelines. Any proposed new fencing or walls in the front setback area will require the submission of a development application for the consideration of the Town.

(3) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.

(4) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.

(5) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.

(6) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.

(7) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

(8) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.

(9) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner.

(i) This decision does not include acknowledgement or approval of any unauthorised development which may be on site.

(ii)	***A copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.***
(iii)	***An application for a new crossover is to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide. This application and relevant information are available at the following links;*** ***Crossover Specifications*** ***https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Crossover_Specification_2017.pdf*** ***Residential Design Guidelines*** ***https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf*** ***Urban Streetscape and Public Realm Style Guide*** ***https://www.eastfremantle.wa.gov.au/documents/914/urban-streetscape-and-public-realm-style-guide*** ***Application to Conduct Crossover Works*** ***https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Application_to_conduct_crossover_works.pdf***
(iv)	***It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.***
(v)	***All noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).***
(vi)	***Matters relating to dividing fences are subject to the Dividing Fences Act 1961.***

REPORT ATTACHMENTS

Attachments start on the next page

Attachment -1

35 Petra Street- Location and Advertising Plan

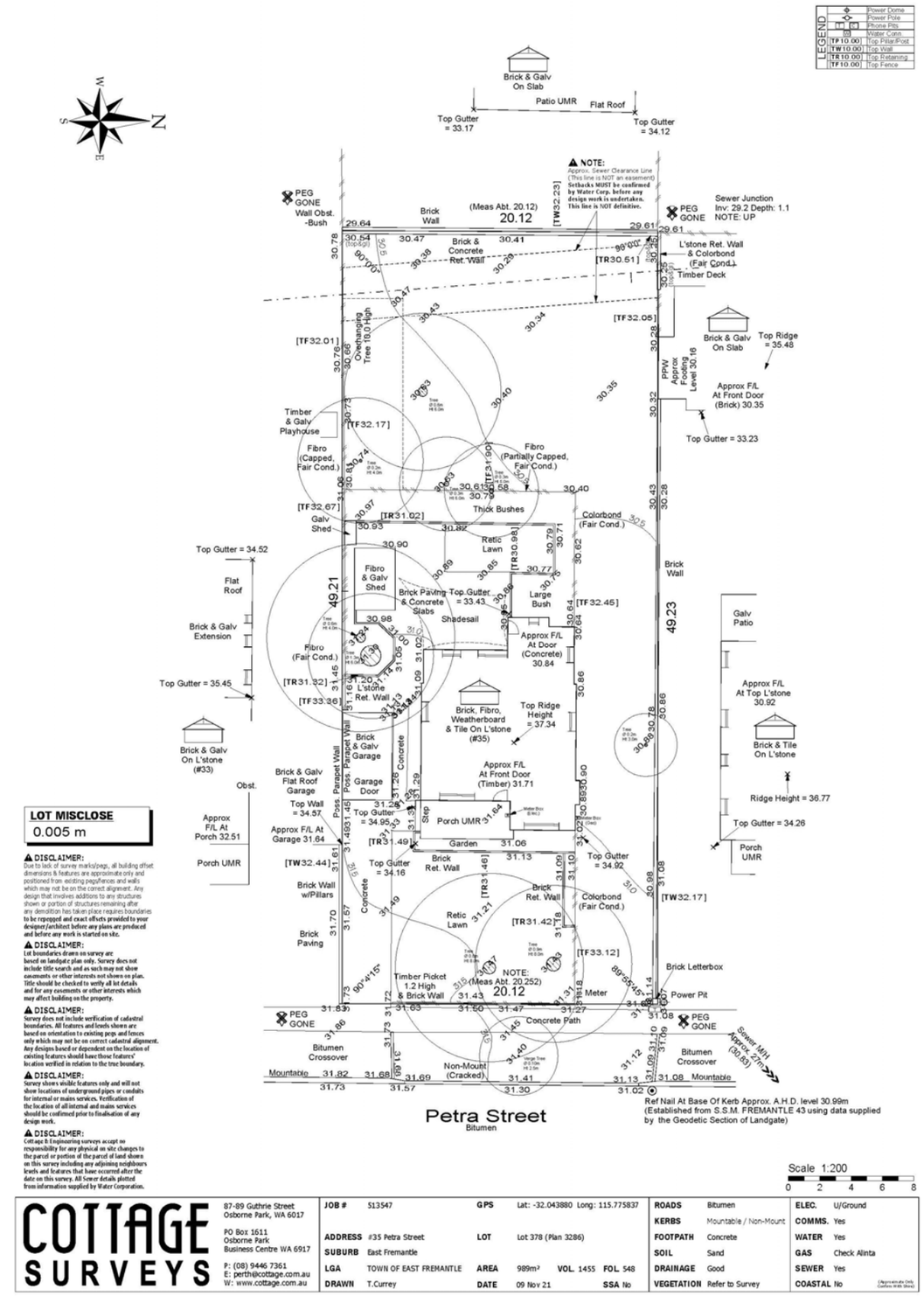
35 Petra Street – Photos

PLACE RECORD FORM

PRECINCT	Woodside
ADDRESS	35 Petra Street
PROPERTY NAME	N/A
LOT NO	Lot 378
PLACE TYPE	Residence
CONSTRUCTION DATE	C 1950
ARCHITECTURAL STYLE	Post-World War II Porch
USE/S	Original Use: Residence/ Current Use: Residence
STATE REGISTER	N/A
OTHER LISTINGS	N/A
MANAGEMENT CATEGORY	Category C
PHYSICAL DESCRIPTION	No 35 Petra Street is a single storey house constructed in brick and rendered brick with a hipped tiled roof. It is an expression of the Post-World War II Porch style. It is asymmetrically composed with a thrust bay and a part width hip roofed verandah. The verandah is supported on rendered piers. The thrust bay features a set of casement windows under a flat roofed awning. There is a central door flanked by casement and fixed light windows. The place retains its form and most of its details. There are additions to the rear and a garage to the south.

	The place is consistent with the building pattern in the Precinct. The place plays an important role in the pattern of development of a middle class suburb.
HISTORICAL NOTES	Woodside is a relatively cohesive precinct where most of the places were constructed following the subdivision of W.D. Moore's Estate commencing in 1912. Most of the lots were sold between 1912 and 1929 and the majority of buildings were completed in this time. Residences were substantial and of various Federation period styles distinguishing the area from the small worker's cottages of Plympton. The Inter-War Californian Bungalow style residence is also represented in Woodside. The Woodside Precinct remains largely intact in terms of original housing with little infill subdivision or replacement housing.
OWNERS	Unknown
HISTORIC THEME	Demographic Settlements - Residential Subdivision
CONSTRUCTION MATERIALS	Walls - Brick and rendered brick Roof - Tiles
PHYSICAL SETTING	The residence is situated on a sloping site with a low brick wall on the lot boundary.
STATEMENT OF SIGNIFICANCE	No 35 Petra Street is a single storey house constructed in brick and rendered brick with a tiled roof. It has historic and aesthetic value for its contribution to Woodside's high concentration of predominantly Federation period houses and associated buildings. The place contributes to the local community's sense of place. The place has some aesthetic value as a Post-World War II Porch style house. The place retains a moderate to low degree of authenticity and a high degree of integrity. The garage and additions have no significance.
AESTHETIC SIGNIFICANCE	No 35 Petra Street has some aesthetic value as a Post-World War II Porch style house. It retains most of the characteristic features of a dwelling of the type and period.
HISTORIC SIGNIFICANCE	No 35 Petra Street has some historic value. It was part of the suburban residential development associated with the expansion of East Fremantle and the subdivision of W. D. Moore's Woodside Estate from 1912.
SCIENTIFIC SIGNIFICANCE	N/A
SOCIAL SIGNIFICANCE	No 35 Petra Street has some social value. It is associated with a significant area of middle class Federation and Inter-War period development which contributes to the community's sense of place.
RARITY	No 35 Petra Street is not rare in the immediate context but Woodside has rarity value as a cohesive middle class suburb.
CONDITION	No 35 Petra Street is in good condition.
INTEGRITY	No 35 Petra Street retains a high degree of integrity.
AUTHENTICITY	No 35 Petra Street retains a moderate to low degree of authenticity.
MAIN SOURCES	

Attachment -4



LOT MISCLOSE
0.005 m

DISCLAIMER:
Due to lack of survey marks/pegs, all building offset dimensions & features are approximate only and positioned from existing pegs/fences and walls which may not be on the correct alignment. Any design that involves additions to any structures shown or portion of structures remaining after any demolition has taken place requires boundaries to be repegged and exact offsets provided to your designer/architect before any plans are produced and before any work is started on site.

