

7 November 2024  
Ref: 23111

Mills Oakley  
Level 7, 151 Clarence Street  
SYDNEY NSW 2000

Attention: Matthew Norman  
[mnorman@millssoakley.com.au](mailto:mnorman@millssoakley.com.au)

Dear Matthew,

**DA/837/2022**  
**183 Macquarie Street, Parramatta**  
**Proposed Mixed Use Development**  
**Loading Management Plan**

**Introduction**

This Loading Management Plan (LMP) has been prepared to accompany an amended Development Application (DA/837/2022), involving the construction of a new 11-storey mixed use commercial and co-living development at the abovementioned address, and should be read in conjunction with the Plan of Management (POM) prepared by Think Planners, dated 17 February 2025.

This LMP has been prepared to guide and manage the efficient and safe operation of the premises and is applicable to all users of the building. The LMP shall be issued to all new commercial and residential tenants so they understand the procedures and limitations of the use of the loading bay. The Plan should be reviewed by the building management, as necessary, to adapt to any changes in circumstances. Contact details of the loading manager and the on-site/Building manager or delegated person should be displayed within the building.



Figure 1 – Aerial image of the subject site

## Proposal

The proposed development involves the construction of a new 11-storey mixed use building on the vacant site, comprising a retail/commercial tenancy at the rear of the ground floor level along with a café in the central and forecourt area of the ground floor level. Retail/commercial space is also proposed on the first-floor level, with 66 co-living rooms and communal areas on the levels above.

Off-street parking is proposed to be provided for 72 bicycles and 5 motorcycles within a single-level basement, which also accommodates the garbage rooms, laundry and service rooms.

Waste collection and deliveries are proposed to be undertaken by a variety of light commercial vehicles such as courier vans, tradesmen's utilities and the like, up to and including 6.4m long small rigid trucks.

In this regard, a loading bay is proposed to be provided within the ground floor level forecourt area, within the café seating area. The dual-use nature of the forecourt area is discussed in the following sections of this LMP.

Vehicular access to the site is proposed to be provided via a new driveway crossover located off the Macquarie Street site frontage, identical to the existing driveway crossover, albeit shifted 2650mm to the east.

