

Re: Planning Application for 'Change of Use' - 20 Havelock St. Beaufort 3373.

Background:

The property located at 20 Havelock Street, Beaufort, has been under the stewardship of the Beaufort and Skipton Health Service for the past three decades. Throughout this period, the building has served as a meeting space for various community groups and has been utilized for the storage of materials essential to their activities. However, the facility has deteriorated over time, necessitating substantial repairs. In response to this situation, the Beaufort and Skipton Health Service Foundation has allocated funds aimed at restoring the property to a condition conducive to more effective use. The work undertaken now is expected to better align the building's functionality with the operational needs of the Health Service. Specifically, several rooms within the property are planned for daily administrative activities by the Health Service, thereby achieving an enhancement of service provision to our community. This intention forms the background for any potential requirement for a 'Change of Use' planning application.

Details:

Expected Hours of Operation: Monday to Friday 7:30 am to 5:30pm (excluding Public Holidays)

Anticipated Noise Levels: As administration space noise levels will be below that of a normal private dwelling. As the property will be unoccupied in evening and at night with noise levels- **Nil**.

Employee Numbers: It is expected that the numbers of employees to be actively in the building at any one point in time to **not exceed 12. (Internal floor space is 100 sq m.)**

Visitor Seating Numbers: It is expected that visitors to the location would **not exceed 3** at any one point in time.

Other License or Permit applications: It is expected that no further applications will be sought in relation to this property.

Land use adjacent: Currently all neighboring land to the east of the property is in stewardship of the Beaufort and Skipton Health Service. Much of this space is currently used as car parking space and would also be available for parking for those using this proposed administrative space at 20 Havelock St. The area directly behind the property is also under the stewardship of the Beaufort and Skipton Health Service and is currently unoccupied. Property to the west is in private ownership by others.

Car Parking: A dispensation for the car parking required under Clause 52.06 is sought as part of this application.

20 Havelock Street will be used as part of the Health Service but is more closely aligned with an 'office' use. The rate for car parking for office is 3.5 spaces to each 100 sqm of net floor area.

The floor area of the building is 98.22 sqm, therefore a dispensation of 3 car parking spaces is sought. The following points are provided in support of this application:

Car Parking Demand Assessment

- As the Health Service is proposing to have current staff that are working within the Health Service facilities move to this space, no further demand for car parking by staff will be generated by the change of use.
- Car parking is currently available for staff and visitors, including at the main entrance of the Health Service (visitors and staff) and to the rear of the Mechanics Institute building (staff).
- The use of 20 Havelock Street for administration associated with the hospital is not expected to generate any additional visitors to the site. In some instances, visitors to the Health Service will need to attend the building and will be directed to do so by staff in the main building. It is unlikely that unique trips will be generated for visitors to 20 Havelock Street.
- No empirical assessment has been undertaken due to the scale of the dispensation and advice from Council, however anecdotally there is constant availability of parking for the Health Service through a combination of on-street and on premises parking.

Other relevant points for Council's consideration

- There is no ability to provide car parking directly on the site of 20 Havelock Street. The site is a small lot with a building and a small rear yard that is impractical to convert to car parking.
- Extending the use of the Health Service into the building at 20 Havelock Street assists to consolidate the use and share existing parking.

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- 7 PROPOSED FLOOR PLAN
- 8 INTERNAL ELEVATIONS
- 9 ELECTRICAL

ONE DESIGN

PROJECT: 20 HAVELOCK STREET, BEAUFORT

MAINTENANCE OF BUILDING



HAVELOCK STREET



DESIGN BY:
DP-AD 74687

DRAWN BY:

