

- Objectives:** Place
- Outcome:** 2.1 - A diverse, well planned built environment.
- Strategy:** 2.1.1 - Actively engage in the development and promotion of an effective planning framework.

Purpose

1. Ensure that the siting, scale, design and operation of the land sales offices are appropriate to the existing or intended character of the local area.
2. Ensure land sales offices do not detrimentally impact upon the amenity of its surroundings; and to
3. Encourage the adoption of best practice in the delivery of land sales offices.

Definitions

Land Sales Office means a temporary building used solely for the purpose of land and/or development transactions associated with the site upon which the building is situated.

Policy

1. Planning approval is required for the construction and relocation of all land sales offices within the Shire.
2. Applications for development approval shall be assessed against either the acceptable development or performance based criteria set out in “Table 1 – Development Parameters” of this Policy.
3. Where an application is to be lodged for consideration against some or all of the performance based criteria or best practice provisions within Table 1, the Applicant shall clearly demonstrate in writing with cross references to any applicable plans how the performance based criteria or best practice provisions have been achieved.
4. Performance based and best practice applications will be assessed against:
 - i. The key objectives of this Policy.
 - ii. The Applicants justification for a performance based assessment.
 - iii. The extent to which the Applicant proposes to mitigate any issues of non-compliance.
5. Applications that achieve neither the acceptable development or the performance criteria provisions shall be deemed unacceptable and may be refused.
6. The Shire encourages Applicants to consider best practice provisions outlined in Table 1, although these provisions are not mandatory.

Implementation

Implementation of this Policy shall be consistent with the attached Schedules. These schedules will be reviewed and revised periodically to keep abreast of new technologies, information and legislative changes.

Element	Acceptable Development	Performance Based	Best Practice
Location	<ul style="list-style-type: none"> The Land Sales Office is located within the estate it promotes. Located adjacent to a primary entrance of the residential estate. Located on neighbourhood connector, access street, small town centre street. 	<ul style="list-style-type: none"> The Land Sales Office is located on land adjacent to the estate it promotes. Located on a primary distributor or integrator arterial road. 	<ul style="list-style-type: none"> Located and orientated in accordance with passive solar design principles.
Building Design and Appearance	<ul style="list-style-type: none"> Land Sales Office reflects the future character and intended vision and design of the estate. 		<ul style="list-style-type: none"> Greater than 6 star energy rating. Made of recycled materials and products or those with low embodied energy. Land sales office is designed to accommodate a diverse range of 'end of purpose' uses to enable the facility to be reused or adapted for another purpose.
Operation	<ul style="list-style-type: none"> No more than two (2) employees are permanently engaged in the operation of the use at any one time. The land sales office operates between the hours of 8am and 6pm on any given day. 	<ul style="list-style-type: none"> The Land Sales Office requires more than two (2) staff at one time. The Land Sales Office operates outside the hours of 8am and 6pm daily. 	<ul style="list-style-type: none"> Land Sales Office used as a multi-purpose facility to facilitate additional community uses outside hours of operation, with prior written agreement from the Shire.



Element	Acceptable Development	Performance Based	Best Practice
Facilities	<ul style="list-style-type: none"> A minimum of one (1) unisex and universally accessible toilet facility being provided in accordance with: <ul style="list-style-type: none"> Building Code of Australia Health Act 1911 (as amended) Occupational Safety and Health Regulations 1988 Health (Temporary Sanitation Conveniences) Regulations 1997 	<ul style="list-style-type: none"> An appropriate level of facilities should be provided to service the intended number of employees and customers. 	<ul style="list-style-type: none"> Rainwater tanks plumbed into toilet facilities.
Lighting	<ul style="list-style-type: none"> Floodlights shall not be illuminated until dusk and cease operation after 10.00pm. All lighting to be contained within the site. 	<ul style="list-style-type: none"> Application demonstrates that lighting does not negatively impact or distract adjoining residents. 	<ul style="list-style-type: none"> Use energy efficiency lights internally and externally. Incorporation of greater than Minimum Energy Performance Standards (MPES) Lighting and Fixtures. Power to be sourced via renewable energy sources.
Signage	<ul style="list-style-type: none"> Signs must comply with Local Planning Policy 4.11 – Advertising Policy– Limited to one (1) sign per Land Sales Office Sign should not be illuminated Sign should be removed within thirty (30) days of office closure <p>Note: All directional signage and hoardings not associated with a land sales office will need to be submitted as part of a</p>	<ul style="list-style-type: none"> Sign(s) and hoardings consistent and sympathetic to the surrounding area. In accordance with Local Planning Policy 4.11 – Advertising Policy 	<ul style="list-style-type: none"> Use of vegetated outdoor media and landscaping for signage purposes.



