

# **HUME CITY COUNCIL**

## **PLANNING GUIDELINES FOR THE DEVELOPMENT OF CARAVAN PARKS**

AMENDED: APRIL 1995

## **APPLICATION OF GUIDELINES:**

These guidelines have been prepared for the purpose of supplementing the provisions of the Hume Planning Scheme in respect to the establishment and operation of Caravan Parks.

Council as the Responsible Authority reserves the right to refuse any application which in its opinion would cause substantial detriment to the amenity of the surrounding area.

## **2. STATEMENT OF OBJECTIVES:**

Whilst each proposal will be treated on its own merits a balance must be achieved between justifiable 'community need' and the detriment caused, if any, to residential amenity. In seeking to achieve such a balance Council will have regard to the following objectives.

**2.1** The location of caravan parks should not adversely affect the character and amenity of a particular locality.

**2.2** Every endeavour shall be made to provide a reasonable level of privacy and protection from overlooking and noise for abutting and nearby residents.

**2.3** The density, design, scale and appearance of the proposal must be in harmony with the surrounding environs.

**2.4** Every endeavour shall be made to retain existing landscaping and where appropriate make improvements thereto.

**2.5** Adequate on site parking, toilet amenities, landscaping and associated recreation facilities shall be provided by the proposal.

## **3. DEFINITIONS:**

**3.1** A "Caravan Park" pursuant to the Hume Planning Scheme means;

"Land used to provide accommodation in caravans, tents, and the like for travellers and tourists and where recreation facilities may be provided for people in the park."

## **4. PREPARATION AND SUBMISSION OF TOWN PLANNING APPLICATION:**

**4.1** Prior to the lodging of a formal Town Planning Application **the applicant is encouraged to undertake initial consultation with Council Officers.** This consultation shall consist of:

- Discussion of chosen site suitability with a representative of Council's Planning Office.
- - Preparation of sketch plans to facilitate discussion and resolution of any preliminary problems.

The purpose of these initial discussions is to advise and assist the applicant in maximising design characteristics within the framework of the guidelines. Such discussions should not, however, be constructed as being tantamount to approval. Council as the Responsible Authority will determine the application having regard to the guidelines, community opinion and other relevant factors.

**4.2** The submission of the formal application for Town Planning shall consist of:

**4.2.1** Two (2) copies of an application form completed and lodged with the Responsible Authority. It is desirable that a copy of Title accompany such submission.

**4.2.2** Three (3) copies of a site layout plan at a scale of 1:100 (or 1:200 for large scale proposals) fully detailed and dimensioned to show:

- Existing or proposed building's with distances from boundaries, car parking, vehicular access, outdoor playing areas, landscaping and fencing. A front elevation of the site should also be included.
- The location of habitable room windows and adjacent walls of buildings on adjoining land.
- An internal layout plan of the buildings indicating the proposed use of each room and the extent of works to be carried out to adapt the existing buildings (if applicable).
- The location, dimensions (including overall height) colour scheme, legend, materials and details of illumination (if applicable) of any advertising signs proposed.

4.2.3 A written submission shall accompany the application. Such submissions shall make reference to;

- the number of caravan, tent and cabin sites
- means of effluent disposal - compliance with Council's Health Department requirements
- any available evidence demonstrating the need for such a facility in the proposed locality
- proposed management details of the operation
- attainment of the objectives contained herein

## **5. COUNCIL CONSIDERATION OF APPLICATION:**

**5.1** Applications made for Caravan Parks shall be required to be advertised pursuant to Section 52 and 53 of the Planning and Environment Act 1987.

**5.2** Following satisfactory completion of the procedure outlined in 5.1 or alternatively in the event the proposal is not required to be advertised, the applicant shall:

- i) in the event of compliance with these guidelines and there being no objections received, be referred to the Delegation Committee or
- ii) in the event of non-compliance with these guidelines or if any objections are received, be referred to Council for determination.

**5.3** The proposal may also require building approval. Contact the Building Department to ascertain their requirements.