STATUS:
CONCEPT

DRAWING TITLE:
EXISTING SITE PLAN - SCALE 1:100

CLIENT: **LECKIE, Z**

ADDRESS: **20 HAVELOCK STREET**

SUBURB: **BEAUFORT**

VERANDAH: 15.32m²

INTERNAL: 98.22m²

GARAGE: 19.23m²

PORCH: 5.57m²

SHED: 7.92m²

TOTAL: **146.26m²**

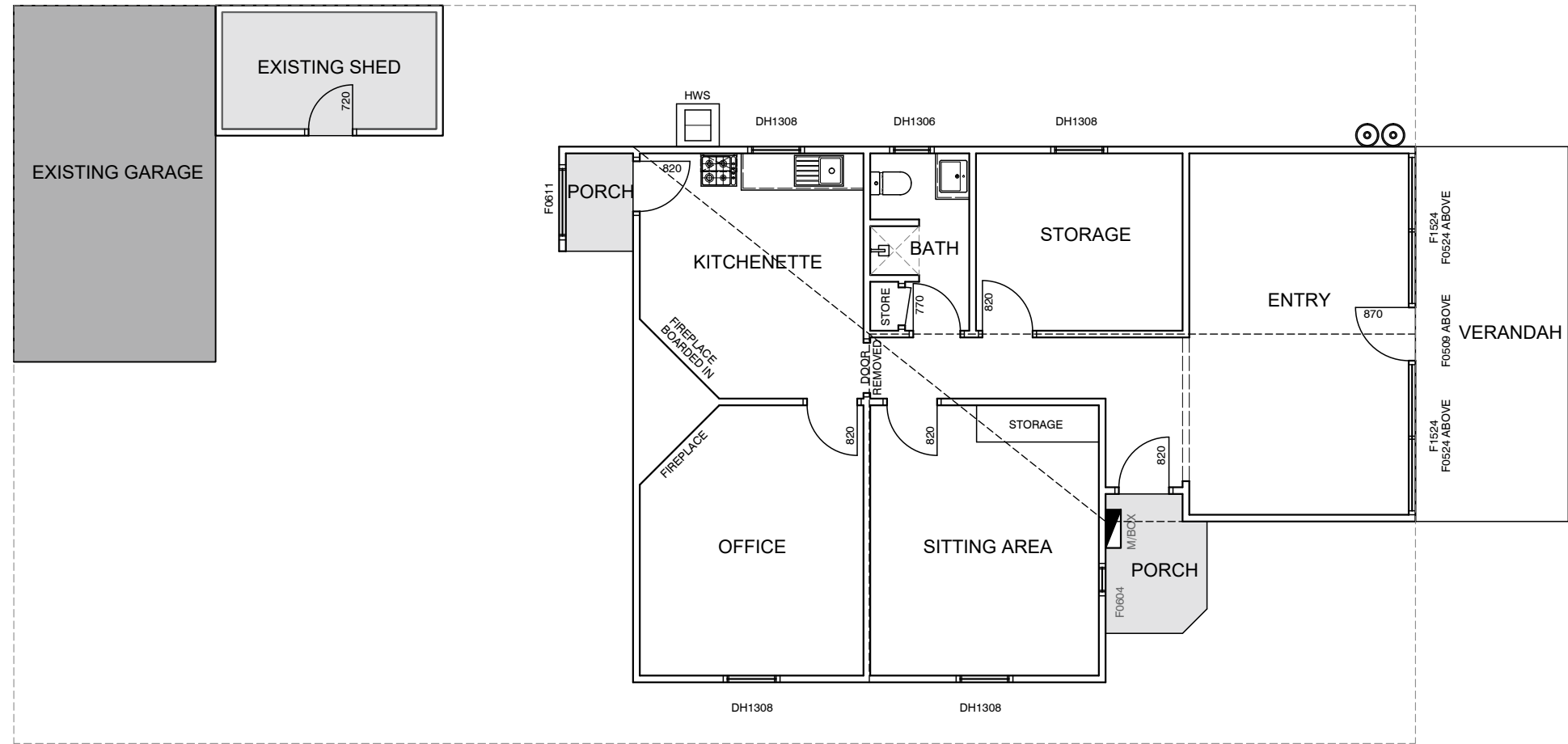
AMENDMENTS:
SPF SET

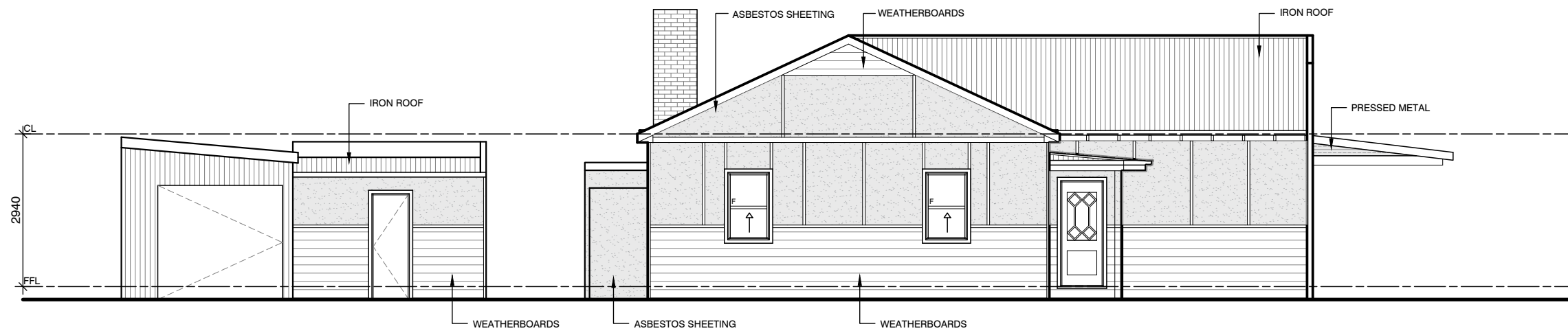
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PAPER: **A3**

