

Plan of Management - Funeral Home and Office

June 2021

37 Ocean Street, Woollahra.
NSW. 2025

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1. INTRODUCTION

This Plan of Management is for the operation of the funeral home and office at 37 Ocean Street, Woollahra NSW 2025. The primary purpose of this plan is to ensure the funeral home and office maintains a high level of amenity and privacy for neighbouring properties and residents in the existing established residential and commercial area.

Whilst the non-residential use is defined as a funeral home, the use is primarily an office for a funeral home business associated with the arrangement of funerals and memorials, and not a body holding or preparation facility. There would be occasional private viewings of the deceased at the premises for private viewings.

It is envisaged that viewings will be conducted at the premises on a sporadic basis where it is expected that 3-4 people would attend a private viewing for up to 30 mins. The maximum number of attendees would be limited to 10 per private viewing.

The measures outlined in this plan of management will be of assistance in maintaining the amenity of the development and characteristics of the local area.

2. DEFINITIONS

In this Plan of Management, the following definitions apply:

- Operational Area: means the lower floor of the building located at 37 Ocean Street, Woollahra;
- Business: means the operation of the building as a funeral home and office;
- Residential Area: means the residential accommodation located on Level 1 above the proposed funeral home and office.
- Council: means Woollahra Council;
- Manager: means the Manager engaged by the business proprietor;
- Owner: means the registered proprietor/s of the building.

3. LOCATION & CONSENT / APPROVAL

3.1 Location

This Plan of Management was prepared for a business operating as funeral home and office at 37 Ocean Street, Woollahra NSW 2025. The location of the premises is shown on the below map.

The site has two street frontages, one located on the eastern side of Ocean Street and the other on the western side of Kilminster Lane.

Vehicular access is provided via the secondary frontage of Kilminster Lane, while pedestrian access is predominantly provided via Ocean Street, the primary frontage.

The site's locational context is demonstrated in **Figures 1 & 2** below.

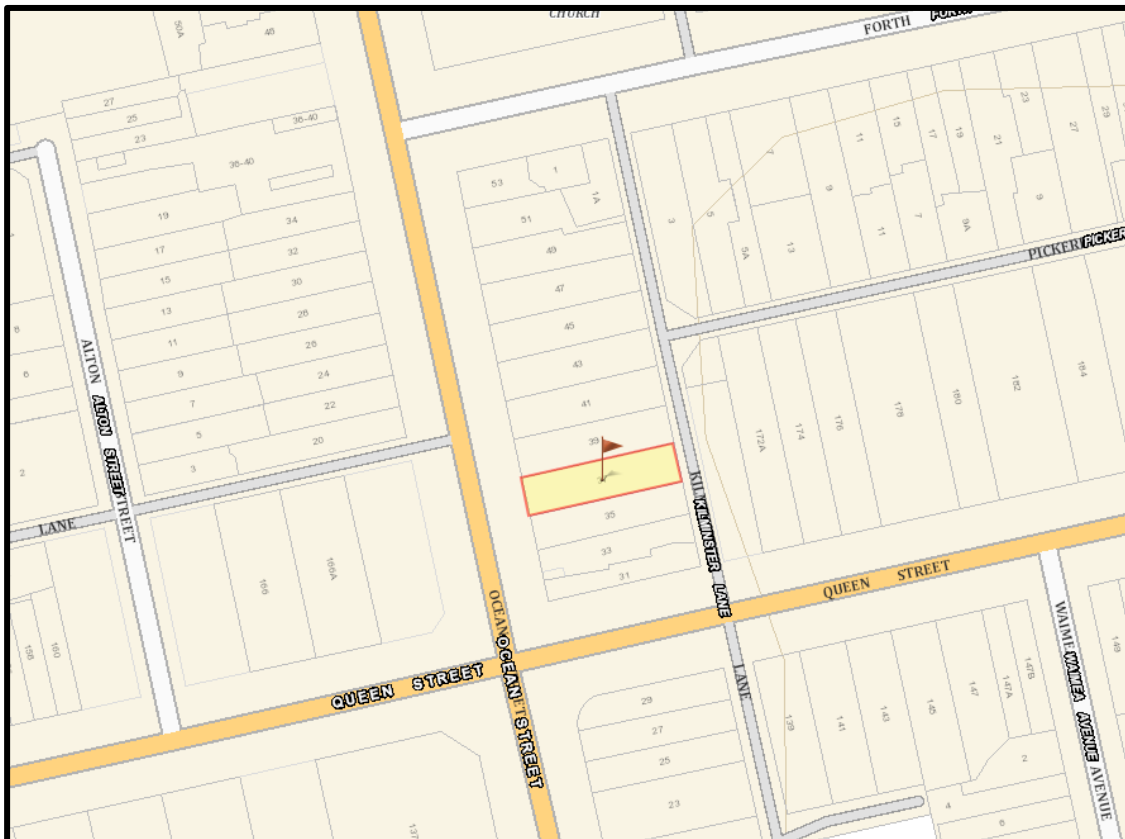


Figure 1: Locality Plan demonstrating the site outlined in red (Source – Sixmaps).