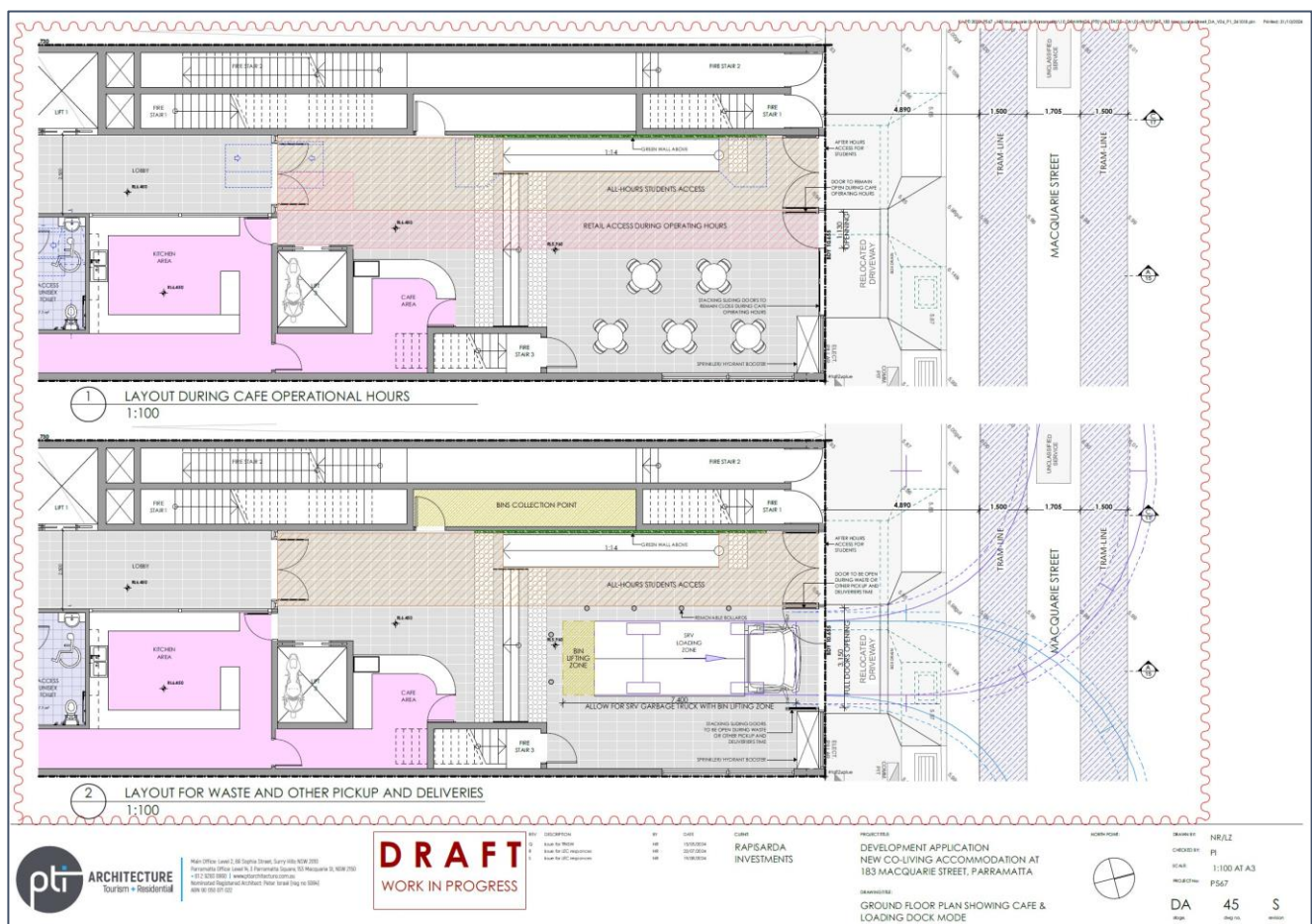


Figure 2 – Proposed dual-use café & loading bay

## **On-Site Management**

The loading manager will be responsible for the operational management of the loading space and will be present on site between 2am-4am during loading activities.

The on-site manager for the co-living development will be responsible for the booking and scheduling of deliveries and use of the loading bay. The on-site manager, will be present on the site at least weekday business hours between 9am and 5pm, and, through a Property Management Company (PMC), will be contactable 24/7. The PMC will be made the point of contact.

The on-site manager is to be trained and have resources to screen potential occupants, manage complaints efficiently and ensure maintenance of common property is systematic and thorough, including the loading bay.

The on-site manager/PMC will be able to respond within short timeframes and be responsible for contracts and contacts with maintenance persons and companies, manage the facilities for the recording and storing of CCTV footage, and have established relationships/contacts with security companies and services such as the NSW Police Force, NSW Ambulance Service and NSW Fire and Rescue.

The on-site manager/PMC will ensure the safe and efficient operation of the loading bay through a booking system and ensure that service and delivery vehicles do not coincide, and do not result in any queueing in Macquarie Street.

Access to the loading bay must be managed by the on-site manager/PMC using an appointment register which includes a schedule allocating access times for regular service and delivery vehicles.

## **Dual-Use Forecourt Operating Hours**

The proposed operating hours for the dual-use ground floor forecourt area is as follows:

- Café: 7am-10pm daily
- Servicing/deliveries: 2am-4am daily

Outside of the café operating hours, all tables and chairs will be packed up and relocated outside of the loading bay area.

During the café operating hours, only 2m of the total 3.5m loading bay opening width off the front façade is to be open to allow the access by pedestrians, motorcyclists and bicyclists, in order to prevent vehicular access.

When the forecourt is being used as a loading bay between 2am-4am, the loading manager will be present on site to act as a spotter, to ensure there is no conflict between delivery drivers and occupants/visitors to the site.

## **Deliveries & Servicing**

All deliveries and servicing will occur via the ground floor forecourt loading bay and restricted to the hours of 2am to 4am daily, as agreed with Transport for NSW (TfNSW). All delivery and servicing vehicles are to be parked within the ground floor forecourt loading bay which will be delineated with removable bollards.



At no time are service or delivery vehicles to be parked on the footpath outside the site or on-street areas that would potentially disrupt traffic flow or the operations of the light rail. When a vehicle is occupied within the on-site loading bay, no other vehicle should queue or park within or outside the development site.

Prior to any vehicle arriving between 2am and 4am daily, the loading manager shall ensure that the entry gates are fully open and check that the forecourt area is clear of café tables and chairs. When the vehicle arrives, the loading manager shall ensure that anyone wanting to enter or exit the building is temporarily held at the top of the internal stairs or at the front property boundary until the vehicle has parked within the loading bay and its engine is switched off.