PAGE: **2 OF 9**

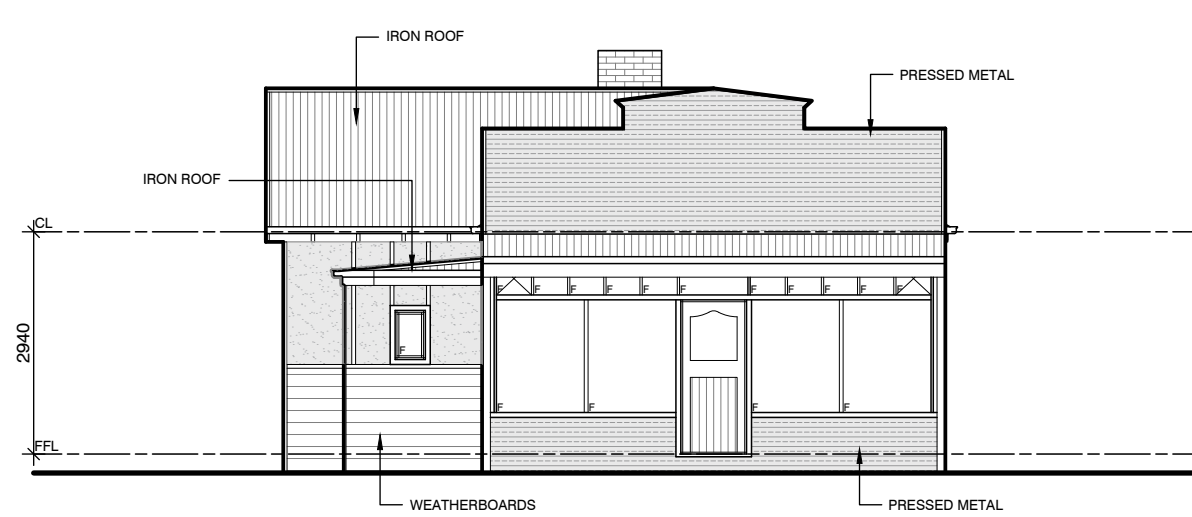
DATE: **12/04/24**





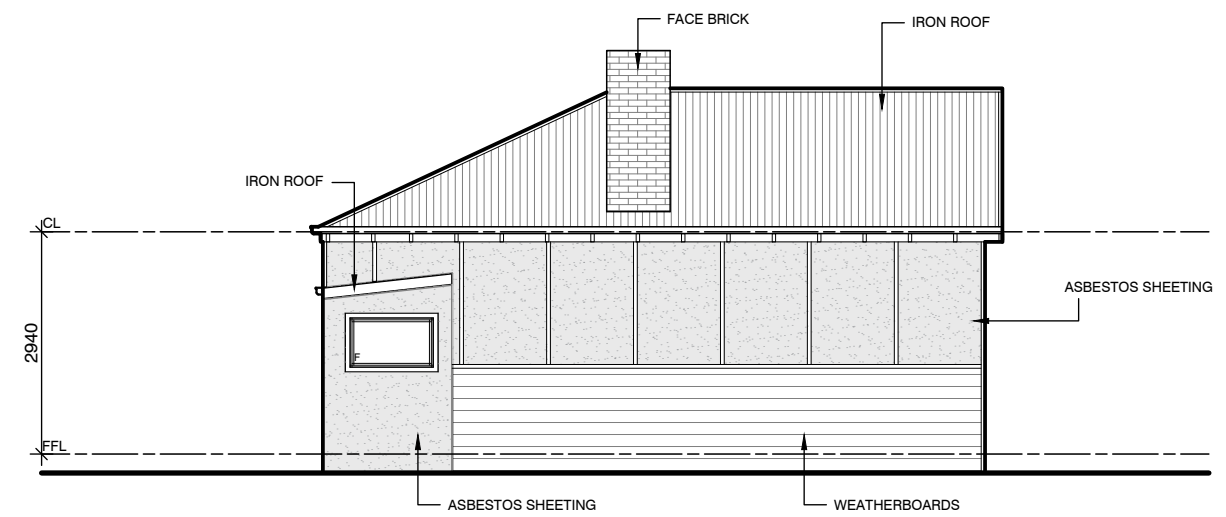
SOUTH - EAST ELEVATION

SCALE 1 : 100



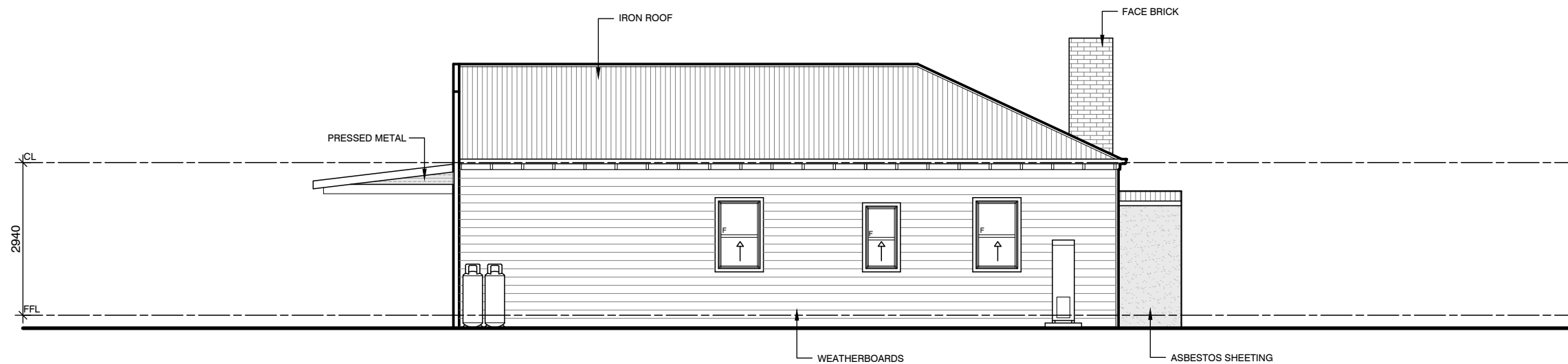
NORTH - EAST ELEVATION

SCALE 1 : 100



SOUTH - WEST ELEVATION

SCALE 1 : 100



NORTH - WEST ELEVATION

SCALE 1 : 100

DESIGN BY:
DP-AD 74687



DRAWN BY:

STATUS:
CONCEPT

DRAWING TITLE:
EXISTING ELEVATIONS - SCALE 1:100

CLIENT: **LECKIE, Z**
ADDRESS: **20 HAVELOCK STREET**
SUBURB: **BEAUFORT**

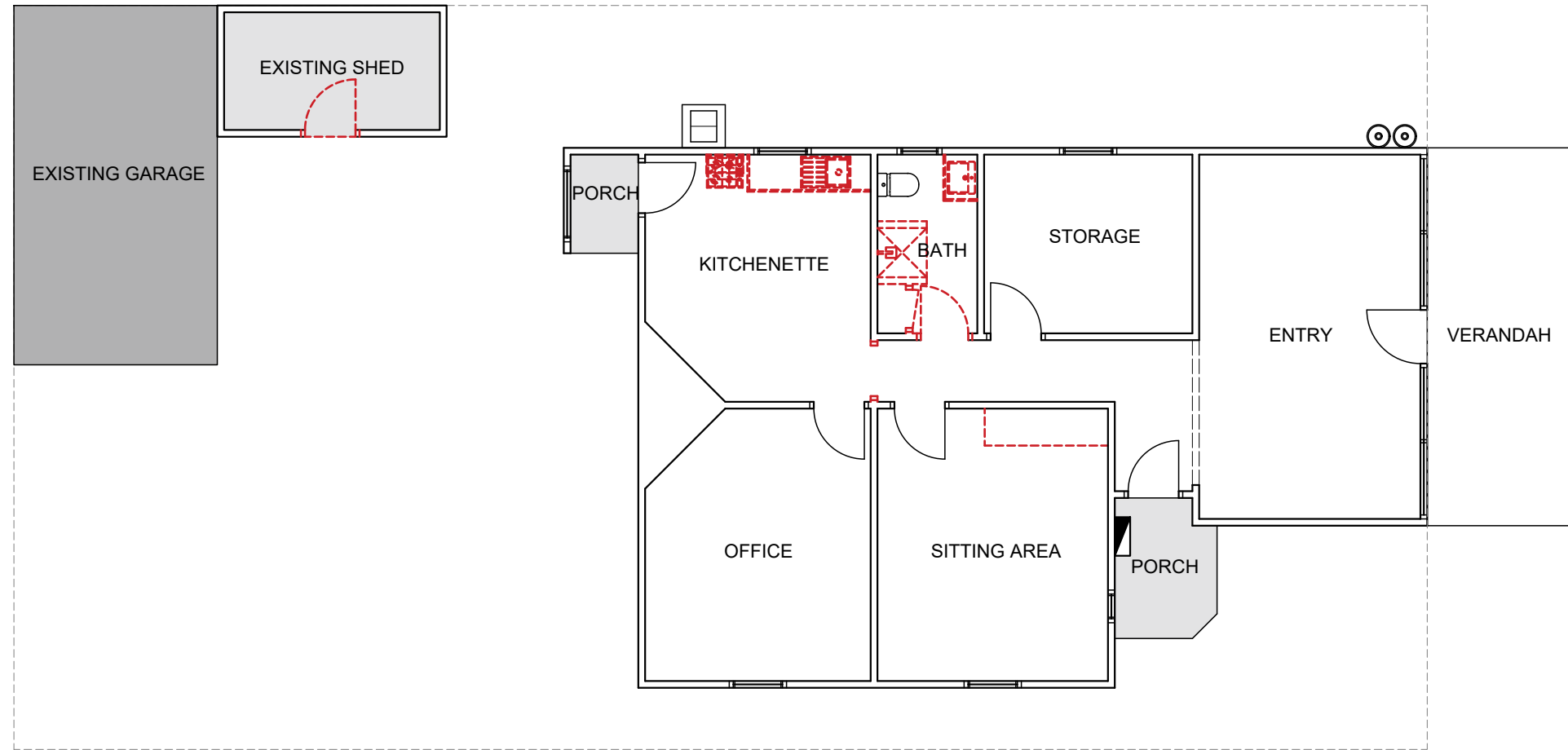
VERANDAH: 15.32m²
INTERNAL: 98.22m²
GARAGE: 19.23m²
PORCH: 5.57m²
SHED: 7.92m²
TOTAL: **146.26m²**

