

# Guideline for the Management of Shipping Containers on Council Controlled Land

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## **Intent:**

To establish clear guidelines and principles for managing the use and installation of shipping containers on Council owned or controlled land, for use by sporting clubs, sporting associations and community groups (Club); and to outline the method by which Council will manage the use and installation of shipping containers on Council land.

## **In Scope:**

These guidelines apply to all Council owned or controlled land.

## **Out of Scope:**

Major venues and citywide parks.

## **Objectives:**

This guideline has been created to provide guidance on the provision and management of such containers for Council, Sporting and Community organisations.

## **Background:**

There has been an increase in the number of shipping containers being utilised for storage on Council owned or controlled land, specifically for storage use by sporting clubs. These containers are available in a number of sizes. The external colour, condition and appearance of these containers vary greatly, to the extent that some of the containers can only be described as unsightly.

The use of shipping containers as legitimate permanent structures is becoming more common and as such consideration to innovative and adaptive uses that comply with the building code of Australia is required.

## Principles

- To support clubs in providing affordable storage solutions;
- To ensure an equitable process for assessing applications;
- To maintain public amenity;
- To ensure all necessary development approvals are gained;
- To ensure all tenure arrangements and conditions are complied with; and
- To put in place a process for transitioning temporary structures to permanent structures.

## Implementation

The administration of these guidelines will occur as follows:

- All incoming applications will be presented in the form of an Application for Improvement Works.
- All incoming applications will be sent to relevant stakeholders eg: Property Services for comment.
- All incoming proposals will be assessed against the checklist criteria in Attachment one.
- Approvals will be granted for temporary infrastructure for no more than two (2) years.
- Standard conditions will apply and are listed in attachment 2;
- Following approval:
  - Asset owner / Approving Officer to advise Property Services; and
  - A notation will be made against the Go Clubs profile (if applicable) and the Property Services Authority record with the date of approval and date of expiry; so that 6 months prior to the two (2) year anniversary advice will be sent to the club stating that the container will need to be removed or made permanent in accordance with the provision of these guidelines; and
- The condition and management of the approved structures will be observed by officers conducting an annual property inspection or through visits to the site from time to time.

## Attachment 1. Guidelines/Checklist:

| Purpose   |  |
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| Shipping container must:  |  |
| • not be used for any purpose other than for storage  |  |
| • not be fitted out with sanitary facilities  |  |
| • not be used to store hazardous materials  |  |
| • not be modified, or enable a business to be carried out from it   |  |
| • not be used for personal activities, accommodation or personal storage  |  |
| • not be used for advertising, with the exception of club or sponsor signage (name and logo only)   |  |
| Location  |  |
| To be completed following a desktop review or onsite inspection   |  |
| The Shipping container must:  |  |
| • be approved by Branch Manager, Community Development  |  |
| • not be located in flood prone areas   |  |
| • not be located in a drainage reserve  |  |
| • not be located in designated parking areas  |  |
| • not be located on or within any road reserve  |  |
| • not be located in areas of high visibility, scenic quality or require the removal of vegetation   |  |
| • not be located within an easement   |  |
| • not be located next to structures such as fences or buildings that would facilitate anti-social behaviour such as climbing and access to buildings  |  |
| • not be located on top of services such as pipes, irrigation systems, and effluent disposal systems  |  |
| • not be located on top of underground power or under power lines – and must be compliant with the requirements of the energy provider  |  |
| Scope, Scale and Condition  |  |
| • Shipping container must be in good repair with no visible signage, damage or corrosion.   |  |
| • Shipping container must be painted to a suitable standard that is compatible with the surrounding area  |  |
| • Graffiti must be removed within 48 hours of its detection at the sporting clubs, associations or community group's expense  |  |
| • No more the one (1) shipping container can be located on a reserve, sporting ground or park. For larger parks and reserves, consideration will be given to accommodating more than one (1) container on site however; no more than one (1) container per Club will be permitted per site. |  |
| Compliance  |  |
| • Approval should be granted only as a temporary measure for up to two (2) years. Clubs should have the intention of constructing permanent storage facilities within this time.  |  |