DISCLAIMER:
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

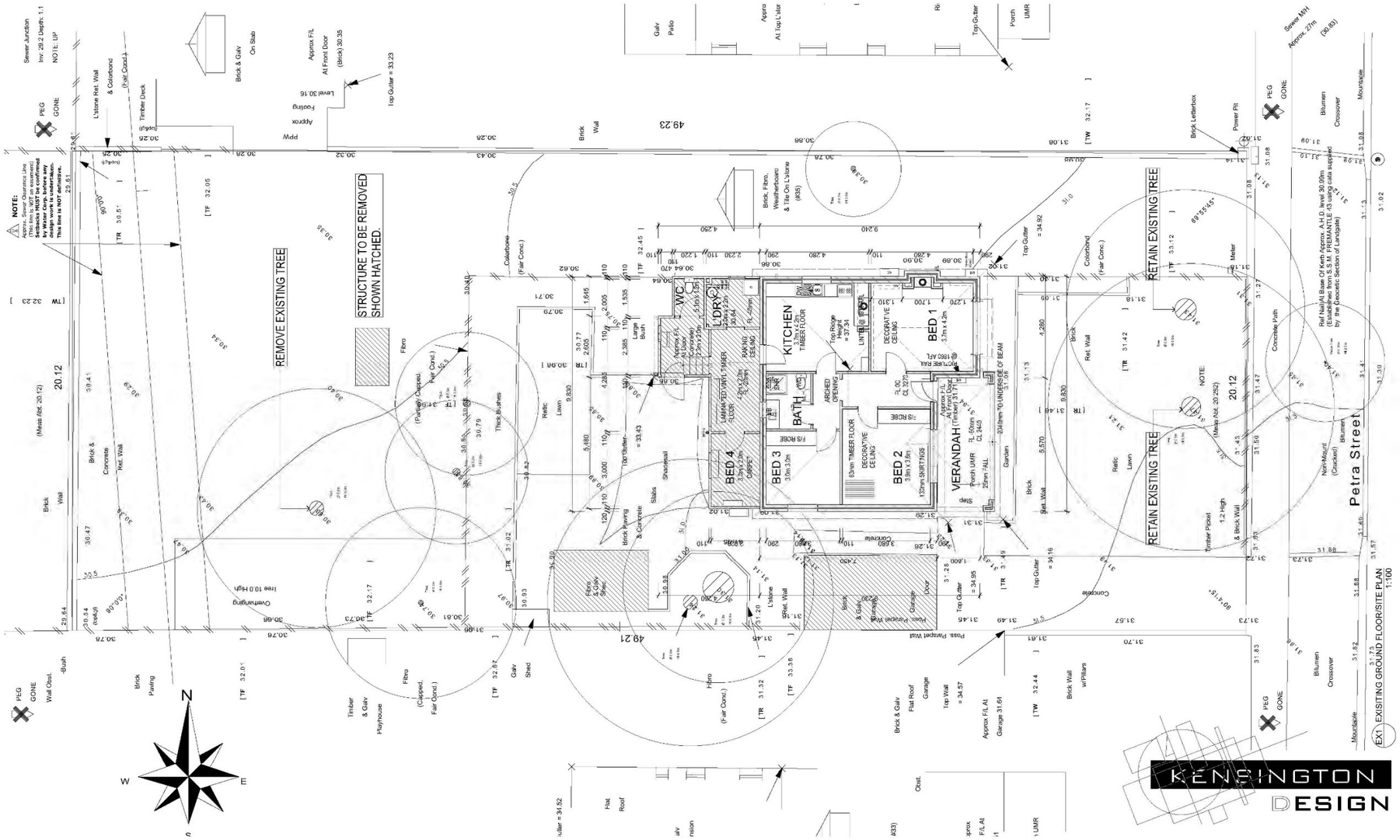
DISCLAIMER:
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

DISCLAIMER:
Cottage 8 Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the parcel of land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

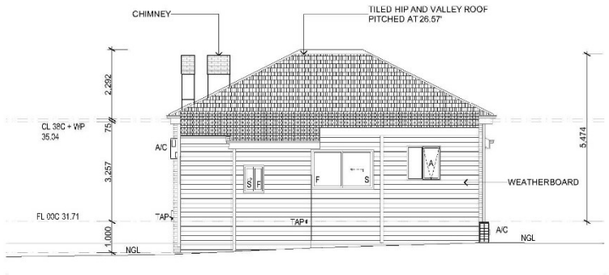
COTTAGE SURVEYS
87-89 Guthrie Street
Osborne Park, WA 6017
PO Box 1611
Osborne Park
Business Centre WA 6917
P: (08) 9446 7361
E: perth@cottage.com.au
W: www.cottage.com.au

JOB #	513547	GPS	Lat: -32.043880 Long: 115.775837	ROADS	Bitumen	ELEC.	U/Ground
				KERBS	Mountable / Non-Mount	COMMS.	Yes
ADDRESS	#35 Petra Street	LOT	Lot 378 (Plan 3286)	FOOTPATH	Concrete	WATER	Yes
SUBURB	East Fremantle			SOIL	Sand	GAS	Check Alinta
LGA	TOWN OF EAST FREMANTLE	AREA	989m² VOL. 1455 FOL. 548	DRAINAGE	Good	SEWER	Yes
DRAWN	T.Currey	DATE	09 Nov 21 SSA No	VEGETATION	Refer to Survey	COASTAL	No

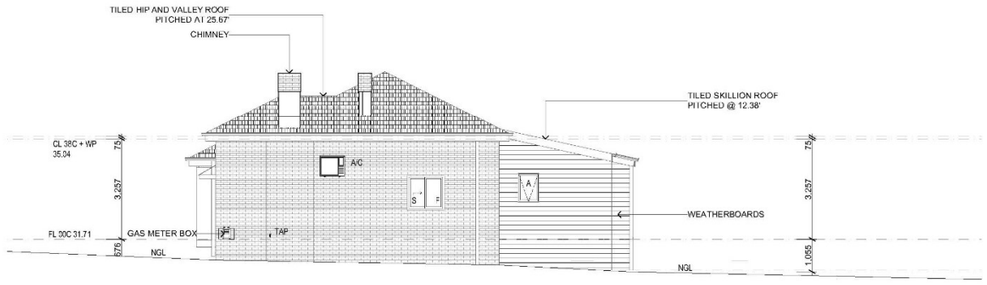
Attachment -4



PROJECT NAME :	DRAWING NO.	CLIENT: Katie & Sam Mead	24 May Street East Fremantle WA, 6158 Phone: 9438 3299 E-mail: kd@kensingtondesign.com.au
MEAD HOUSE	EX 1	SITE: 35 PETRA STREET	Date: 22/12/2021