AMENDMENTS:
SPF SET

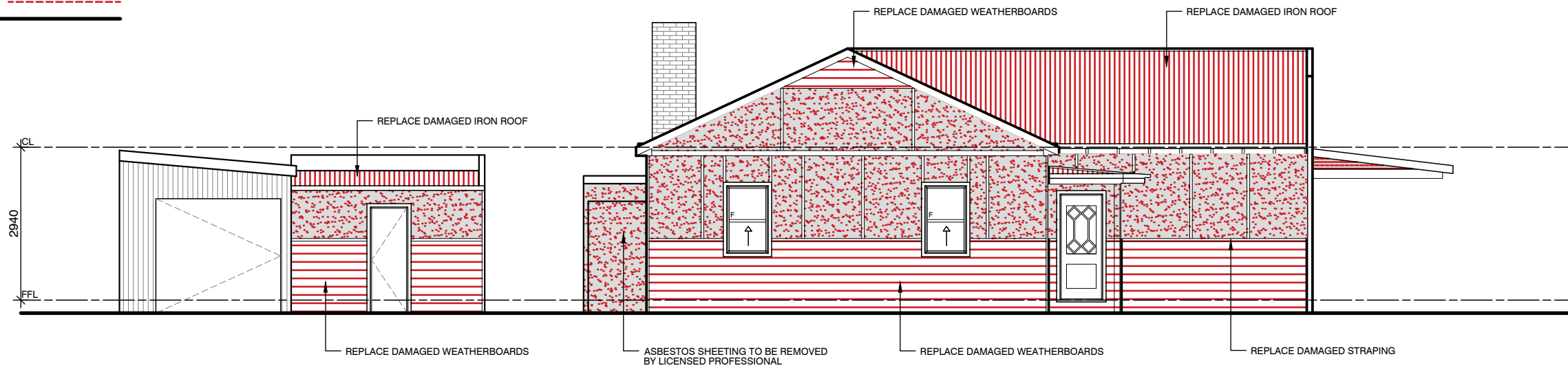
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PAPER: **A3**
PAGE: **4 OF 9**
DATE: **12/04/24**

