



A Guide to Student Accommodation in Monash

STUDENT ACCOMMODATION

ADOPTED: - 25 August 2009

如你想和蒙納殊市議會的人談，但在使用英語溝通上有困難，請致電 131 450 口筆譯服務處，你祇需付撥一次本地電話的費用。

Se volete parlare con qualcuno dal Comune di Monash e non parlate bene l'inglese telefonate al Servizio di traduzione e d'interpretariato, 131 450 per il costo di una chiamata locale.

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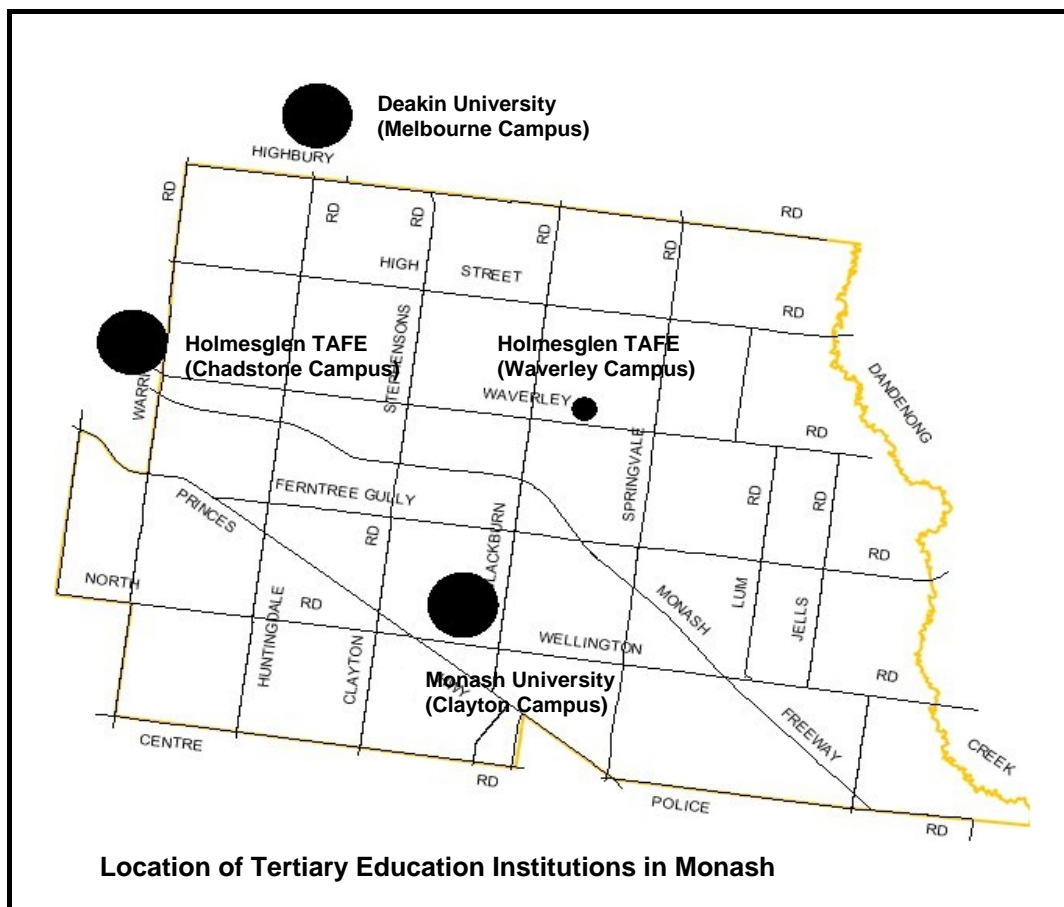
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BACKGROUND

Three large tertiary education institutions are located within or in close proximity to the City of Monash. They are:-

- Monash University (Clayton Campus), Blackburn Rd, Clayton.
- Holmesglen Institute of TAFE (Chadstone Campus), Warrigal Rd, Chadstone.
- Deakin University (Melbourne Campus), Burwood Hwy, Burwood.



Holmesglen Institute of TAFE (Waverley Campus), a significant education institution, and a range of smaller privately operated tertiary education centers are also located within the municipality. 60,000 students (approx) were enrolled in these tertiary education institutions in 2007.

Monash University (Clayton Campus) had the largest number of international students enrolled out of all 56 tertiary institutions campuses in Melbourne in 2004 with 11,000 students (approx). Deakin University (Melbourne Campus) had the fourth largest enrolment with 5,000 international students (approx).