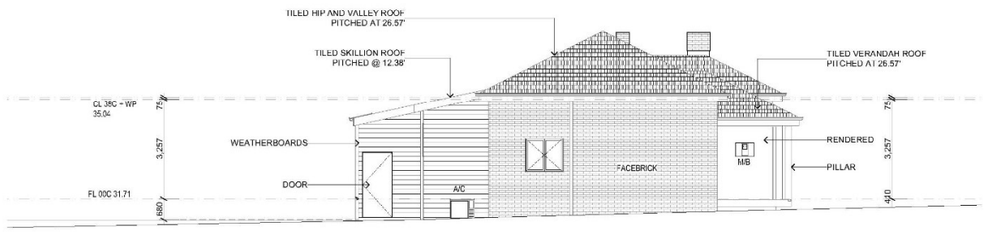


SOUTH ELEVATION
1:100



NORTH ELEVATION
1:100

EAST ELEVATION
1:100

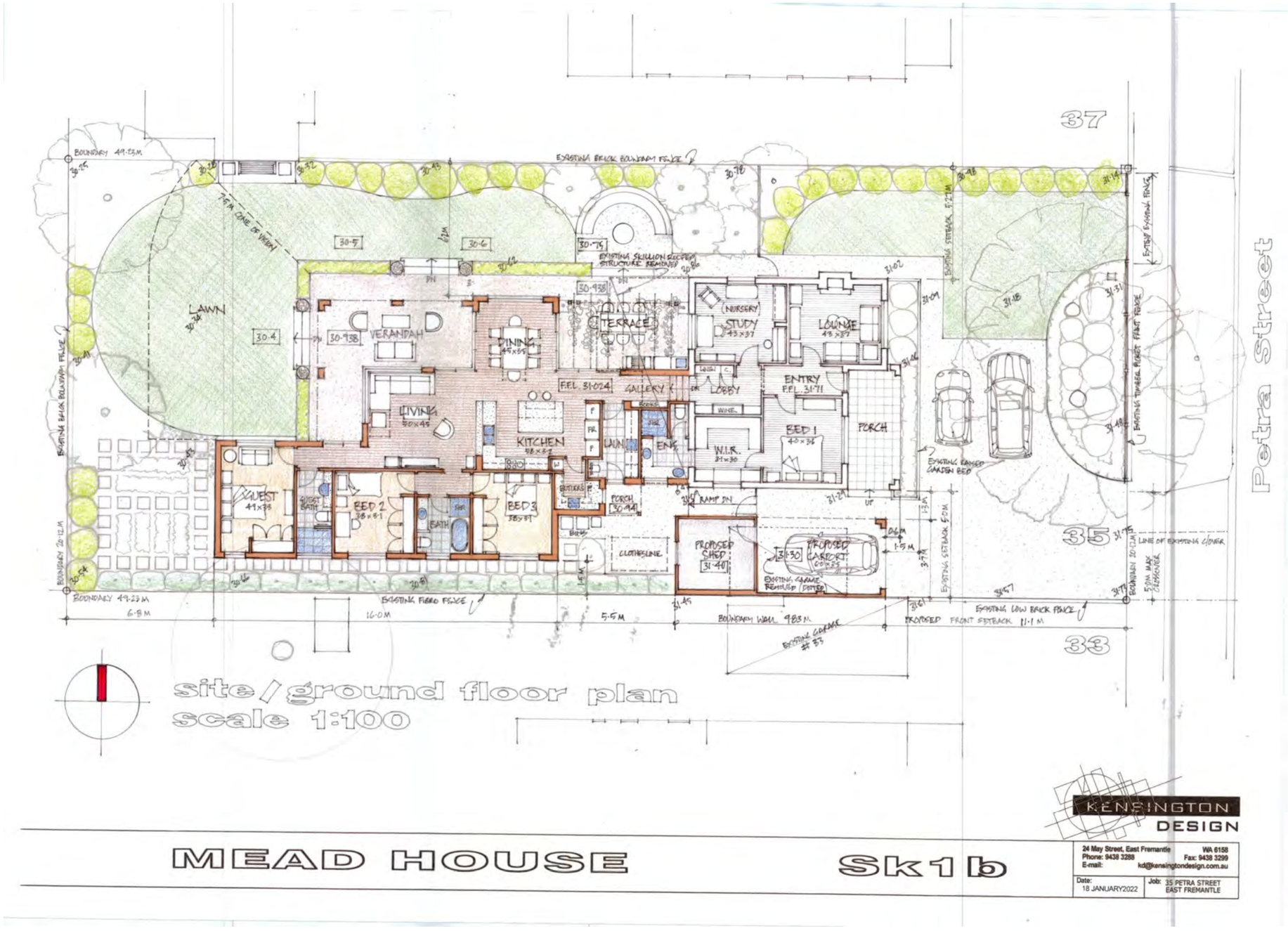


WEST ELEVATION
1:100

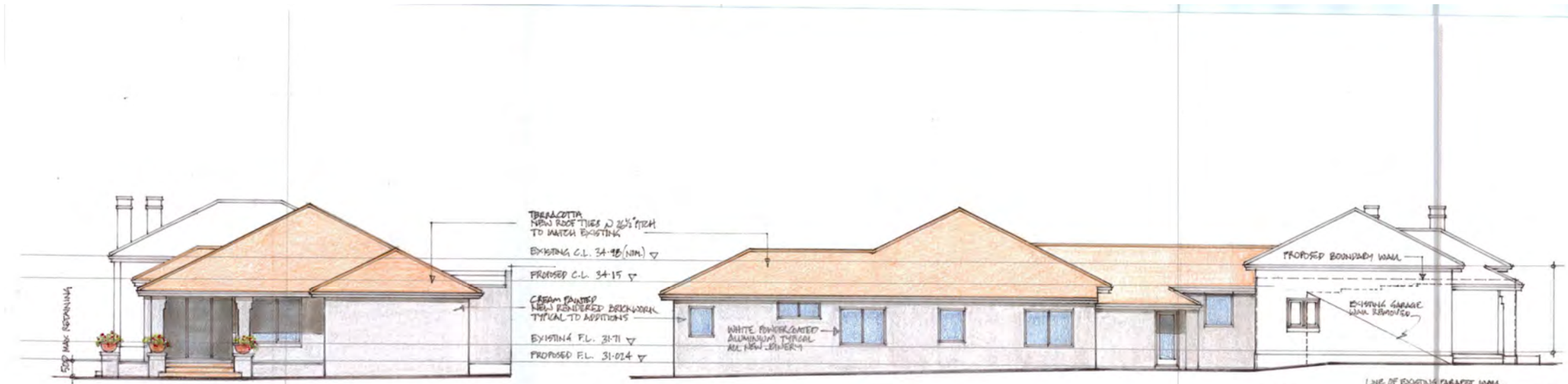
KENSINGTON DESIGN

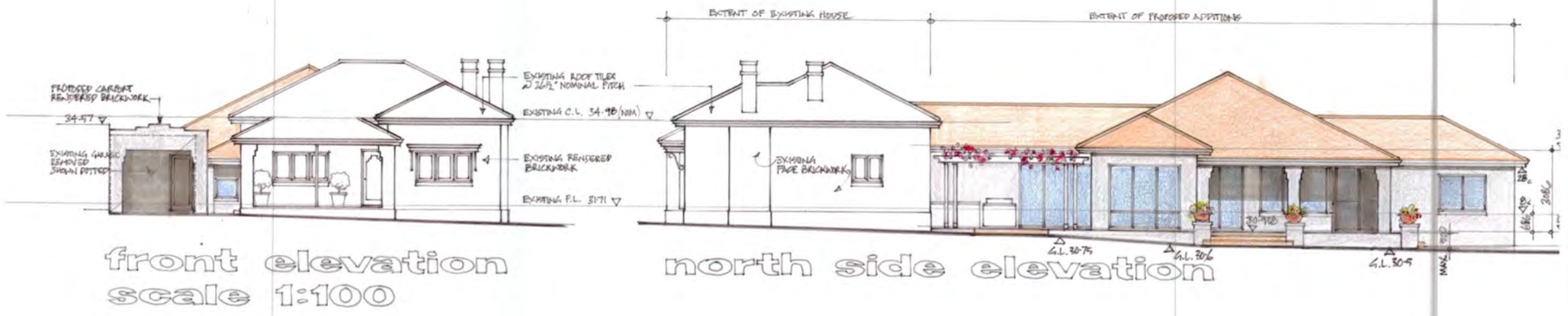
PROJECT NAME :	DRAWING NO.	CLIENT: Katie & Sam Mead	24 May Street East Fremantle WA, 6158 Phone: 9438 3299 E-mail: kd@kensingtondesign.com.au
MEAD HOUSE	EX 2	SITE: 35 PETRA STREET	Date: 22/12/2021