	Signage Strategy in accordance with Local Planning Policy 4.11 – Advertising Policy		
Element	Acceptable Development	Performance Based	Best Practice
Parking and Access	<ul style="list-style-type: none"> • Car parking shall be provided at a minimum of four (4) parking bays, including one space signed and maintained as a disabled car parking bay. • Car parking design to minimise conflict between pedestrians accessing the land sales office. • Universal access from the car parking area to the land sales office must be provided. • Trafficable surface – such as pea- gravel and road base are preferred in keeping with the Shire’s rural character (bitumised, sealed hard stand surfaces are not encouraged) 		<ul style="list-style-type: none"> • Car parking to be located away from view from the public domain. • Pervious paving materials to be used for hard stand areas. • Runoff from car parks directed to landscaped or vegetated areas.
Crossovers	<ul style="list-style-type: none"> • Crossovers are in accordance with the Shire’s Engineering Standards • Crossovers located to prevent congestion along surrounding streets. • Located to avoid the removal of any significant vegetation or street trees. 	<ul style="list-style-type: none"> • Developers to work with the Shire to nominate crossover/access points - particularly for corner lots, to effectively manage issues of safety, vandalism, lot orientation etc. 	



Element	Acceptable Development	Performance Based	Best Practice
Landscaping and Screening	<ul style="list-style-type: none"> • Appropriate landscaping and planting should complement the surrounding locality. • Be suitably screened or buffered to protect the amenity and privacy of residents in neighbouring properties if necessary. 	<ul style="list-style-type: none"> • Land sales office should be adequately landscaped to maximise the aesthetic value of the site and promote vegetation from Serpentine Jarrahdale Shire enhancing the surrounding residential environment and streetscape. 	<ul style="list-style-type: none"> • Low maintenance, water wise and locally native landscaping utilising amended soils and drip feed irrigation. • Irrigated via non-drinking water source.
Fencing	<ul style="list-style-type: none"> • Compliance with Shire Fencing Local Law. 		<ul style="list-style-type: none"> • Use sustainable materials such as rammed earth.
Reinstatement	<p>The removal of the Land Sales Office and any bitumen/hardstand areas within a time period of two (2) years from the date of approval, or upon sale of all lots within the subdivision, whichever is the lesser.</p>	<p>The Land Sales Office must be suitably remediated to allow for future land uses.</p>	<p>Land Sales Office to be converted into a community facility, where agreement has been reached with the Shire.</p> <p>Note: A Change of Use Development Application approval will be required from the Shire for conversion of the Land Sales Office to any other land use.</p>

**References**

Name of Policy	Local Planning Policy 4.8: Land Sales Offices
Previous Policy	Local Planning Policy 37: Land Sales Offices
Date of Adoption and Resolution Number	15 May 2023 – OCM100/05/23
Review dates and Resolution Numbers	
Next review date	
Related documents	<p>Acts/Regulations <i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p>Plans/Strategies Strategic Community Plan 2017 - 2027</p> <p>Policies</p> <p>References</p> <p>Delegations 11.1.1</p> <p>Work Procedures</p>

Note: changes to references may be made without the need to take the Policy to Council for review.