DENOTES DEMOLITION -----

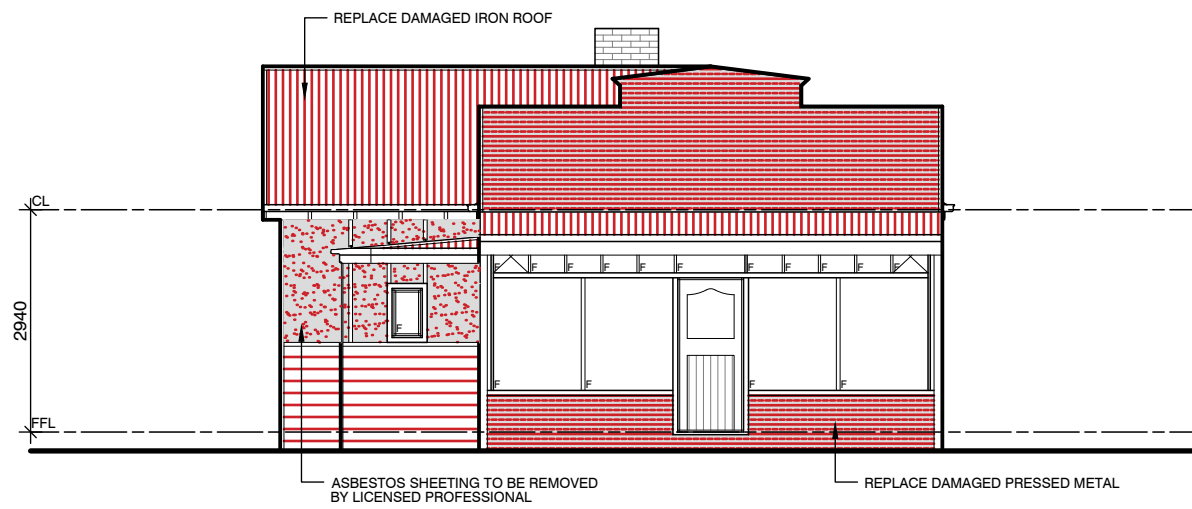


--- DENOTES DEMOLITION



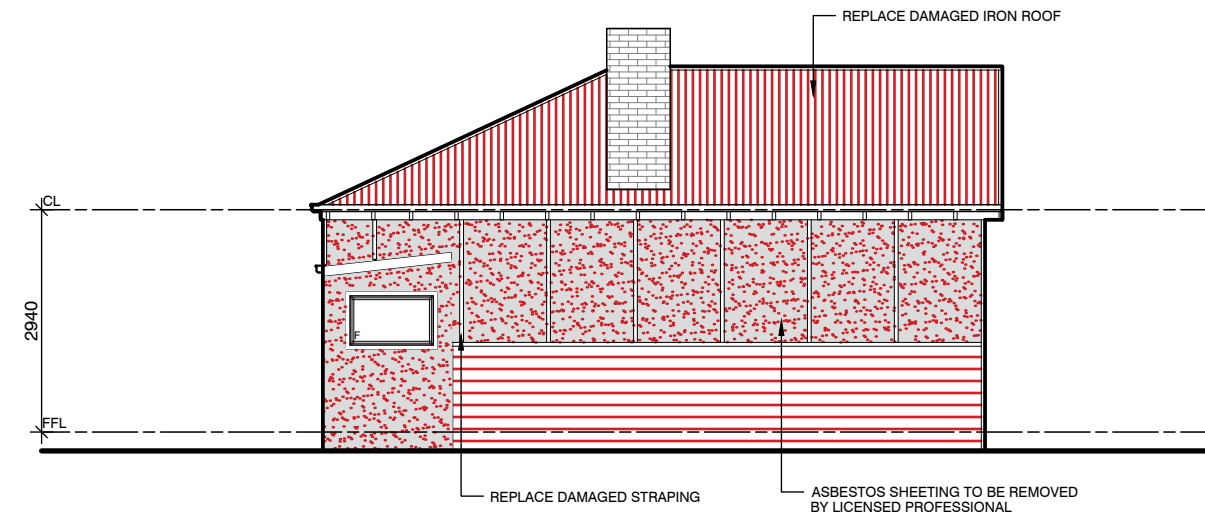
SOUTH - EAST ELEVATION

SCALE 1 : 100



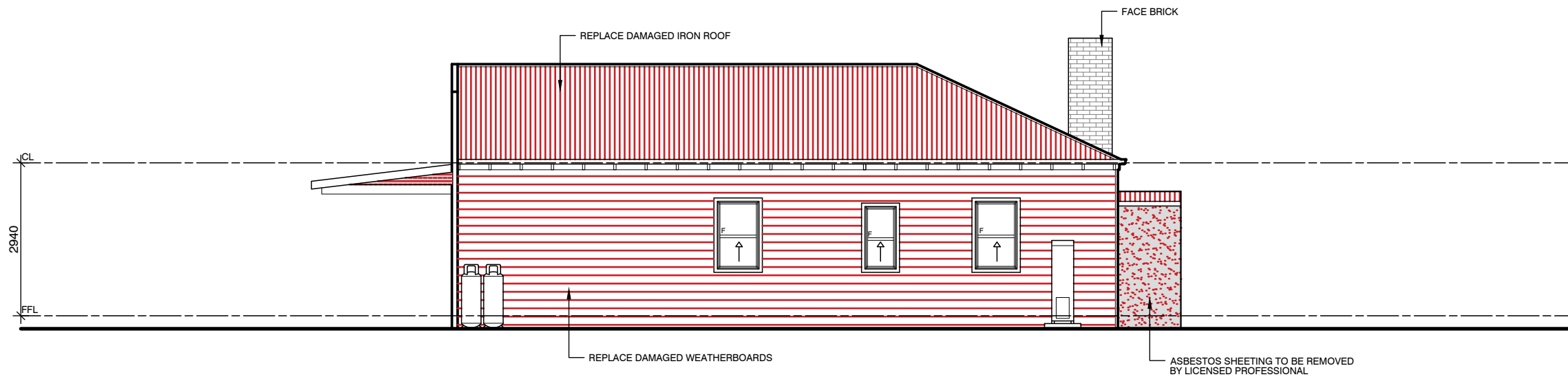
NORTH - EAST ELEVATION

SCALE 1 : 100



SOUTH - WEST ELEVATION

SCALE 1 : 100



NORTH - WEST ELEVATION

SCALE 1 : 100

DESIGN BY:
DP-AD 74687

DRAWN BY:

STATUS:
CONCEPT

DRAWING TITLE:
DEMOLITION ELEVATIONS - SCALE 1:100

CLIENT: **LECKIE, Z**

ADDRESS: **20 HAVELOCK STREET**

SUBURB: **BEAUFORT**

VERANDAH: 15.32m²

INTERNAL: 98.22m²

GARAGE: 19.23m²

PORCH: 5.57m²

SHED: 7.92m²

TOTAL: **146.26m²**

AMENDMENTS:
SPF SET

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PAPER: **A3**

PAGE: **6 OF 9**

DATE: **12/04/24**




PROPOSED ITEMS

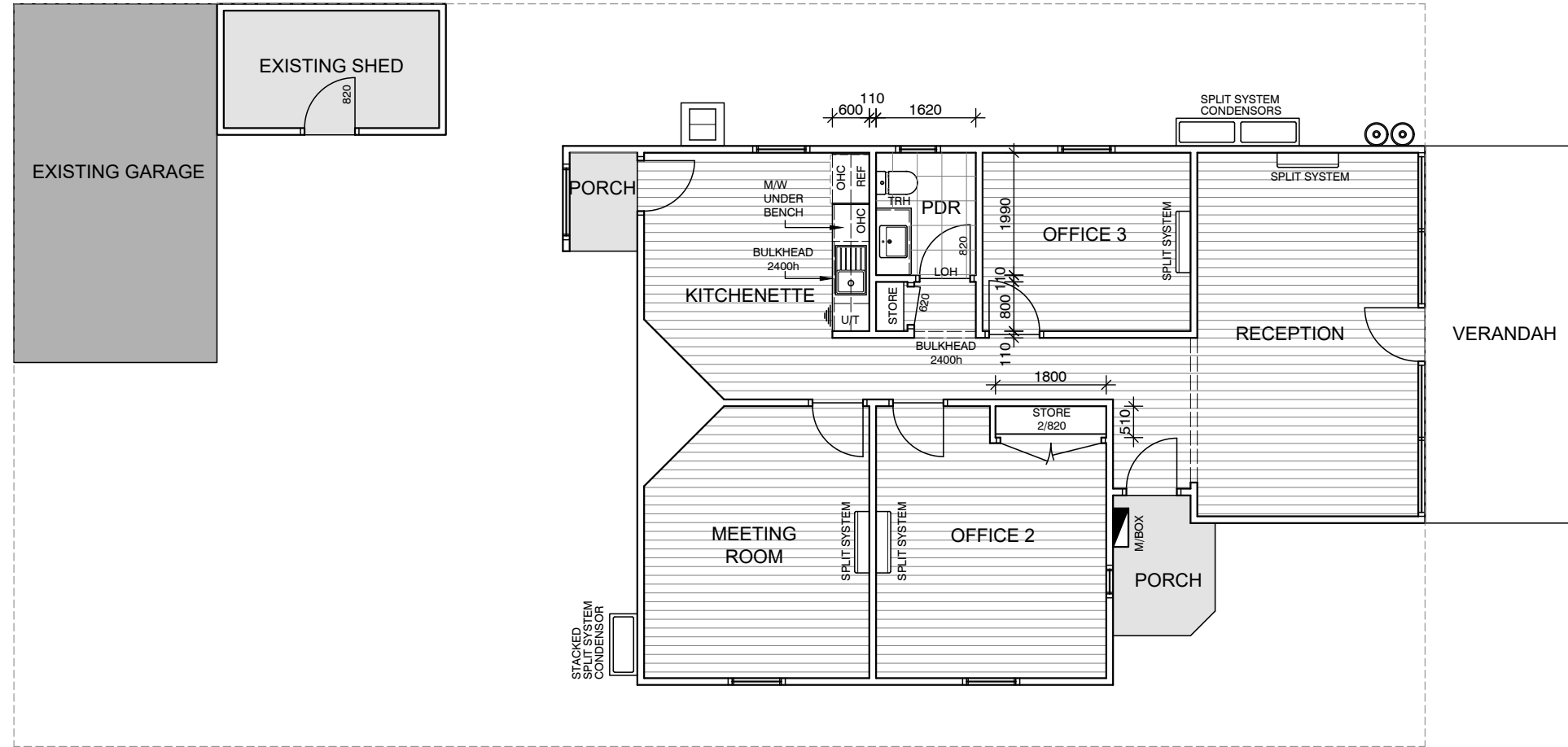
- UPDATED KITCHENETTE
- UPDATED POWDER ROOM
- STORE CUPBOARD IN FRONT OF POWDER ROOM
- STORE CUPBOARD IN OFFICE 2
- 4 x SPLIT SYSTEMS
- UPDATED FLOORING