Attachment -4



Attachment -4





KENSINGTON DESIGN

24 May Street, East Fremantle WA 6158
Phone: 9438 3288 Fax: 9438 3299
E-mail: kd@kensingtondesign.com.au

MEAD HOUSE

Sk2a

Date: 18 JANUARY2022

Job: 35 PETRA STREET EAST FREMANTLE

TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P112/21 - 35 Petra Street

Project Name

Objective of Engagement:	Neighbour consultation				
Lead Officer:	Regulatory Services				
Timeline:	**Start Date:**	10/1/2022	**Outcomes By:**	25/1/2022	
Stakeholders					
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)		☐
	Businesses	☐	Residents (all / targeted)		☒
	Children *(School / Playgroup)*	☐	Service Providers		☐
	Community Groups	☐	Unemployed		☐
	Disabled People	☐	Visitors		☐
	Environmental	☐	Volunteers		☐
	Families	☐	Workers		☐
	Govt. Bodies	☐	Youth		☐
	Indigenous	☐			☐
	Neighbouring LGs	☐			☐
Staff to be notified:	Office of the CEO	☐	Councillors		☐
	Corporate Services	☐	Consultant/s		☐
	Development Services	☐			☐
	Operations (Parks/Works)	☐			☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	25/1/2022	☒ Advertised to 4 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

Y:\Regulatory\DCU PLANS\Petra 35 P112-21 (advertised) - TPC 1 March 2022\Advertising\ToEF_CommunityEngagementChecklist.doc

Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations		25/1/2022	
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

12.5 60 SEWELL STREET – ALTERATIONS AND ADDITIONS

Owner	Adam & Lindy McGregor
Applicant	Matt Delroy-Carr - MDC Architects
Report Reference Number	TPR-382
Planning Reference Code	P105/21
Prepared by	James Bannerman
Supervised by	Andrew Malone
Meeting date	Tuesday, 1 March 2022
Voting requirements	Simple Majority
Documents tabled	Nil

Attachments

1. Location plan and advertising
2. Site photos
3. Plans date stamped 9 December 2021
4. Community consultation checklist

PURPOSE

The purpose of this report is to consider the development application for alterations and additions to 60 (Lot 307) Sewell Street East Fremantle.

EXECUTIVE SUMMARY

This development application proposes alterations and additions to 60 (Lot 307) Sewell Street, East Fremantle. The property is not heritage listed or on the heritage survey. Internal changes are proposed, as well as an additional storey for the rear of the existing dwelling, which includes a new master bedroom, ensuite and study. A new patio is proposed at the rear of the existing dwelling. The existing patio in a similar location is being demolished.

The applicant is seeking the following variations to the Residential Design Codes and the Residential Design Guidelines;

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall - Patio – 1.5m required, 1.339m provided
(ii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided
(iii) Clause 5.4.1 – Residential Design Codes – Visual Privacy – 4.5m required, 4m provided
(iv) Clause 5.4.2 – Residential Design Codes – Overshadowing – 25% required, 31% provided

It is recommended that the proposed alterations and additions be supported subject to conditions.

BACKGROUND

Zoning	Residential R20
Area	508m^2
Heritage	Not applicable
Fremantle Port Buffer	Area 2
Previous Decisions of Council and/or History of Issue On Site	Nil

CONSULTATION

Advertising

The proposed development was advertised to surrounding landowners from 10 December 2021 to 4 January 2022. No submissions were received.

Community Design Advisory Committee (CDAC)

The application was referred to the Community Design Advisory Committee via email because of the covid 19 pandemic. No submissions were received.

External Consultation

Nil

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Residential Design Codes (Volume 1)
Local Planning Scheme No 3

POLICY IMPLICATIONS

Town of East Fremantle Residential Design Guidelines 2016

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The Town of East Fremantle Strategic Community Plan 2020-2030 states as follows;

Built Environment

Accessible, well planned built landscapes which are in balance with the Town's unique heritage ad open spaces.

3.1 Facilitates sustainable growth with housing options to meet future community needs.

3.1.1 Advocate for a desirable planning and community outcome for all major strategic development sites.

3.1.2 Plan for a mix of inclusive diversified housing options.

3.1.3 Plan for improved streetscapes.

3.2 Maintaining and enhancing the Town's character.

3.2.1 Ensure appropriate planning policies to protect the Town's existing built form.

3.3 Plan and maintain the Town's assets to ensure they are accessible, inviting and well connected.

3.3.1 Continue to improve asset management within resource capabilities.

3.3.2 Plan and advocate for improved access and connectivity.

RISK IMPLICATIONS

A risk assessment was undertaken and the risk to the Town was deemed to be negligible

SITE INSPECTION

A site inspection was undertaken.

COMMENT

Statutory Assessment

This development application was assessed against the Town's Local Planning Scheme No 3, the Residential Design Codes and the Residential Design Guidelines.

A summary of the assessment is included in the following tables.

Legend	
A	Acceptable
D	Discretionary
N/A	Not applicable

Residential Design Codes

Design Element	**Required**	**Proposed**	**Status**
Street Front Setback			N/A
Lot Boundary Setbacks			
North wall - bed 1/study - upper storey	1.3m	1.339m	A
East wall - bed 1	2.5m	>2.5m	A
South wall – bed 1	1.2m	1.381m	A
Northern wall – patio	**1.5m**	**1.339m**	**D**
Eastern wall - patio	1m	>1m	A
Southern wall - patio	1m	1.2m	A
Open Space	50%	60.7%	A
Car Parking	2 car bays	2 car bays	A
Site Works	Less than 0.5m variation in site levels	Minimal site works	A
Total building height	8m	<8m	A
Visual Privacy			
Study	**4.5m**	**4m**	**D**
Overshadowing	**25%**	**31%**	**D**
Drainage	To be conditioned		

Residential Design Guidelines

Design Element	**Required**	**Proposed**	**Status**
Construction of new buildings	As shown on plans		A
Roof form and pitch	**28 to 36 degrees**	**3 degrees**	**D**
Materials and colours	Colours and materials shown	Shown	A
Landscaping	Landscaping plan required	Shown	A
Front fence	1.8m high & 60% visual permeability	No change from existing	N/A
Pergolas		Shown	A
Footpaths and crossovers	Maximum 5m	No change from existing	N/A
Garages and carport	No change from existing		N/A

This development application proposes alterations and additions to 60 (Lot 307) Sewell Street, East Fremantle. The property is not heritage listed or on the heritage survey. Internal changes are being made, as well as an additional storey being proposed at the rear of the existing dwelling, which includes a new master bedroom, ensuite and study. A new patio is being constructed at the rear of the existing dwelling. The existing patio in a similar location is being demolished.

Four variations are requested to the requirements of the Residential Design Codes and Residential Design Guidelines in relation to lot boundary setback (in 1 location), roof pitch, visual privacy, and overshadowing.

Lot Boundary Setbacks – Northern Wall - Patio

The northern wall of the patio is a total of 24.526m long (the total length of the existing dwelling, including the pergola and patio) and 2.9m high. In accordance with the Residential Design Codes deemed to comply clause 5.1.3 C3.1 such a wall should be 1.5m from the side boundary. In this case the patio wall is 1.339m away from the boundary. The proposed reduced setback can be supported for the following reasons;

- Minimal impacts from building bulk on adjoining properties,
- Adequate sunlight and ventilation can reach the building and open spaces on the site and adjoining properties, and
- Minimal overlooking and loss of privacy on adjoining properties.

