Hume City Council
PLANNING GUIDELINES
FOR THE
DEVELOPMENT OF
CHILD MINDMNG CENTRES

Adopted:July, 1991
Aanended:April, 1995
1.0 APPLICATION OF GUIDELINES

1.1 These guidelines have been prepared for the purpose of supplementing those provisions of the Hume Planning Scheme relating to the establishment and operation of a Child Minding Centre. This document provides the prospective applicant with guidelines of development, the purpose of which are to protect the amenity and character of residential areas and assist Council in exercising this discretion on those proposals.

1.2 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 neighbourhood.

1.3 The guidelines seek to achieve and retain a high standard of development in accordance with the objectives contained herein, however, Council may permit a development which does not totally comply with all of the provisions of these guidelines provided that it is satisfied that the proposed development meets or exceeds the criteria specified in respect of the performance standards associated with each section of the guidelines.

1.4 Notwithstanding anything contained within these guidelines, the applicant’s attention is drawn to the provisions of the Health Act 1958 and in particular the Children’s Services Regulations 1998 SR 59/1998 which are to be complied with prior to registration by the Department of Community Services Victoria.

2.0 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 Each proposal should fulfill a demonstrable and essentially local community need.

2.2 Every endeavour shall be made to ensure that Child Minding Centres are located to facilitate access by potential users.

2.3 The location of Child Minding Centres should not adversely affect the residential character and amenity of a particular locality.

2.4 Every endeavour shall be made to use existing buildings where possible.
2.5 The density, design, scale and appearance of any new buildings or alterations and additions to an existing building should be in harmony with and enhance the existing streetscape.

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

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

2.8 Adequate on-site provision shall be made for the depositing and picking up of children attending the Child Minding Centre.

2.9 Adequate provision shall be made for the on-site parking of vehicles.

3.0 DEFINITIONS

3.1 A “Child Minding Centre” pursuant to the Hume Planning Scheme means;

“A building used for gain to care for at least 5 children not permanently resident in the building.”

4.0 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 Officer. 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 construed 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 submission shall make reference to:

— The number of age groups of the children proposed to be accommodated.

— The number of staff to be employed.

— The form and type of childrens’ activities to be conducted on the site in association with the proposed Child Minding Centre operation.

— Any available evidence demonstrating the need for such a facility in the proposed locality. Attainment of the objectives contained herein.
5.0 COUNCIL CONSIDERATION OF APPLICATION

5.1 Applications made for Child Minding Centre in Residential Zones shall be required to be advertised pursuant to Sections 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 application 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.

6.0 GENERAL DEVELOPMENT STANDARDS

6.1 Location of Site

6.1.1 The site shall not be located within a cul-de-sac or on a collector road.

6.1.2 Wherever possible the site shall be located adjoining or in close proximity to other community support facilities such as Public Open Space Reserves, consulting rooms and primary/secondary schools.

6.1.3 In determining whether or not to grant permission for the proposed use, Council will give consideration to the width of the street and the exiting 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 car parking shall be provided at the rate of:

— One space per member of staff and

— 100/c of the number of children accommodated on the site.
6.2.2 The following table indicated the acceptable dimensions of car parking spaces and associated access drives to be provided pursuant to Clause 19.

<table>
<thead>
<tr>
<th>Type of Parking</th>
<th>Width of Space</th>
<th>Length of Space</th>
<th>Width of Access Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>90’ Angle Parking</td>
<td>2.6m min</td>
<td>6.0m 4.9m min</td>
<td>6.4m min</td>
</tr>
<tr>
<td>60’ Angle Parking</td>
<td>2.6m min</td>
<td>6.0m 4.9m min</td>
<td>4.9m min</td>
</tr>
<tr>
<td>45’ Angle Parking</td>
<td>2.6m min</td>
<td>6.0m 4.9m min</td>
<td>3.5m min</td>
</tr>
<tr>
<td>Parallel</td>
<td>2.3m min</td>
<td>6.7m</td>
<td>3.6m min</td>
</tr>
</tbody>
</table>

6.2.3 A vehicular access drive is to be provided within the curtilage of the site to facilitate the off-street picking up and depositing of children.

6.2.4 For the purpose of complying with Clause 6.2.3 a semi-circular driveway or similar at the front of the property shall be provided. Traffic circulation within the site shall be restricted to one-way movements and traffic shall enter and exit the site in forward gear at all times.

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

6.2.6 Vehicular entry and exit signs are to be clearly displayed on the site at all times.

6.2.7 Cars shall not be permitted to stand on the internal access driveway except when engaged in the picking up or depositing of children.

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

6.2.9 Driveways, accessways and pedestrian paths shall be required to be constructed in either dark coloured concrete, coloured patterned concrete, interlocking paving blocks or brick paving or alternatively a combination thereof.
6.3 Landscaping

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

6.3.2 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).

6.3.3 Landscaping should be designed so as to reduce any nonresidential impact of the proposed use.

6.3.4 Landscaped setbacks from boundaries shall be provided in accordance with the following criteria:

- 3m. minimum landscaped setback along the front property boundary except where vehicular access ways are to be located.

- 2m. minimum landscaped setback along side and rear boundaries. Allowance will be made for existing buildings that may encroach within this distance.

7.0 BUILDING APPROVAL

If a change of use is proposed to an existing building or structural alterations, building approval may also be required. Contact Council’s Building Department to ascertain their requirements.