INTERNAL DOOR NOTE

ALL DOORS 2040mm HIGH UNLESS OTHERWISE STATED

FLOOR COVERINGS

- DENOTES VINYL FLOOR 
- DENOTES FLOOR TILES 
- DENOTES CONC 



FLOOR PLAN LEGEND

- U/T | UTENSIL DRAWERS
- LOH | LIFT OFF HINGES
- TRH | TOILET ROLL HOLDER



DESIGN BY:
DP-AD 74687



STATUS:
CONCEPT

DRAWING TITLE:
PROPOSED FLOOR PLAN - SCALE 1:100

CLIENT: **LECKIE, Z**

ADDRESS: **20 HAVELOCK STREET**

SUBURB: **BEAUFORT**

VERANDAH: 15.32m²

INTERNAL: 98.22m²

GARAGE: 19.23m²

PORCH: 5.57m²

SHED: 7.92m²

TOTAL: **146.26m²**

AMENDMENTS:
SPF SET

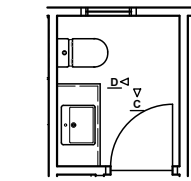
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PAGE: **7 OF 9**

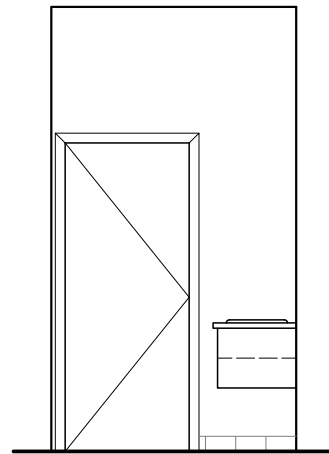
DATE: **12/04/24**

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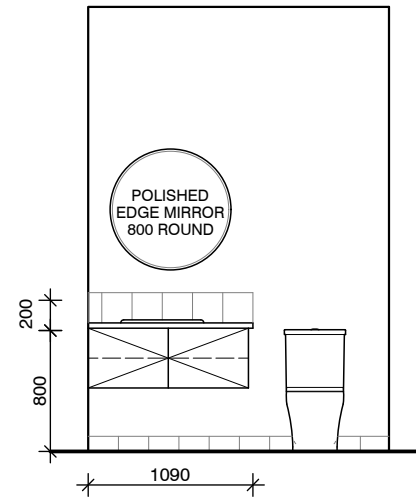


PDR ROOM

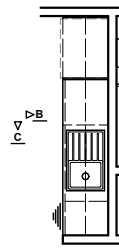
ELEVATION C



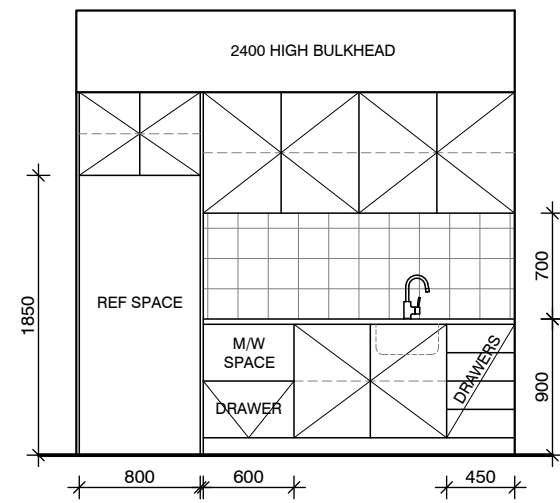
ELEVATION D



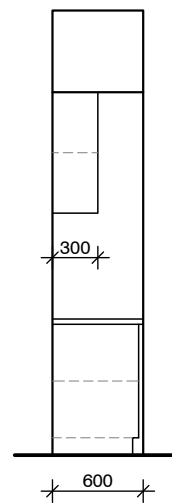
ELEVATION B



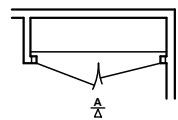
KITCHENETTE



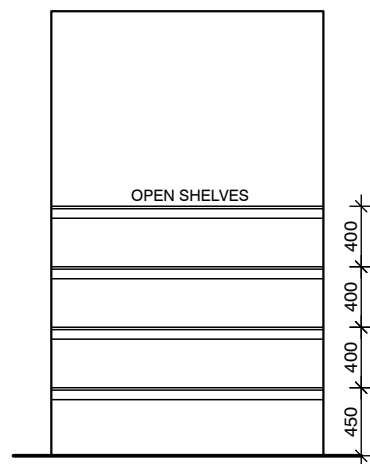
ELEVATION C



ELEVATION A



TYPICAL STORE



NOTE:

DUE TO CONSTRAINTS OF SCALE, THESE INTERNAL PLANS ARE TO BE CONSIDERED A GUIDE ONLY, AND MEASUREMENTS ARE TO BE CONFIRMED ON SITE.

DESIGN BY:
DP-AD 74687



STATUS:
CONCEPT

DRAWING TITLE:
INTERNALS - SCALE 1:100 / 1:50

CLIENT: **LECKIE, Z**

ADDRESS: **20 HAVELOCK STREET**

SUBURB: **BEAUFORT**

VERANDAH:	15.32m ²
INTERNAL:	98.22m ²
GARAGE:	19.23m ²
PORCH:	5.57m ²
SHED:	7.92m ²
TOTAL:	146.26m²

AMENDMENTS:
SPF SET 00/00/00


























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DATE: **12/04/24**

DRAWN BY:

ELECTRICAL LEGEND

LIGHT FITTINGS	No°	WATTS
	SMOKE DETECTOR	- N/A
	INTERNAL LIGHT POINT	- 14W
	EXTERNAL LIGHT POINT	- 14W
	DOWNLIGHT FITTING	- 11W
	OWNER SUPPLIED PENDANT	- -
	WALL LIGHT FITTING	- 14W
	FLUORESCENT LIGHT	- 25W
2/WAY	2/WAY SWITCHING	- N/A
3/WAY	3/WAY SWITCHING	- N/A
	LIGHT SWITCH POSITION	- N/A
	SINGLE POWER POINT	- N/A
	DOUBLE POWER POINT W/ USB	- N/A
	DOUBLE POWER POINT	- N/A
	AUTO-CLOSE EXHAUST FAN	- N/A
	HOT WATER TEMP CONTROL	- N/A
	DATA POINT	- N/A
	EXTERNAL SINGLE FLOODLIGHT	- 18W
	EXTERNAL TWIN FLOODLIGHT	- 18W
	SENSOR	- N/A
	WEATHER-PROOF GPO	- N/A
	WEATHER-PROOF GPO	- N/A
	ISOLATION SWITCH	- N/A
	TV ANTENNA POINT	- N/A
	4 LIGHT TASTIC	- 1000W
	2 LIGHT TASTIC	- 500W
	FAN W/LIGHT	- 12W
	FAN	- N/A

GENERAL NOTES:

METERBOX LOCATION TO BE ADVISED. TOP OF METERBOX TO BE APPROX. 1900mm ABOVE FINISHED GROUND LEVEL LIGHT SWITCHES TO BE MOUNTED 1055mm ABOVE FLOOR LEVEL. ALL WIRING AND ELECTRICAL WORK TO COMPLY WITH AS3000. THE POSITIONING OF ELECTRICAL OUTLETS SUBJECT TO PHYSICAL CONSTRUCTION LIMITATIONS. EG. STUD POSITIONS.