The patio wall is open and has minimal bulk as a result of a having a flat roof. The location of the structure does not interfere with the northern neighbouring property's access to sunlight. For these reasons the reduced lot boundary setback can be supported.

Roof Pitch

The Residential Design Guidelines acceptable development provisions 3.7.8.3 A4.1 requires that the roof pitch should be between 28 and 36 degrees. In this case the upper storey additions have a roof pitch less than 28 degrees (approximately 3 degrees). This can be supported in accordance with performance criteria 3.7.8.3 P4 because the roof form of the new building complements the traditional form of surrounding development in the immediate locality. The roof pitch is such that it minimises the height of the new additions and reduces the impact of the structure on surrounding properties. For these reasons the reduced roof pitch can be supported.

Visual Privacy

The rear study on the upper storey addition does not achieve the 4.5m visual privacy setback that is required in accordance with the Residential Design Codes deemed to comply clause 5.4.1 C1.1. The privacy setback is marginally less than that required for a study, but this is not achieved for a small portion of the cone of vision at approximately 4m. The proposed reduced visual privacy setback can be supported in accordance with the design principles clause 5.4.1 P1.1 because of the building layout and location. The upper storey study has an oblique view across the boundary towards the rear yard of the northern neighbouring building and the building layout and location is such that loss of visual privacy will be minimal. For this reason the reduced visual privacy setback can be supported.

A condition has been added to the final recommendation that reinforces the need for privacy measures on the north facing window of the study as already shown on the plans.

Overshadowing

Like many properties in the Plympton precinct there is an increase in the overshadowing that occurs due to development on site. It is noted that the lots in Plympton are often narrower than many typical R20 lots being 12m or less in width. In this case the proposed development exceeds the maximum overshadowing of 25% of the neighbouring southern lot in accordance with the Residential Design Codes deemed to comply clause 5.4.2 C2.1 with an overshadowing level of 31%. This is considered to be acceptable in accordance with design principles 5.4.2 P2.2 with the development designed to minimise the impact of overshadowing. The existing outdoor living areas and northern windows in the living areas of the southern neighbouring property are setback such that they will still have access to sunlight despite the upper storey addition. The increased overshadowing can be supported for these reasons.

CONCLUSION

Based on the assessment that has been completed for this development application and the explanation provided in this report, the variations that have been proposed to the Residential Design Codes and the Residential Design Guidelines are considered acceptable. As such it is recommended that the proposed development be supported subject to conditions.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

OFFICER RECOMMENDATION

That development approval is granted, and Council exercises its discretion regarding the following:

(i) Clause 5.1.3 – Residential Design Codes – Lot Boundary Setback – Northern Wall - Patio – 1.5m required, 1.339m provided

(ii) Clause 3.7.8.3 – Residential Design Guidelines – Roof Pitch – 28 to 36 degrees required, less than 28 degrees provided

(iii) Clause 5.4.1 – Residential Design Codes – Visual Privacy – Study - 4.5m required, 4m provided

(iv) Clause 5.4.2 – Residential Design Codes – Overshadowing – 25% required, 31% provided

for alterations and additions at No. 60 (Lot 307) Sewell Street, East Fremantle, in accordance with the plans date stamped received 9 December 2021, subject to the following conditions:

(1) Obscure glazing is to be installed on the north facing window from the study for the full height and length of this window and the window is to be fixed in a closed position and be in accordance with the requirements of the Residential Design Codes deemed to comply clause 5.4.1 C1.2.

(2) The works are to be constructed in conformity with the drawings and written information accompanying the application for development approval other than where varied in compliance with the conditions of this development approval or with Council's further approval.

(3) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this development approval unless otherwise amended by Council.

(4) Regarding the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received development approval, without those changes being specifically marked for Council's attention.

(5) All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.

(6) If requested by Council within the first two years following installation, the roofing to be treated to reduce reflectivity. The treatment is to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.

(7) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

(8) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified, or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without

limitation any works associated with the proposal) which are required by another statutory or public authority.

(9) This development approval is to remain valid for a period of 24 months from date of this approval.

Footnote

The following are not conditions but notes of advice to the applicant/owner.

(i) This decision does not include acknowledgement or approval of any unauthorised development which may be on site.

(ii) A copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.

(iii) An application for a new crossover is to be submitted to the Operations Department of the Town and plans are to be included with the application that meets the requirements of the Council's crossover policy, the Residential Design Guidelines and the Urban Streetscape and Public Realm Style Guide. This application and relevant information are available at the following links; Crossover Specifications

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Crossover_Specification_2017.pdf

Residential Design Guidelines

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Document-Centre/local-planning-policies/3_1_1_LPP_Residential_Design_Guidelines_Amended_17_May_2016.pdf

Urban Streetscape and Public Realm Style Guide

https://www.eastfremantle.wa.gov.au/documents/914/urban-streetscape-and-public-realm-style-guide

Application to Conduct Crossover Works

https://www.eastfremantle.wa.gov.au/Profiles/eastfremantle/Assets/ClientData/Documents/works-reserves/Application_to_conduct_crossover_works.pdf

(iv) It is recommended that the applicant provides a structural engineer's dilapidation report, at the applicant/owner expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.

(v) All noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).

(vi) Matters relating to dividing fences are subject to the Dividing Fences Act 1961.

REPORT ATTACHMENTS

Attachments start on the next page

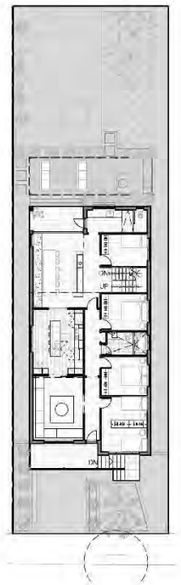
Attachment -1

60 Sewell Street – Location and Advertising Plan

60 Sewell Street – Site Photos

60 SEWELL STREET, EAST FREMANTLE

DRAWING REGISTER			
Sheet Name	Sheet Number	Drawn By	Checked By
SITEPLAN & GENERAL NOTES	A001	JR	MOC
PLANS	A002	JR	MOC
PLANS	A010	JR	MOC
ELEVATIONS	A050	JR	MOC