All service and delivery vehicles are to reverse into the site under the supervision and guidance of the Loading Manager. This ensures the vehicle is able to exit the site in a forward direction. Swept turn paths have been prepared and attached of a 6.4m long SRV performing the reverse-in/forward-exit manoeuvre.

### **Deliveries & Servicing Outside of 2am-4am**

For any deliveries that occur via light commercial vehicle – i.e. vans, utilities, SRVs etc – these vehicles are to utilise public parking facilities including the adjoining public car park at 189 Macquarie Street or surrounding on-street kerbside areas (subject to signposted restrictions), including the nearby Loading Zone outside 16 Charles Street.

### **Safety**

Personnel within the loading area will be subject to all safety procedures adopted by building management and set out in the ground floor plan of management. It is recommended that any safety inductions include information and guidance similar to the following:

- wearing personal projective equipment (PPE) including high-vis vests and enclosed shoes;
- avoid use of electronic devices (i.e. mobile phones, tablets) whilst moving within the loading area; and
- avoid running within the loading dock.

### **Site Servicing**

The site will generate a range of servicing needs typical of a mixed use building, including but not limited to:

- deliveries;
- garbage collections;
- maintenance services.

### **Waste Collection**

All waste generated by the site shall be stored in the designated waste rooms within the basement. Prior to the pre-arranged collection period, the building manager is to transfer the bins via the goods lift to the temporary holding room on the ground floor level, opposite the goods lift. The loading manager will then collect the bins from the temporary holding room and wheel them to the back of the truck via the 1:14 internal ramp. Once emptied, the bins will be returned to the temporary bin room. The emptied bins will then be returned to the basement waste rooms via the building employee via the goods lift.

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## Vehicle Size

The loading bay has been designed to accommodate B99 light commercial vehicles and small trucks up to 6.4m long Small Rigid Vehicles (SRV), defined by AS2890.2:2018.

- one 6.4m long Small Rigid Vehicle such as a private contractor garbage truck, or
- one 6.4m long Small Rigid Vehicle such as a 4T furniture truck (noting the accommodation rooms are fully furnished), or
- a large high-roof B99 courier van, or
- a large high-roof B99 tradesman's utility

Swept turning path diagrams have been prepared using the *Autodesk Vehicle Tracking 2024* program in accordance with the requirements of AS2890.2:2018 demonstrating that the SRV truck will be able to access the loading bay via Macquarie Street without difficulty.

Waste is to be collected by a private contractor (to be engaged post DA) using low-clearance SRV. These trucks range in height between 2.1m and 2.6m, noting the proposed loading bay has a clearance of 3.5m. An example specification of a low-clearance refuse vehicle is attached.

## Height Limit

As noted above, the minimum overhead clearance within the loading bay is 3.5m, which occurs at the front building line. Once within the loading bay inside the building, the floor-to-ceiling height is 4.39m. A height clearance sign shall be installed to the façade of the building, above the loading bay door, prior to the occupation certificate being issued.

## Capacity

At any one time, the loading area is only capable of accommodating a single vehicle. Additional vehicles will not be able to adequately access the loading bay simultaneously.

In order to maximise the efficient use of the loading bay and ensure that service activities do not coincide with one another, access to the loading bay will be managed via an appointment register kept by the building manager/PMC.

## Truck Routes

All service vehicles will access and egress to / from the site using TfNSW classified roads unless otherwise specified below:

Routes to the site:	Service and delivery vehicles must approach the site via Victoria Road – Wilde Avenue – Smith Street – Macquarie Street.
Routes from the site:	Service and delivery vehicles must depart the site via Macquarie Street – Harris Street – Macarthur Street – Victoria Road.

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## Summary of Operational Procedures

The following procedures are to be adopted for the use of the proposed loading bay:

1. The loading bay is to be restricted for use between the hours of 2am-4am daily
2. Light commercial vehicles (up to 6.4m in length) delivering goods to the retail shops, café, commercial offices and co-living accommodation rooms, tradesmen undertaking repairs to the building, and waste collection vehicles can use the loading bay to load/unload, subject to pre-booking
3. All service vehicles are to reverse into the site, thereby exiting in a forward direction *at all times*. Signage is to be installed at suitable locations prior to building occupation
4. The loading bay and adjoining vehicular/pedestrian areas are to be kept clear of goods and must not be used for storage purposes *at any time* (other than bins in their allocated areas)
5. The operation of the loading bay shall be overseen by the building management and loading manager to ensure that no loading bay users are required to wait
6. The building management/PMC shall implement a complaint system utilising an on-site diary to ensure the efficient, coordinated and equitable use of the loading bay by all authorised users
7. The building management/PMC shall implement a booking system for deliveries to ensure that deliveries and servicing of the building can be undertaken in a timely manner, between the hours of 2am-4am daily
8. Truck engines are to be switched off when loading/unloading
9. An overhead clearance of 3.5m must be maintained within the loading bay
10. The largest truck to service the site shall be limited to 6.4m in length
11. the loading bay, service area and pedestrian circulation area are to be kept clean at all times
12. waste is to be collected by private contractor (to be engaged post-DA) using standard-sized rear-loading trucks up to 6.4m in length