EXHAUST FANS TO BE DUCTED TO EXTERNAL VENTS.

LIGHTING LAYOUT IS A GUIDE ONLY AND MAY CHANGE TO OWNERS SPECIFICATION

NOTE: AS3000

POWER POINTS VANITY LOCATIONS

Water container's with a capacity not exceeding 40L and having fixed water outlets, shall be the area limited by-

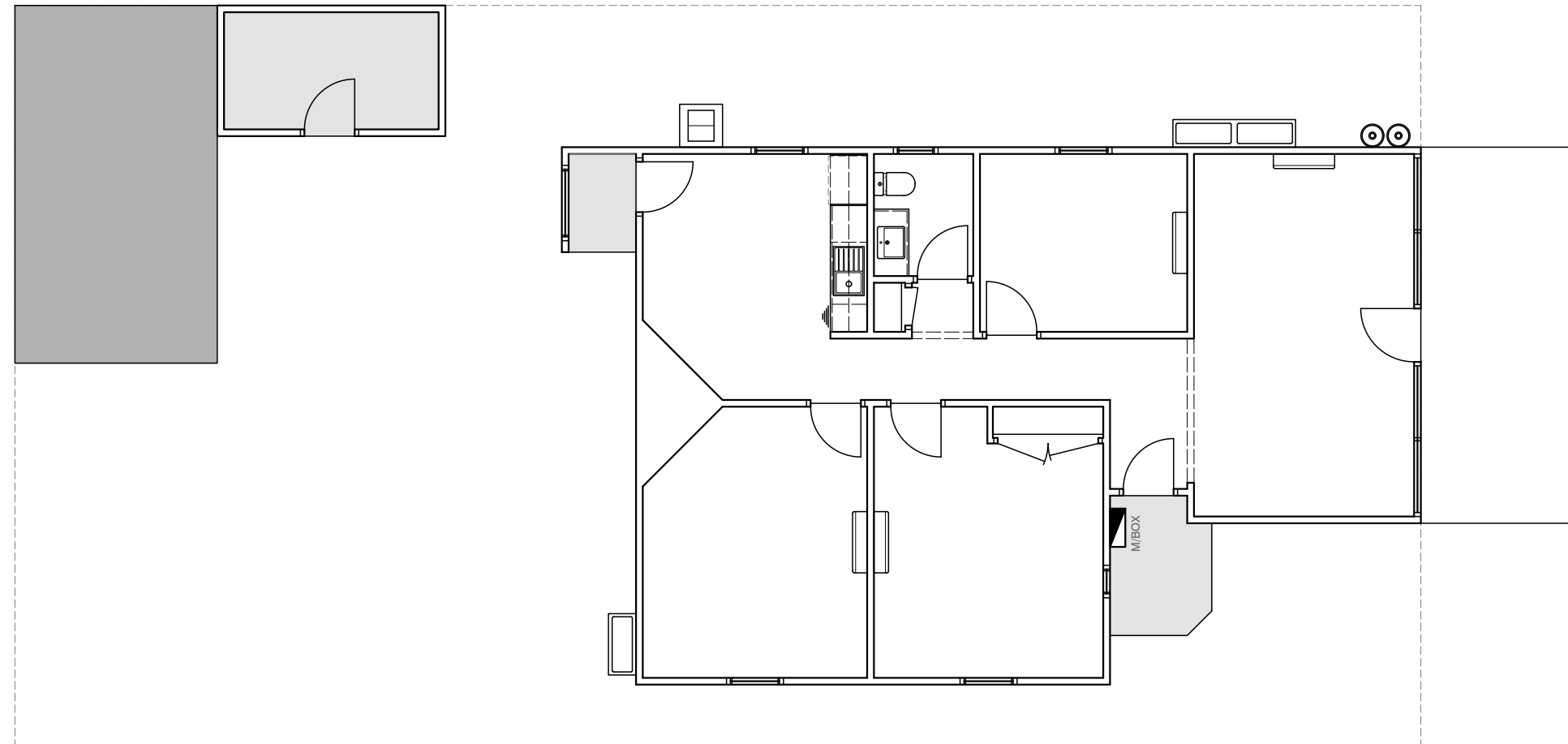
- the vertical plane 0.15m from the internal rim of the water container; and
- the floor and the horizontal plane 0.4m above the water container

NOTE: CLAUSE 3.12.5

ARTIFICIAL LIGHTING 3.12.5.5.

(a) The lamp power density or illumination power density of artificial lighting, excluding heaters that emit light, must not exceed-

- in a class 1 building, 5W/m², and
- on a verandah or balcony attached to a Class 1 building 4W/m², and in a Class 10 building, 3 W/m², and where illumination power density is used, (motion detector, Manual dimming system, Programmable dimming, Dynamic dimming & Fixed dimming. it may be increased by dividing it by the illumination power density adjustment factor ref Table 3.12.5.3



DESIGN BY:
DP-AD 74687

ONE DESIGN

DRAWN BY:

STATUS:
CONCEPT

DRAWING TITLE:
ELECTRICAL PLAN - SCALE 1:100

CLIENT: **LECKIE, Z**
ADDRESS: **20 HAVELOCK STREET**
SUBURB: **BEAUFORT**

VERANDAH: 15.32m²
INTERNAL: 98.22m²
GARAGE: 19.23m²
PORCH: 5.57m²
SHED: 7.92m²
TOTAL: **146.26m²**

AMENDMENTS:
SPF SET
00/00/00


PAPER: **A3**
PAGE: **9 OF 9**
DATE: **12/04/24**


Office Use Only

VicSmart: **No**
Specify class of VicSmart application:
Application No: **REFPA20240106**
Date Lodged: **30/08/2024**

Application for Planning Permit

If you need help to complete this form, read [How to complete the Application for Planning Permit form](#).


 Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

 **Questions marked with an asterisk (*) are mandatory and must be completed.**

 **If the space provided on the form is insufficient, attach a separate sheet.**

Application type

Is this a VicSmart Application?*

No
If yes, please specify which VicSmart class or classes:
 If the application falls into one of the classes listed under Clause 92 or the schedule to Clause 94, it is a VicSmart application

Pre-application meeting

Has there been a pre-application meeting with a Council planning officer?

True
 day / month / year

The Land


Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address*

Unit No:	St. No: 20	St. Name: HAVELOCK STREET
Suburb/Locality: BEAUFORT		Postcode: 3373

Formal Land Description*

Complete either A or B

 This information can be found on the certificate of title.


A Lodged Plan Title Plan Plan of Subdivision

OR

B


If this application relates to more than one address, please attach details.

The Proposal

 You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.