OPEN SPACE CALCULATION

OPEN SPACE PLAN

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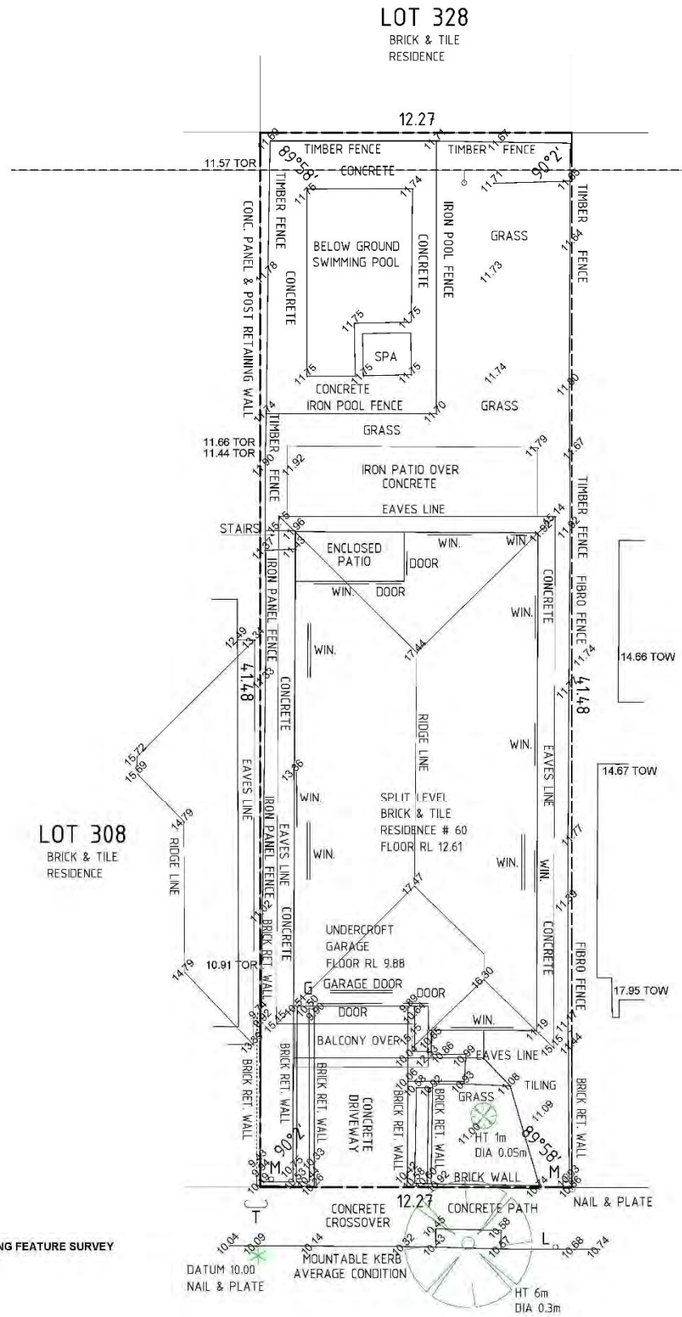
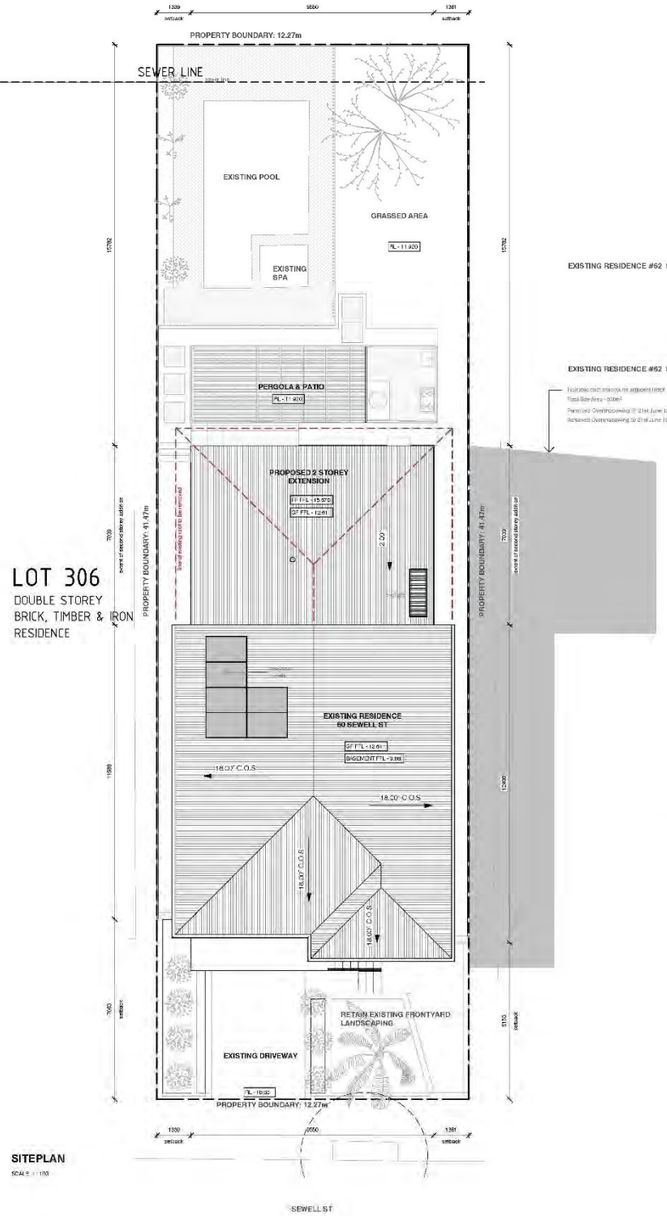