Suitable signage is to be installed prior to building occupation, including, but not limited to:

- a “Loading bay access strictly 2am-4am daily” sign installed to the outside face of the building fronting Macquarie Street, visible from the street
- a “Maximum vehicle length strictly 6.4m” sign installed to the outside face of the building in Macquarie Street, visible from the street

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- “Watch Out For Pedestrians” and “Watch Out For Trucks” signs to be installed in and around the loading bay
  - a “Maximum Clearance 3400mm” sign installed to the outside face of the building in Macquarie Street, visible from the street

Please do not hesitate to contact us should you have any questions regarding the above.

Kind regards



Chris Palmer  
Director  
B.Eng (Civil), MAITPM

Introducing the  
**WASTE WISE MINI**



# REAR LOADER

**Waste Wise Environmental® introduced the first MINI rear loader vehicle into Australia in September 2011.**

The success of the MINI rear loader has been well documented over the first 12 months of service. The ability to manoeuvre in confined areas within basement car parks, where bin rooms are located, and laneways where other vehicles find difficulty in reversing is unique, but achievable for this compact unit.

With an overall height of just 2.08 metres and length of 6.40 metres, this vehicle can enter most car parks, going down three (3) basement levels or climbing up eight (8) car park levels to empty MGB 240 litre & MGB 660 litre bins within its own height capacity.

MGB 1100 litre bins will be lifted higher than the vehicle and generally find a spot within the complex to do so.

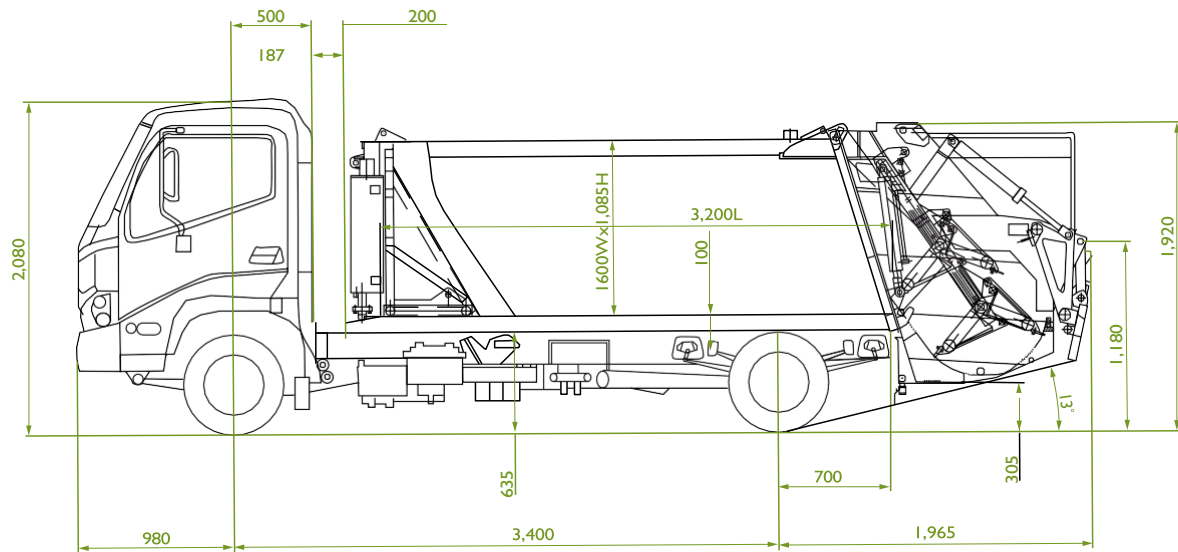
The **MINI** rear loader is valuable to all: architects, developers, owners corporations (space saving and cost saving) and councils (no bins at kerbside affecting the streetscape).