## **6. GENERAL DEVELOPMENT STANDARDS:**

### **6.1 Location of Site:**

**6.1.1.** The site shall be located within a Rural Zone, Green Wedge Zone, Green Wedge A Zone and be situated on a main or secondary road.

**6.1.2** A caravan park providing long term accommodation of a maximum of 10 weeks, shall, where possible be located in close proximity to community support and commercial/retail facilities.

**6.1.3** In determining whether or not to grant permission for the proposed use, Council will give consideration to the existing character of the area.

**6.1.4** Adequate vertical and horizontal site distances are to be provided so as to ensure safe vehicular movements on and off the site.

## **6.2 Car Parking and Vehicular Access:**

**6.2.1** On site carparking shall be provided at the rate of

- One space per caravan, kerb, cabin site
  
- One space per employer

**6.2.2** The following table indicates the acceptable dimensions of car parking spaces and associated access drives to be provided pursuant to Clause 19.

Type of Parking	Width of Space	Length of Space	Width of Access Lane
90° Angle Parking	2.6m mm 2.8	6.0m 4.9m min	6.4m
60° Angle Parking	2.6m mm 2.8m	6.0m 4.9m min	4.9m mm
45° Angle Parking	2.6mmin 2.5m	6.0m 4.9m min	3.5m min
Parallel	2.3mmin	6.7m	3.6m min

**6.2.3** Ingress and egress points shall be located no closer than 9w to a street intersection. Any fence or landscaping within 9w of an intersection shall not exceed a height of 1m.

**6.2.4** Vehicle entry and exit signs are to be clearly displayed on the site at all times.

**6.2.5** A maximum number of 2 access points to the site shall be permitted, and all access roads shall be surfaced with an all weather seal coat the satisfaction of Council.

**6.2.6** The on-site parking area shall be so designed to enable vehicles to enter and exit in a forward gear.

## **6.3 Density/Setbacks:**

**6.3.1** The minimum size of a caravan park shall be 2 hectares, with a maximum density of 50 sites per hectare of the total site.

6.3.2 Setbacks of buildings shall be in accordance with the requirements of the Hume Planning Scheme

#### **6.4 Landscaping:**

6.4.1 The premises shall be landscaped so as to enhance the amenity of the neighbourhood.

6.4.2. A landscape plan will be required to be submitted to and approved by Council in accordance with Council's adopted Landscape Guidelines. Such plan shall detail and nominate the plant species location, mature height and spread. (Note: planting of mature trees may be required where a habitable room window on adjoining land faces the development).

6.4.3. Landscaping should be designed so as to reduce any non residential impact of the proposed use.

6.4.3 Landscaped setbacks from boundaries shall be provided in accordance with the following criteria;

- 1 5m minimum landscaped setback along the front property boundary - except where that may encroach within this distance.

#### **6.5 Advertising**

6.5.1 To be in accordance with the requirements of the Hume Planning Scheme and Council's Outdoor Advertising Policy.

#### **6.6 Miscellaneous Requirements:**

##### **6.6.1 Water Supply:**

Water supply shall be provided in accordance with Council's Health Department and relevant authority requirements.

##### **6.6.2 Sewerage:**

Sewerage shall be provided in accordance with Council's Health Department requirements.

##### **6.6.3 Stormwater Drainage:**

Stormwater Drainage shall be provided in accordance with a plan to be approved by Council.

#### **6.6.4 Security Lighting:**

Security lighting shall be provided in accordance with a plan to be approved by Council.

#### **6.6.5 Fire Protection:**

An adequate water supply and outlet system shall be provided for the security of the park, and in addition, adequately housed extinguishers shall be provided within the park on the ratio of one extinguisher per 10 sites to the satisfaction of the Country Fire Authority and Council.

#### **6.6.6 Garbage Disposal/Toilets/Shower/Laundry Facilities:**

Garbage disposal, toilets, shower and laundry facilities must be in accordance with the requirements of Council's Health Department.

#### **6.6.7 Maintenance:**

All caravan, camp and cabin parks and their facilities shall at all times be adequately maintained to the satisfaction of Council.

#### **6.6.8 Keeping of Animals:**

All animals and birds kept within any park shall be properly controlled and maintained to the satisfaction of Council.