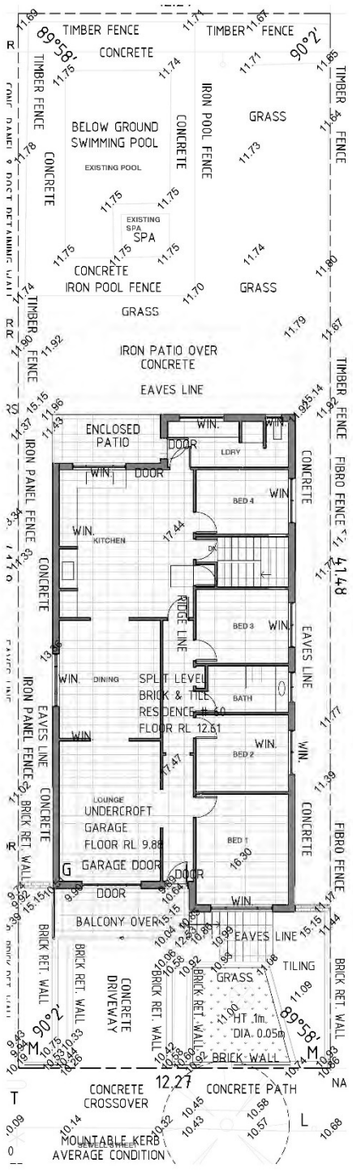
EXISTING FEATURE SURVEY

SCALE 1:100



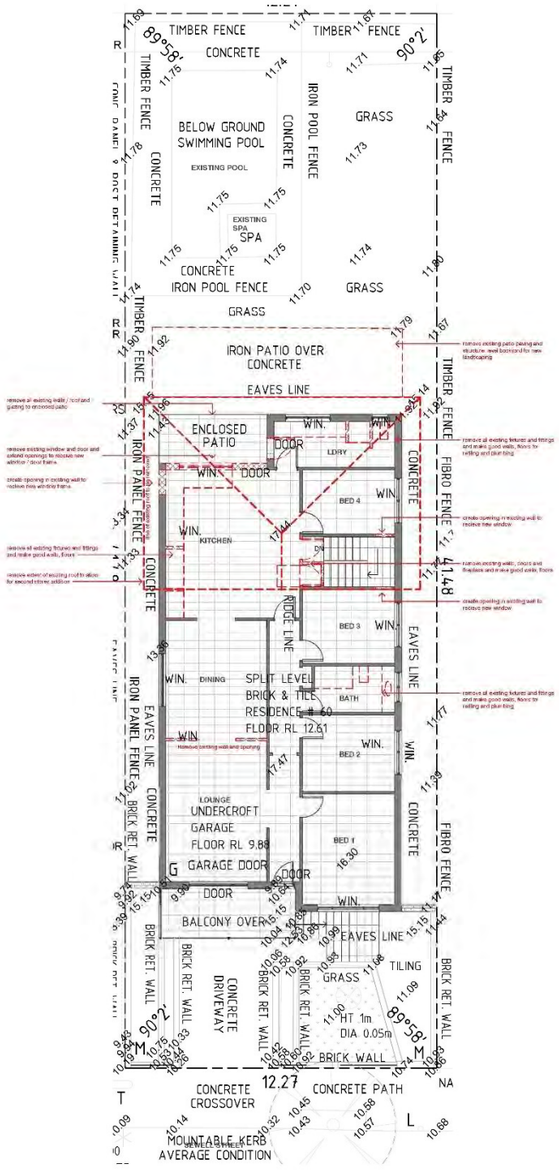
SITEPLAN

SCALE 1:100



EXISTING FLOOR PLAN

SCALE: 1 : 100



DEMOLITION PLAN

SCALE: 1 : 100

A	Issue for Approval - Planner	MDC	
B			
C			
D			

SCALE: CONCEPT

ADAM & LINDY MCGREGOR

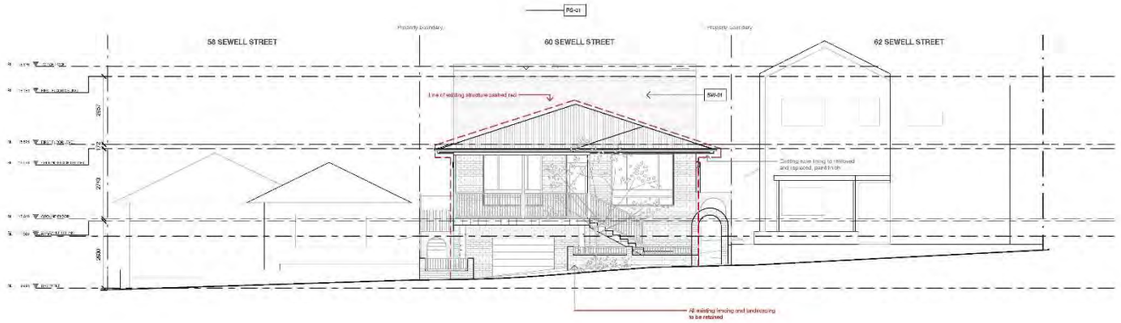
80 SEWELL ST, EAST FREMANTLE

MDC ARCHITECTS

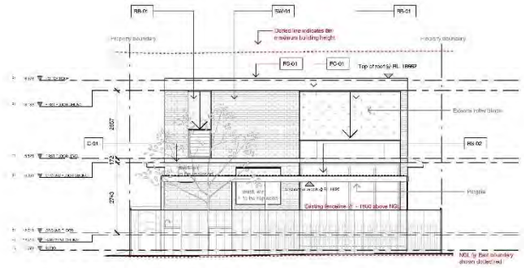
PLANS

SCALE @ A3: 1 : 100	DATE: 24/11/2021 1:29:41 PM	DRAWN: JR	CHECKED: MDC
JOB NO: 55	DRAWING NO: A002		REVISION:

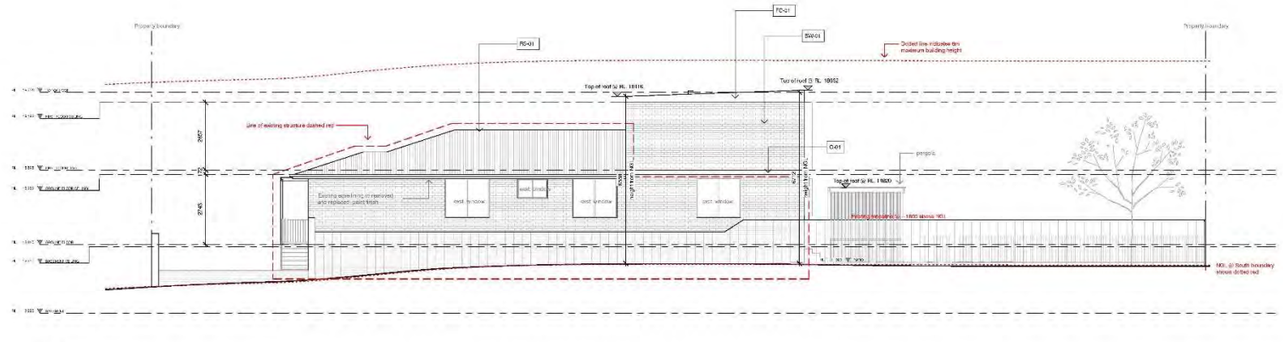
Attachment -3



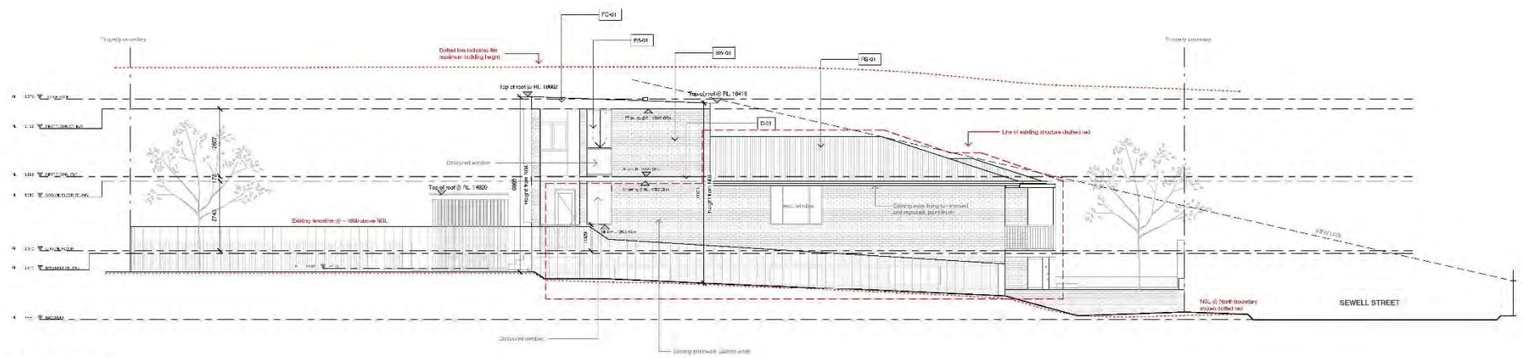
WEST ELEVATION (SEWELL ST)