① For what use, development or other matter do you require a permit?*

With the property now in good condition, the Beaufort and Skipton Health Service is hoping to utilize the space for administrative purposes Monday to Friday 8am - 5pm.

 Provide additional information on the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

① Estimated cost of development for which the permit is required*

Cost **\$0.00**

 You may be required to verify this estimate
Insert '0' if no development is proposed


Insert '0' if no development is proposed (eg. change of use, subdivision, removal of covenant, liquor licence)

Existing Conditions

Describe how the land is used and developed now*

Eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

The building has been occupied by a small local art group and for storage of their equipment. The property being in poor condition has been refurbished and now is in good condition waiting for permission of use.

 Provide a plan of the existing conditions. Photos are also helpful.


Title Information

Encumbrances on title*

If you need help about the title, read: [How to complete the Application for Planning Permit form](#)

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

- Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)
- No
- Not applicable (no such encumbrance applies).

 Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details

Provide details of the applicant and the owner of the land.

Applicant *

The person who wants the permit

Name:		
Title:	First Name: Kel	Surname: Oswin
Organisation (if applicable): Beaufort and Skipton Health Service		
Postal Address		If it is a PO Box, enter the details here:
Unit No:	St. No: 28	St. Name: Havelock St.
Suburb/Locality: Beaufort		State: Victoria
		Postcode: 3373

Owner *

The person or organisation who owns the land

Name:		
Title: Ms	First Name: Meryn	Surname: Pease
Organisation (if applicable): Beaufort and Skipton Health Service		

Where the owner is different from the applicant, provide the details of that person or organisation.

Postal Address		If it is a PO Box, enter the details here:	
Unit No.:	St. No.: 20	St. Name: Havelock St.	
Suburb/Locality: Beaufort		State: Vic	Postcode: 3373
Owner's Signature (optional):		Date:	
		day / month / year	

Information Requirements


Is the required information provided?

Contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist.

- Yes
- No

Declaration

This form must be signed by the applicant*

 Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit

I declare that I am the applicant; and that all the information in this application is true and correct and the owner (if not myself) has been notified of the permit application.



Signature:

Date: 30 August 2024

day / month / year

Checklist

Have you:

<input type="checkbox"/>	Filled in the form completely?	 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
<input type="checkbox"/>	Paid or included the application fee?	
	Provided all necessary supporting information and document?	
<input type="checkbox"/>	A full and current copy of the information for each individual parcel of land forming the subject site.	
<input type="checkbox"/>	A plan of existing conditions.	
<input type="checkbox"/>	Plans showing the layout and details of the proposal.	
<input type="checkbox"/>	Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.	
<input type="checkbox"/>	If required, a description of the likely effect of the proposal (eg traffic, noise, environmental impacts).	

Lodgement

Lodge the completed and signed form and all documents with:

Pyrenees Shire Council
5 Lawrence Street BEAUFORT Vic 3373

Telephone: (03) 5349 1100

Contact information:
Telephone: (03) 5349 1100
Email: pyrenees@pyrenees.vic.gov.au

Meryn Pease
Chief Executive Officer
Beaufort and Skipton Health Service
28 Havelock St. Beaufort 3373
3/9/2024

Pyrenees Shire – Planning Department
Att. Virginia McCleod

Dear Virginia,

I hope this letter finds you well. I am writing on behalf of the Beaufort and Skipton Health Service regarding our property located at 20 Havelock Street, which we have owned for over 30 years.

Historically, the building's previous use is not clearly documented; however, its design features suggest that it likely served a commercial purpose, at some point, in the community. For the past three decades, however, the building has primarily functioned as an administrative /activity space for various small community groups, providing essential storage and meeting areas for their activities. While we have appreciated the opportunity in supporting these groups, the lack of maintenance over the years has resulted in the building falling into disrepair.

With the generous support of the Beaufort and Skipton Health Service Foundation, we have initiated a refurbishment program aimed at recovering the building to a fit-for-purpose state. We have sort to strictly follow heritage principals by refurbishing the building to its original state and colours. As we move forward with this project, we wish to apply for a 'Change of Use' for the property. This step is taken to ensure our intentions align with local government regulations and to facilitate a smooth transition into the next phase of the building's use.

We anticipate that the intended use of the building will not significantly differ from its historical role, as our aim is to utilise the property to facilitate the administrative needs of the Health Service. This would be primarily in the form of administrative staff occupying the space from 8am – 5pm, Monday to Friday.

Thank you for your attention to this matter. We appreciate your consideration of our request and look forward to your guidance in navigating the necessary procedures. Should you require any further information or documentation, please do not hesitate to contact me.

Warm regards,



Meryn Pease
Chief Executive Officer
Beaufort and Skipton Health Service

CERTIFICATE

Pursuant to Section 58 of the *Heritage Act 2017*

**Kel Oswin
28 Havelock St.
BEAUFORT 3373**

CERTIFICATE NO:
74062756

PROPERTY ADDRESS:
**20 HAVELOCK STREET
BEAUFORT**

PARCEL DESCRIPTION:
Lot 1 TP288M

1. The place or object is not included in the Heritage Register.
2. The place is not in a World Heritage Environs Area.
3. The place or object is not subject to an interim protection order.
4. A nomination has not been made for inclusion of the place or object in the Heritage Register.
5. An application for exclusion from the Victorian Heritage Register has not been made.
6. The site is not included in the Heritage Inventory.
7. A repair order is not in force in respect of the place or object.
8. There is not an order of the Supreme Court under Division 3 of Part 10 in force in respect of the place or object.
9. There is not a Governor in Council declaration made under section 227 in force against the owner of the place or object.
10. There is not a court order made under section 229 in force against a person in respect of the place or object.
11. There are no current proceedings for a contravention of this Act in respect of the place or object.
12. There has not been a rectification order issued in respect of the place or object.



CERTIFICATE

Pursuant to Section 58 of the *Heritage Act 2017*

A handwritten signature in black ink, appearing to read "Adam King".

Executive Director

DATED: 30/08/2024

Note: This Certificate is valid at the date of issue.

REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

Page 1 of 1

VOLUME 10123 FOLIO 759

Security no : 124117855744J
Produced 30/08/2024 11:48 AM

LAND DESCRIPTION

Lot 1 on Title Plan 000288M.
Created by Application No. 072500W 21/06/1993

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
BEAUFORT AND SKIPTON HEALTH SERVICE of 28 HAVELOCK STREET BEAUFORT VIC 3373
Application No. 096506Y 15/03/2002

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP000288M FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NIL

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 20 HAVELOCK STREET BEAUFORT VIC 3373

ADMINISTRATIVE NOTICES

NIL

eCT Control 22850Y BEAUFORT AND SKIPTON HEALTH SERVICE
Effective from 13/03/2019

DOCUMENT END