Source:- *Melbourne Atlas 2007*



The number of overseas student enrolments is expected to continue to climb in the future. These institutions also have enrolments of interstate and country students.

WHAT IS STUDENT ACCOMMODATION?

Student accommodation is housing (outside the family home) used by students as their place of residence. It can be either:-

- a residential building used to accommodate students, or
- an existing dwelling, (house, unit, apartment or flat etc) occupied by students.

Traditionally this is provided through various housing types that satisfy different student needs and budgets. Apart from those who live at home, the main options are:-

- on/off campus residential buildings managed by the institution
- privately operated residential buildings
- shared rental of dwellings
- individual rental of a dwelling/room

Students prefer to live in close proximity to their institution, creating significant localised student populations.

It is evident that demand for quality student accommodation has outstripped the local supply in some areas of Monash.

This demand for student accommodation has not only resulted in a number of planning permit applications, but also, a significant number of low standard, shared housing facilities, commencing illegally within the municipality.

STRATEGIC OBJECTIVES AND POLICY OF COUNCIL

Council's strategic statement, Monash 2012, identifies that there is an increasing demand for a variety of different housing styles to cater for changing household sizes and structures. Council's goal is for residential development in the city to be balanced in providing a variety of housing styles while also remaining sympathetic to existing neighbourhood character.

One strategy is to encourage developers to build a variety of housing types that are available to all socio-economic groups of the Monash community.

Specifically Council supports the development of higher density student accommodation in close proximity to Monash University and the other Tertiary Institution within the Municipality.

WHAT IS THE PURPOSE OF THIS GUIDE?

This Guide has been prepared to further the Strategic Objectives and Policy of Council. It relates to the provision of student accommodation with the City of Monash.

It has been prepared to inform developers, Council staff and the community, about the appropriate amenity standards and the requirements to design suitable student accommodation that adequately meets the needs of students and minimises the impact of the development and use on the surrounding area.

To achieve this, the Guidelines provide clear objectives and standards for the achievement of satisfactory design and development outcomes.

WHEN DOES THIS GUIDE APPLY?

This guide applies to all planning permit applications for student accommodation in the City of Monash.

All facilities that provide accommodation for students are encouraged to comply with the standards in this policy.

This Guide should be read in conjunction with the provisions of the Monash Planning Scheme.

WHEN IS A PLANNING PERMIT REQUIRED?

Student accommodation is housing (outside the family home) used by students as their place of residence. It can be either:-

- a residential building used to accommodate students, or
- an existing dwelling, (house, unit, apartment or flat etc) occupied by students.

The relevant definitions are:-

Planning Permit approval is required for the use and/or development of a Dwelling or a Residential Building, if either has more than 10 habitable rooms, and where individual rooms are separately rented or leased.

Monash Planning Scheme Definitions

Residential Building A building (not a dwelling) used for residential purposes including a boarding house, rooming house, hostel, nurses' home, residential college, residential hotel, etc.

Dwelling A building used as a self contained residence which includes:

- a) a kitchen sink;
- b) food preparation facilities;
- c) a bath or shower; and
- d) a closet pan and wash basin

This includes a house, apartment, unit, flat, etc.



STRATEGIC AND POLICY CONTEXT - MONASH PLANNING SCHEME

The Municipal Strategic Statement and Local Planning Policy Framework of the Monash Planning Scheme reflects the directions given by Council's strategic statement, Monash 2012.

Clause 21.04-3 of the Scheme, details a residential development objective as:-

“To encourage the provision of a variety of housing styles and sizes that will accommodate future housing needs and preferences of the Monash community that complement and enhance the Garden City Character of the City.”

This Clause also details a strategy to encourage the provision of high quality student accommodation in proximity to education facilities such as Monash University, in residential style buildings which minimises potential conflicts with neighbouring uses

The Monash Housing Strategy 2004, a reference document to the Monash Planning Scheme, also provides strategic support for the provision of a diverse range of housing to meet the diverse needs of the community, including high quality student accommodation within Monash.

WHAT NEEDS TO BE DONE TO DEVELOP STUDENT ACCOMMODATION IN MONASH?

Step 1

Read this Guide.

All parts of this Guide should be read to understand the requirements of the Monash Planning Scheme and Council Policy.

These Design Guidelines indicate Council and community expectations for quality Student Accommodation development in Monash.