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| <ul style="list-style-type: none"> <li>• Council requires that all shipping containers on Council owned or controlled land comply with the Building Code of Australia. Specifically this means being engineered with appropriate tie downs or concrete slab to ensure cyclone safety and building approval required from a qualified building certifier.</li> </ul> |  |
| <ul style="list-style-type: none"> <li>• Dependent on the controls that apply to a proposed site, planning approval may be required and will be subject to conditions set out in Council’s Planning Scheme. The applicant will be notified of these conditions at the commencement of the planning process and all requirements must be adhered to.</li> </ul>      |  |
| <ul style="list-style-type: none"> <li>• If the shipping container is existing; the application will be assessed based on the use, current condition and if it is a temporary or permanent proposal. Should the container be deemed unsuitable, it is the Clubs responsibility to remove it from the premises within a specified time frame.</li> </ul>             |  |
| <b>Permanent Structures</b>   |  |
| <ul style="list-style-type: none"> <li>• If it is intended that the shipping container is to be retained on the site permanently; or the container will be fixed to the land, appropriate approvals <u>must</u> be obtained.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• An assessment on the condition of the container is to be submitted to Council by a qualified tradesperson to determine the current condition and its suitability for the premises.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• A Private Building Certifier is to be engaged to obtain a Development Permit for Building Work.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• Council may require conditions to be imposed on the building approval.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Any approvals must take into consideration and be subject to any current or future masterplans for the site.</li> </ul>  |  |

## References/Further Information

| DM5 Ref: | Description   |
|----------|---|
| #4385245 | Shipping Container Management on Parks and Reserves General Policy (Policy Rescinded February 2018) |

## Attachment 2. Temporary Approval

Temporary approval will be granted subject to the following standard conditions:

1. All **State Government Agencies, Development, Building and Plumbing** Approvals are to be gained before construction commences;
2. The shipping container must be in accordance with the Club's application details, preliminary plans and within the leased area (if leased);
3. All work is to be completed in a professional manner by a qualified tradesperson;
4. As building approval is required, the Club must submit a final inspection certificate to Council once the work is completed;
5. A safety barrier/fencing around the area is to be erected during any works;
6. Removal of any existing structures to accommodate the shipping container is the responsibility of the Club and may require building approval;
7. The area once the works is completed is to be left in a clean and tidy condition and the structures are the responsibility of the Club;
8. The shipping container is to be kept in good repair and condition and in particular will be maintained in a clean and tidy condition;
9. The shipping container is to be painted and not reduce the amenity of the facility or surrounding area;
10. The shipping container is for storage purposes only and is not to be used for any other purpose;
11. Council will not be responsible:
  - a) for the building and cost of the maintenance of the shipping container;
  - b) the insurance for the shipping container
12. The shipping container is to be removed from the premises within two (2) years of the date of written approval at the club's cost. Any replacement storage facility requires Preliminary Approval from Council before construction commences.

### Attachment 3. Permanent Approval

Approval for Permanent structures will be granted subject to the following conditions:

1. All **State Government Agencies, Development, Building and Plumbing** Approvals are to be gained before construction commences;
2. The shipping container must be in accordance with the Club's application details, preliminary plans and within the leased area (if leased);
3. All work is to be completed in a professional manner by a qualified tradesperson;
4. Club must submit a final inspection certificate to Council once the work is completed;
5. A safety barrier/fencing around the area is to be erected during any works;
6. Removal of any existing structures to accommodate the shipping container is the responsibility of the Club and may require building approval;
7. The area once the works is completed is to be left in a clean and tidy condition and the structures are the responsibility of the Club;
8. The shipping container is to be kept in good repair and condition and in particular will be maintained in a clean and tidy condition;
9. The shipping container is to be painted and not reduce the amenity of the facility or surrounding area;
10. The approval must take into consideration and be subject to any current or future masterplans for the site; and
11. Council will not be responsible for:
  - a. for the building and cost of the maintenance of the shipping container;
  - b. the insurance for the shipping container.