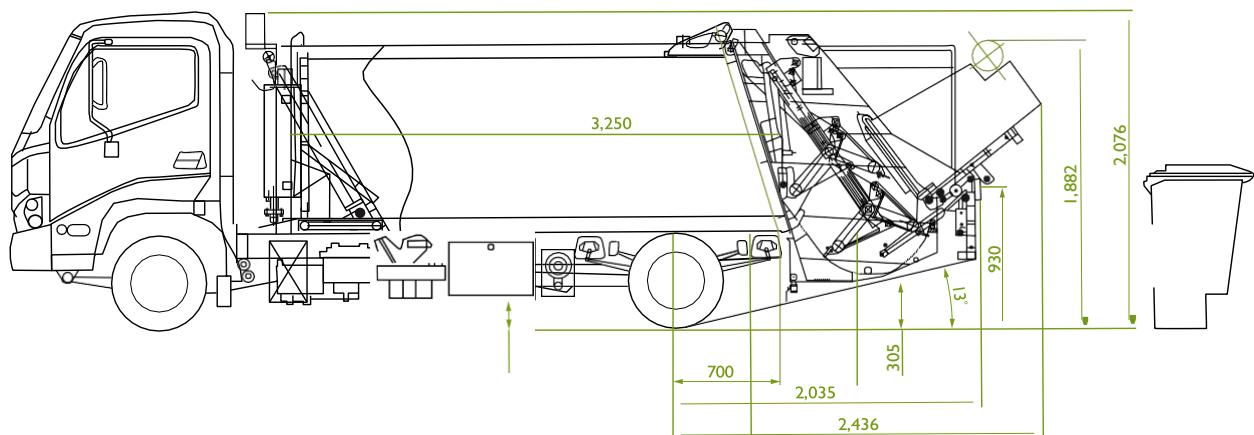
The Waste Wise Environmental® fleet of MINI'S has successfully demonstrated its ability as the most valuable & versatile MINI rear loader on the road today. Not only in confined areas, but also under standard rear loader conditions at street level.



# Vehicle Dimensions



## Truck Bin Lift Capabilities



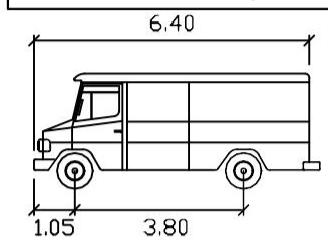


GENERAL NOTES

1. CJP IS RESPONSIBLE FOR VEHICLE SWEEP PATH DIAGRAMS AND/OR DRAWING MARK-UPS ONLY. BASE DRAWING IS PREPARED BY OTHERS.
2. VEHICLE SWEEP PATH DIAGRAMS PREPARED USING COMPUTER GENERATED TURNING PATH SOFTWARE AND ASSOCIATED CAD DRAWING PLATFORMS. VEHICLE DATA BASED UP ON RELEVANT AUSTRALIAN STANDARDS.
3. AS 2890.2:2018 (PARKING FACILITIES - OFF STREET COMMERCIAL VEHICLE FACILITIES). THESE STANDARDS EMBODY A DEGREE OF TOLERANCE, HOWEVER THE VEHICLE CHARACTERISTICS IN THESE STANDARDS REPRESENT A SUITABLE DESIGN VEHICLE AND DO NOT ACCOUNT FOR ALL VARIATIONS IN VEHICLES DIMENSIONS/SPECIFICATIONS AND/OR DRIVER ABILITY AND BEHAVIOURS

SWEPT PATH KEY:

- VEHICLE CENTRE LINE
- - - VEHICLE TYRE PATH
- VEHICLE BODY PATH
- 300mm CLEARANCE FROM VEHICLE BODY



SRV

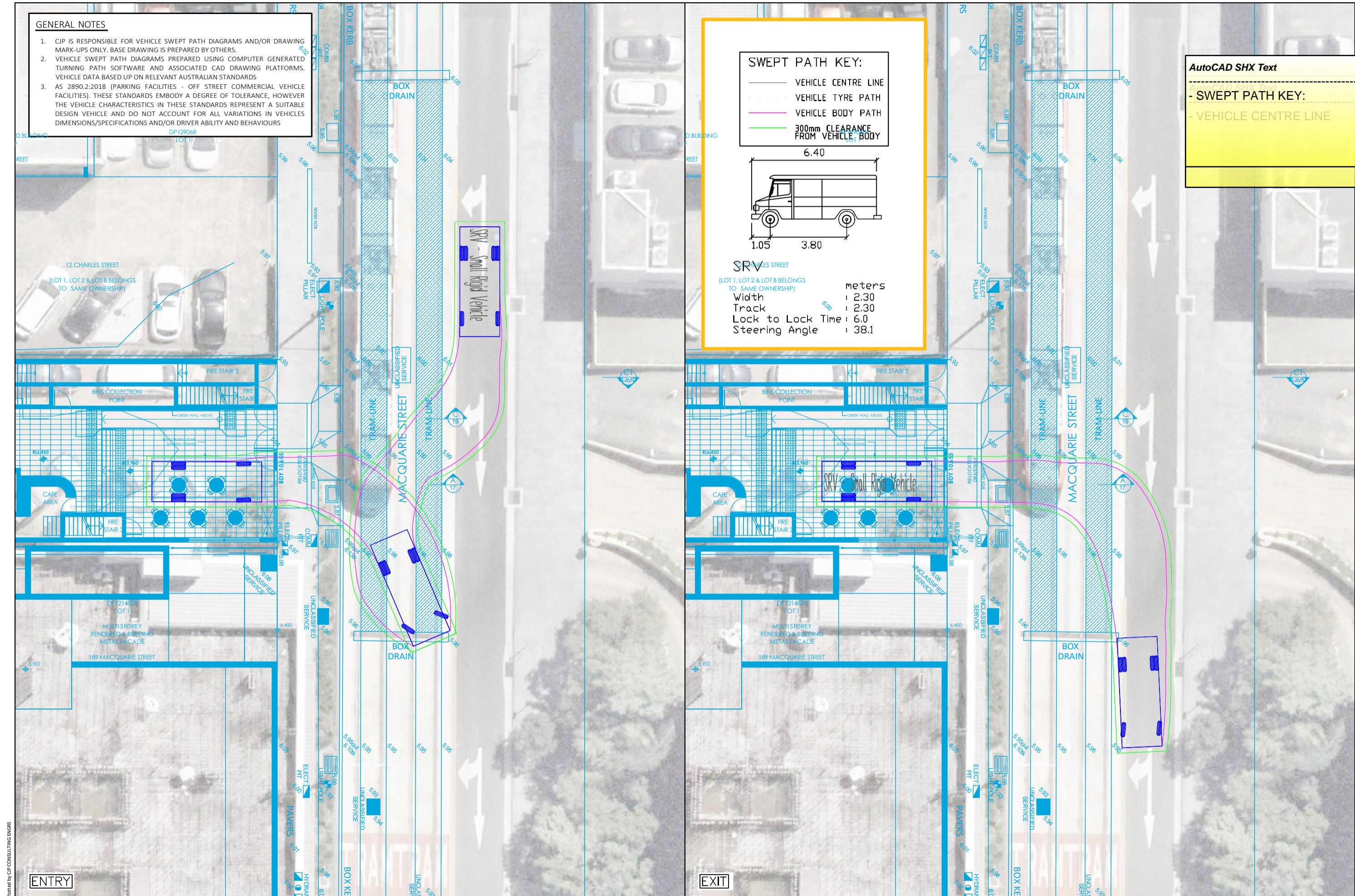
(LOT 1, LOT 2 & LOT 8 BELONGS TO SAME OWNERSHIP)

Width : 2.30 meters  
Track : 2.30  
Lock to Lock Time : 6.0  
Steering Angle : 38.1

AutoCAD SHX Text

- SWEPT PATH KEY:

- VEHICLE CENTRE LINE



Plotted by CJP CONSULTING ENGINEERS

CJP CONSULTING ENGINEERS

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PRELIMINARY PLAN

FOR DISCUSSION PURPOSES  
ONLY SUBJECT TO CHANGE  
WITHOUT NOTIFICATION

WARNING

THE LOCATIONS OF UNDERGROUND SERVICES  
ARE APPROXIMATE ONLY  
THE EXACT LOCATIONS SHALL BE PROVIDED ON SITE  
ALL EXISTING SERVICES SHOWN ARE NOT GUARANTEED

183 MACQUARIE STREET, PARRAMATTA  
CAR PARK COMPLIANCE REVIEW - GROUND  
SWEEP PATH ASSESSMENT



SCALE 0 20 40 1:200 @ A3

DRAWING NO. 23111-D01-V3

SHEET NO. 01 OF 01

ISSUE DATE 6 November 2024

DRAWN BY C. PALMER

REVIEWED BY C. PALMER