Step 2

Find out the

- Title / Easement / Covenant,
- Zone & Overlay,
- Neighbour Character Precinct
- Development Guidelines details relevant to the development site

Check the Certificate of Title to verify whether the land is encumbered by any easements or restrictions. (Available at Land Titles Office)

Check the Monash Planning Scheme Maps to verify whether the land is in a Residential or other zone and whether the land is in an Overlay Area. (Available at Council for Inspection)

Check the Monash Neighbourhood Character Study to determine the relevant Character Precinct. (Available at Council for Inspection)

If you are proposing a development, you should make sure you are aware of all the relevant Zone and other provisions that apply to your property.

Separate Development Guidelines are available from Council for:-

- Application Checklist
- Site Description Plan Checklist
- Neighbourhood Description Guideline
- Stormwater Management Guideline
- Engineering Standards
- Electricity Supply Meter Boxes Guideline
- Heritage
- Landscape

Step 3

Prepare a preliminary but comprehensive Neighbourhood and Site Description analysis for the Site, including Photographs.

The development design must respond to any identifiable design opportunities or constraints that affect your site.

A preliminary Neighbourhood and Site Description analysis must be undertaken before commencement of the design work.

Step 4

Prepare a Preliminary Design Concept Plan.

This Guide details Council's Policy requirements and provides guidelines for the development of Student Accommodation in the City of Monash.

Compliance with these guidelines will facilitate the assessment and processing of your application.

Step 5

Discuss your concept proposal with Council's Town Planners before lodging an Application for Permit.

Assessment of the concept design proposal by Council's Town Planners will provide invaluable guidance in respect of compliance with Council's Policy requirements and Design Guidelines.

NOTE:-

Council's town planners cannot assess a concept design without an understanding of the site and its context within the neighbourhood.

The Preliminary Neighbourhood and Site Description Analysis **MUST** be provided with the Concept Design Plan for assessment.

Council recommends that applicants discuss their preliminary design with future neighbours of the project. Discussions with neighbours at an early stage of the design process can help to minimise disputes at the application stage

Step 6

Complete the detailed Design for the proposal including a comprehensive Neighbourhood and Site Description Plan and Analysis for the land.

Provision of accurate and detailed documents will enable Council's Town Planners to easily understand your design and how it relates to its location and streetscape.

Step 7

Lodge the application with all relevant Plans and Documents

Submission of all relevant documents and plans with your application will facilitate processing of your application.

If a request for further information is required, this will delay processing of an application.

Details of all documents and plans to be lodged with an application are listed in the **Application Checklist for Residential Development**.

Design Guidelines

Student Accommodation in Monash

The following pages detail Council's preferred Outcomes and Guidelines for the development of Student Accommodation in Monash.

The Guidelines are provided to give a clear explanation of acceptable design options for designers to satisfy the relevant Outcomes.

Development should be designed to achieve the identified outcomes for each of the following Design Elements.

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E1	Location	
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Outcomes

- To ensure that student accommodation is located in reasonable proximity to tertiary institutions.
- To ensure that the location of student accommodation has convenient access to public transport.
- To ensure that student accommodation has convenient access to a range of commercial, retail, entertainment and social facilities.

Guidelines

The 'Preferred Location' for the use of a site for student accommodation should satisfy one or more of the following criteria:-

- within 1500 metres of a tertiary educational institution.
- within 800 metres of a Railway Station.
- within 800 metres of a Principal, Major or a larger Neighbourhood Activity Centre.
- within 400 metres of a bus route that provides direct access to a tertiary educational institution.

The development of student accommodation that does not satisfy one or more of the above criteria is discouraged.

E2	Neighbourhood Character	
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Outcomes

- To ensure that student accommodation is designed in accordance with the appropriate Desired Future Character Statement for the relevant Urban Character Precinct as detailed in the Neighbourhood Character Study.
- To ensure that bulk, mass and height of new student accommodation does not visually overwhelm the scale of existing development.
- To respect the existing character and scale of the surrounding built form.
- To articulate new student accommodation and avoid “box-like” design.
- To encourage creative and quality design solutions that enhance existing residential areas.
- To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.
- To ensure that development responds to the features of the site and the surrounding area.

Guidelines

Student accommodation should be designed to respect the predominant characteristics of the built form of the surrounding area, including:

- built form, mass and proportion
- roof form and pitch
- façade articulation and detailing
- window and door proportions
- verandahs, eaves and parapets
- building materials
- building heights
- visual impact



The provision of student accommodation does not justify the development of buildings that have a greater built form, massing or scale that is incompatible or does not respect the existing built form character of the location.

E2	Neighbourhood Character (Continued)	
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The design response must be appropriate to the neighbourhood and must respect the existing or preferred neighbourhood character for the site.