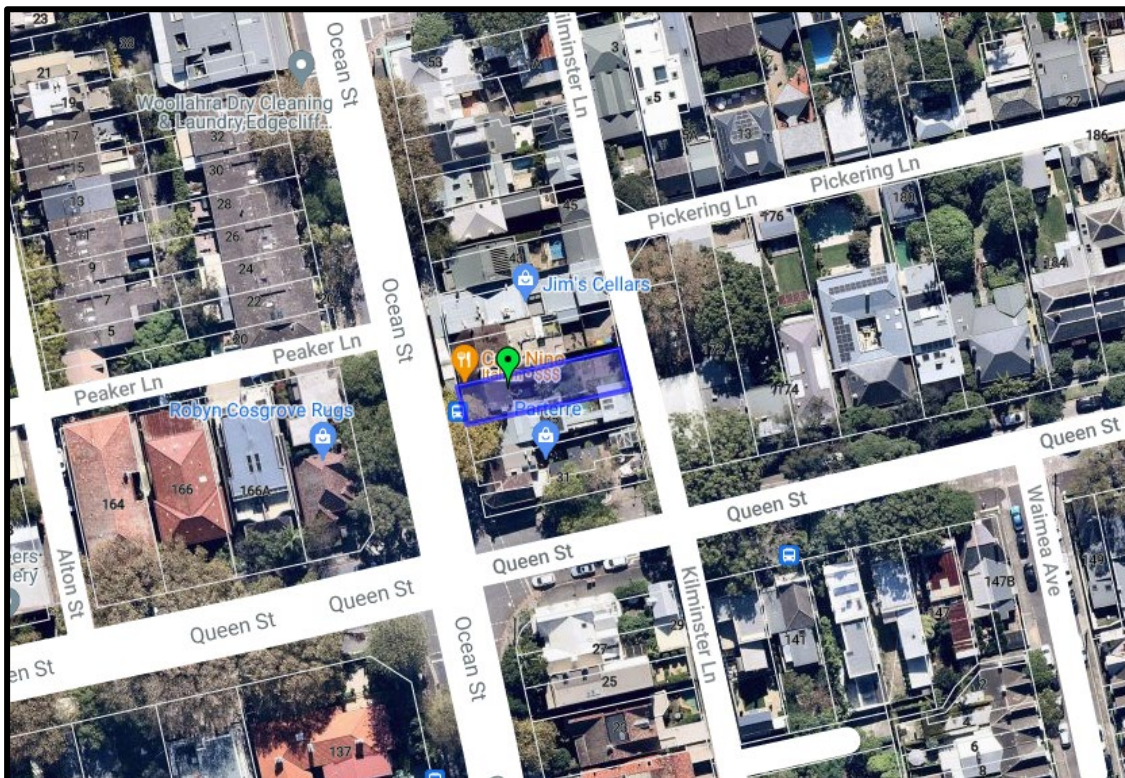


Figure 2: Location Plan demonstrating the site area outlined in blue (Source: Nearmap).

3.2 Consent / Approval

The funeral home and office was approved on [INSERT DATE OF DA CONSENT] and is subject to compliance with the Conditions of Consent [INSERT DA CONSENT NUMBER].

4. OPERATIONS

4.1 Use of the operational area

The operational area (non-residential use area) is defined as a funeral home where the use is primarily an office for a funeral home business associated with the arrangement of funerals and memorials, and not a body holding or preparation facility.

There would be occasional private viewings of the deceased at the premises.

It is envisaged that viewings will be conducted at the premises on a sporadic basis where it is expected that 3-4 people would attend a private viewing for up to 30 mins. The maximum number of attendees would be limited to 10 per private viewing.

4.2 Hours of Operation

The proposed hours of operation of the funeral home is 8am till 10pm, Monday to Sunday however normal business would be conducted between 9am and 4pm Monday to Friday

In the event of private viewings or urgent arrangements being required, the premises may be opened outside normal hours.

In the event of evening viewings, all patrons shall be escorted off the premises by 930pm.

4.3 Staff numbers

The business is envisaged to employ 2 full time staff who will be present during normal operating hours.

The Manager appointed by the Operator shall ensure that all procedures and controls in this plan are implemented at all times.

4.4 Viewings

There would be occasional private viewings of the deceased at the premises.

It is envisaged that viewings will be conducted at the premises on a sporadic basis where it is expected that 3-4 people would attend a private viewing for up to 30 mins. The maximum number of attendees would be limited to 10 per private viewing.

During private viewings the following additional measures will be deployed:

- Blind to front door will be pulled / closed during viewing session.
- Non-transparent partition pulled across between shopfront and rear of premises to ensure privacy from street.

Note: There will be no storage, dressing, or preparation of deceased persons at the site. For viewing purposes, all deceased persons will be prepared and dressed prior to viewing, transported to site, then removed offsite after the viewing. There will be no traditional funeral activities either at or near the premises such as funeral processions or corteges.

All patrons will be required to leave the premises on completion of viewing.

4.5 Access for Customers / Patrons

Access for customers / patrons shall be via the existing Ocean Street access.

4.6 Access for Deliveries

All access for deliveries will be via the carport / covered loading bay including a lift for transferring coffins from a van to the display room in conjunction with screens erected to ensure privacy for neighbouring properties.

The roller door at the structure to Kilminster Lane shall be closed for all deliveries.

There will be no funeral processions and no corteges at or near the premises.

5. RESIDENTIAL AREA

5.1 Use of the residential area

The residential area shall be used for residential purposes only and shall not have any access to the operational area of the facility.

5.2 Access

Access to the residential area off Ocean Street shall be via the existing dedicated door and stair way

Access to the residential area from Kilminster Lane shall be via the dedicated driveway and pedestrian accessway.

5.3 Screening

Screening to adjoining properties, and the operational area shall not be removed by the resident at any time

6. CONCLUSION

This Plan of Management has been prepared for the operation of a Funeral Home and Office at 37 Ocean Street, Woollahra NSW 2025 where the operational area is primarily an office for a funeral home business associated with the arrangement of funerals and memorials, and not a body holding or preparation facility. There would be occasional private viewings of the deceased at the premises.

This Plan of Management identifies appropriate strategies and procedures to address any potential amenity impacts associated with integrating the funeral home and office with the existing residential and commercial development in the street.

The measures outlined in this plan of management will be of assistance in maintaining the amenity of the development and characteristics of the local area.