EAST ELEVATION

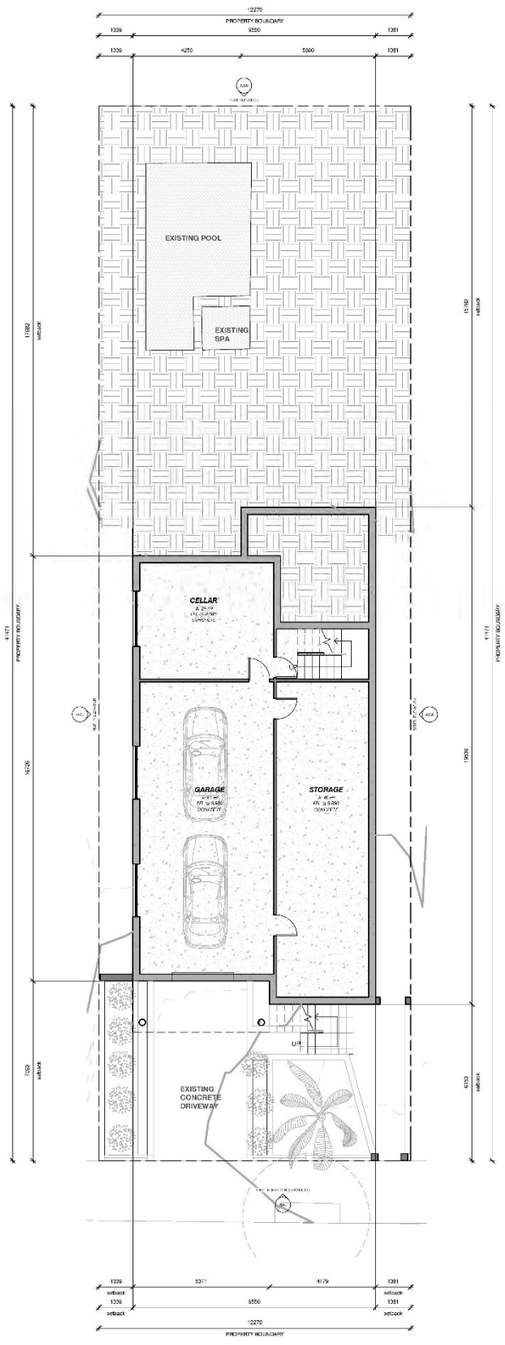


SOUTH ELEVATION



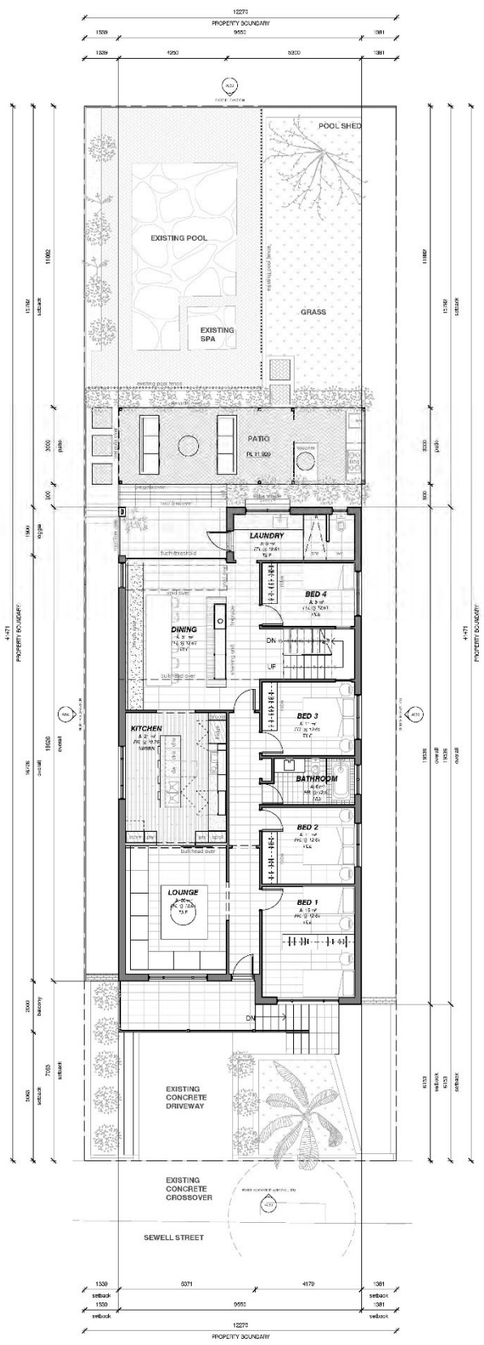
NORTH ELEVATION

Attachment -3



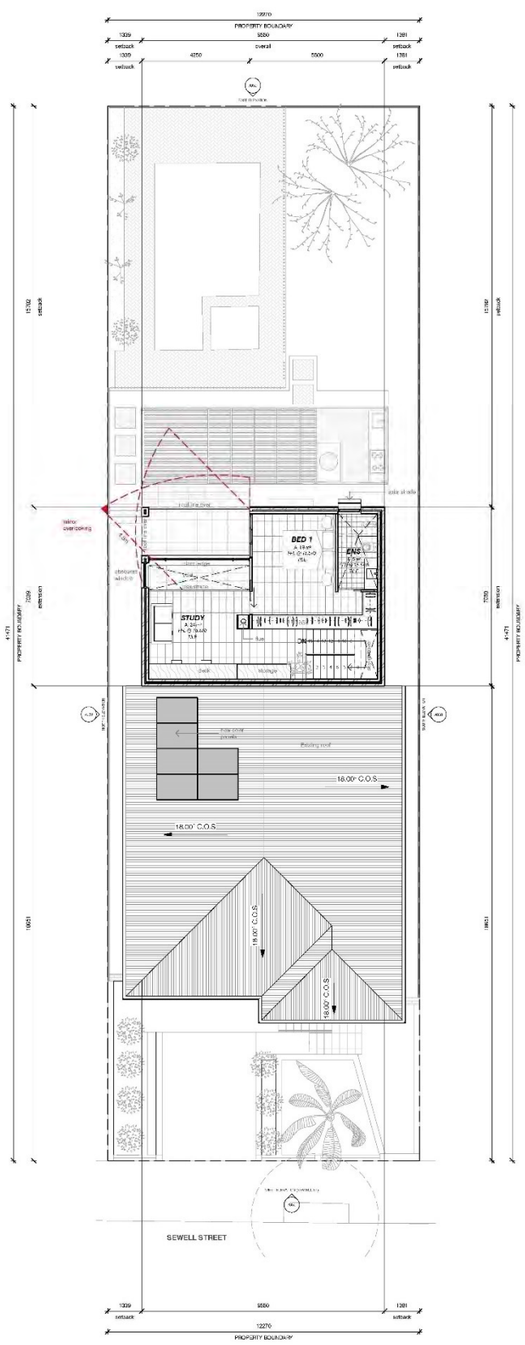
BASEMENT

SCALE: 1 : 100



GROUND FLOOR

SCALE: 1 : 100



FIRST FLOOR LEVEL

SCALE: 1 : 100

A	Issue for Approval - Planner	MDC	
B			
C			
D			

CONCEPT

ADAM & LINDY MCGREGOR

80 SEWELL ST, EAST FREMANTLE

MDC ARCHITECTS

PLANS

As indicated	24/11/2021 1:29:56 PM	JR	MDC
SS		A010	

TOWN of EAST FREMANTLE

Community Engagement Checklist

Development Application P105/21 - 60 Sewell Street

Project Name

Objective of Engagement:	Neighbour consultation				
Lead Officer:	Regulatory Services				
Timeline:	**Start Date:**	10/12/2021	**Outcomes By:**	4/1/2022	
Stakeholders					
Stakeholders to be considered. *Please highlight those to be targeted during engagement.*	Aged	☐	Ratepayers (all / targeted)		☐
	Businesses	☐	Residents (all / targeted)		☒
	Children *(School / Playgroup)*	☐	Service Providers		☐
	Community Groups	☐	Unemployed		☐
	Disabled People	☐	Visitors		☐
	Environmental	☐	Volunteers		☐
	Families	☐	Workers		☐
	Govt. Bodies	☐	Youth		☐
	Indigenous	☐			☐
	Neighbouring LGs	☐			☐
Staff to be notified:	Office of the CEO	☐	Councillors		☐
	Corporate Services	☐	Consultant/s		☐
	Development Services	☐			☐
	Operations (Parks/Works)	☐			☐

Community Engagement Plan			
Methods	**Responsible**	**Date Due**	**Reference / Notes**
1.1 E News	☐ Communications		☐
1.2 Email Notification ~	☐ Relevant Officer		☐
1.3 Website	☐ Communications		☐
1.4 Facebook	☐ Communications		☐
1.5 Advert - Newspaper	☐ Communications		☐
1.6 Fact Sheet	☐ Communications		☐
1.7 Media Rel./Interview	☐ Communications		☐
2.1 Information Stalls	☐ Relevant Officer		☐
2.2 Public Meeting/Forum	☐ Executive Direction		☐
2.3 Survey/Questionnaire	☐ Relevant Officer		☐
3.1 Focus Group	☐ Executive Direction		☐
3.2 Referendum/Ballot	☐ Executive Direction		☐
3.3 Workshop	☐ Relevant Officer		☐
4.1 Council Committee	☐ Executive Direction		☐
4.2 Working Group	☐ Executive Direction		☐
* Statutory Consultation	☒ Relevant Officer	4/1/2022	☒ Advertised to 5 surrounding properties
# Heritage Consultation	☐ Regulatory Services		☐
^ Mail out (note: timeliness)	☐ Communications		☐
	☐		☐
	☐		☐

https://townofeastfremantle.sharepoint.com/sites/Meetings_Agendas/Town_Planning_Reports/2203 60 Sewell Street - TPC Report/60 Sewell - Community Engagement Checklist.doc

Evaluation			
Summary of...		Date Due	Complete / Attached
Feedback / Results / Outcomes / Recommendations		4/1/2022	
Outcomes Shared			
Methods	Responsible	Date Due	Complete / Attached
E-Newsletter	☐ Communications		☐
Email Notification	☐ Relevant Officer		☐
Website	☐ Communications		☐
Facebook	☐ Communications		☐
Media Release	☐ Communications		☐
Advert - Newspaper	☐ Communications		☐
	☐		☐
	☐		☐
Notes			

13 MATTERS BEHIND CLOSED DOORS

14 CLOSURE OF MEETING