This can be achieved by:

- Designing proposals of the same or similar style in streets that display a unified architectural style.
- Utilising similar building materials to that on adjoining properties.
- Designing buildings which exhibit a high degree of articulation and detailing.
- Incorporating similar roof heights and pitches to that of adjoining development.
- Designing buildings so that the elevation of the dwellings closest the street are graduated.
- The consolidation of lots, where possible, to help avoid difficulties with bulk and scale of multi storey development.
- Specifying new dwelling heights no greater than existing dwelling heights within the street.
- The retention of semi-mature and mature canopy trees.
- The provision of sufficient space within the property for the planting and development of large native trees.
- The planting of semi mature trees in open space areas, along boundaries adjacent to neighbouring open space and in front setback areas to reinforce the garden character of the area.
- Using ground level open space areas to assist in the breaking up of built form and massing to side and rear boundaries.
- Incorporating service equipment into the design of the buildings, or minimising their visual prominence through screening and location.



E3	Car Parking and Bicycle Storage	
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Outcomes

- To ensure adequate car parking and bicycle storage is provided on site to meet the needs of the students and visitors.
- To ensure that car spaces and access ways are positioned in convenient and safe locations and do not adversely impact on streetscape character.
- To ensure that vehicle movement throughout the car park is efficient.
- To ensure that the design car park and access areas practical, provide an attractive and safe environment and can be easily maintained.

Guidelines

Car spaces must be provided on site at the rates of: -

- **Min. 0.3 car spaces per bed** for sites located within the ‘Preferred Locations’ specified in Element 1 of this Guide.
- **Min. 0.4 car spaces per bed** for sites located outside of the ‘Preferred Locations’ specified in Element 1 of this Guide.

to ensure adequate onsite car parking is provided to meet the needs of students.

(These rates have been determined by the *City of Monash Student Accommodation Car Parking Study, July 2009* by O’Brien Traffic Consultants).

A Traffic & Parking Impact Report prepared by a qualified traffic engineer must be submitted as part of any planning permit application that provides parking at a rate less than stated above. That report must provide evidence based on investigation of similar facilities with similar locational characteristics and justify any reduction in on-site parking rates.

Car spaces must be:

- Undercover,
- Well lit, including lighting for safe pedestrian access,
- Designed for efficient use and management,
- Designed to minimize the extent of hard surface area,
- Where a part of a basement, well ventilated,
- Not located in the front setback area or visually dominating the front façade of the building.

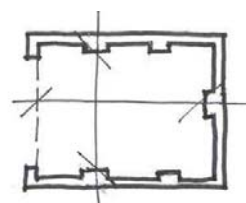
E3	Car Parking and Bicycle Storage (Continued)	
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Car spaces and access ways must meet the design requirements of Clause 52.06 of the Monash Planning Scheme.

Car parking garage dimensions are:

- Single garages/carports – 3.5 metres (wide) by 6 metres (long) internally;
- Double garages/carports – 5.5 metres (wide) by 6 metres (long) internally;

Garage dimensions are to be measured internally from the face of piers.



Note:- Internal steps or other features that restrict the ability of a car to park within the garage or carport will require the dimension to be increased appropriately.

A building may project into a car space if it is at least 2.1 metres above the space.

Car park and accessway dimensions			
ANGLE OF CAR SPACES TO ACCESSWAY	ACCESSWAY WIDTH	CAR SPACE WIDTH	CAR SPACE LENGTH
Parallel	3.6 m	2.3 m	6.7 m
45°	3.5 m	2.6 m	4.9 m
60°	4.9 m	2.6 m	4.9 m
90°	6.4 m	2.6 m	4.9 m
	5.8 m	2.8 m	4.9 m
	5.2 m	3.0 m	4.9 m
	4.8 m	3.2 m	4.9 m

Bicycle parking spaces should be provided at a rate of 1 bicycle space for every two students. Bicycle space design must comply with the requirements of Clause 52.34 of the Monash Planning Scheme.

NOTE: Persons who reside in student accommodation facilities will not be entitled to Resident Parking permits.

E4	Open Space	
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Outcomes

- To ensure that an adequate area of communal open space is provided on site to meet the recreational needs of the students.
- To ensure that the communal open space is integrated into the design of the student accommodation facility providing a convenient, safe and well proportioned usable space.
- To ensure that the shared communal spaces contributes to the functionality of the student accommodation facilities and promotes interaction between students.
- To ensure that existing significant trees are incorporated into open space areas and sufficient space is provided for the planting of new canopy trees.

Guidelines

Student accommodation facilities should provide a communal open space area at ground level located to the side or rear of the building, with convenient access from the student amenities area having an minimum area of:-

- 75m² or 4m² per student, whichever is the greater, designed with a minimum dimension of 3 metres, including one area to the side or rear of the building of 35m² with a minimum dimension of 5 metres.

For large scale student accommodation facilities, the total area of communal open space may be limited where exceptional circumstances exist if the recreational needs for the students are satisfied by other means. That is: -

- proximity of the site to a Tertiary Education Institution and it's recreation facilities.
- proximity of the site to a major public open space area or other recreation facilities.
- The provision of generous communal indoor recreation areas.

E4	Open Space (continued)	
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Individual or private open space areas at ground level are encouraged in addition to the communal open space requirement.

Balconies and rooftop open spaces areas are discouraged and are considered to be undesirable elements in the design of student accommodation facilities having regard to student safety and amenity of adjoining neighbours.

E5	Residential Amenities	
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Outcomes

- To ensure that the design of the residential accommodation space and associated amenities provide an acceptable standard of habitation for students.
- To ensure that the development design is practical, safe and efficient, and satisfies the living requirements of students.
- To provide shared internal communal spaces that:-
 - contributes to the functioning and amenities of the facility and promotes interaction between students.
 - meets the recreational needs of students.
 - is integrated into design of the facility
 - is a convenient, safe and well proportioned usable space.

Guidelines

A building to be used for student accommodation should incorporate the following facilities for each student accommodation unit: -

- Self contained accommodation:- minimum of 24 square metres floor area per unit.
- Non-self contained Accommodation:- minimum of 16 square metres floor area per unit.
- bathroom with shower, hand basin and WC. (en-suite facilities preferred)
- separate sleeping area.
- cooking area with dual hotplate/gas stove, sink, microwave, fridge and cupboard storage. (only for self contained accommodation)
- Inbuilt cupboards in the sleeping area with hanging, storage and draw space for clothing and personal items.

E5	Residential Amenities (continued)	
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- Study area with desk and provision of seating.
- Independent heating/cooling facility
- Internet access

A building to be used for student accommodation should incorporate the following communal facilities: -

- Common kitchen and dining/meals area to cater for the total number of students. (only for non-self contained Accommodation)
- Indoor communal recreation space/room with convenient access to the external communal open space area.
- Common bathroom/toilet facility available for visitor use.
- Laundry, with clothes washing and drying facilities. The provision of outdoor drying facilities is encouraged
- Secure, well lit, foyer/entrance area with individual mail boxes for each residential unit.
- Waste storage area integrated into the site design to facilitate easy waste removal off the site
- Where a 'live in' manager is required, adequate room space and individual amenities including areas for storage of property manager's equipment for building maintenance.

E6	Accommodation Use	
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Outcomes

- To ensure student accommodation facilities are operated and used in a manner which responds to the needs of the students.
- To ensure student accommodation facilities are used in a manner which does not adversely impact on surrounding properties.
- To encourage live in caretakers for larger student accommodation facilities.

Guidelines

Section 173 Agreement

A Section 173 Agreement must be entered into as a condition of Planning Permit approval for the use and/or development of a student accommodation facility which details that:-

- The development can only be used for the purpose of student accommodation.
- Car parking spaces are only permitted to be used by the occupants of the units and their visitors and must not be subdivided, on-sold or leased to any other person.
- The number of students residing on-site who have cars shall not exceed the number of on-site car spaces provided by the development.
- Should the land cease to be used for student housing, a new planning permit may be required for an alternative use. It should be noted that any dispensation for on-site car parking given to the student accommodation development is not transferable to any proposed alternative use of the land. Any subsequent use will be assessed in accordance with the car parking requirements of the Monash Planning Scheme.

The owner of the property to be developed and/or used for student accommodation must pay all of the Council's reasonable legal costs and expenses for the preparation, execution and registration of this agreement on the Certificate of Title.

E6	Accommodation Use (continued)	
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Management Plan

A Management Plan must be prepared and approved by Council as a condition of Planning Permit approval for the use and/or development of a student accommodation facility which details the:-

- Management of the premises, including individual and common rooms and areas, and general cleaning schedules.
- Manager’s details (onsite caretaker if required), including name, contact details and updated information of any ongoing replacement managers.
- Display of the Manager’s contact detail in a manner and location so that it is visible to any person entering the site.
- Management of car spaces, including a register that documents the allocation of these spaces.
- Maintenance of grounds, including landscaping and building maintenance.
- Waste management, including a separate Waste Management Plan which details private collection method of refuse and recycled materials, including times and frequency and sufficient bin storage areas.
- Bicycle parking.
- Service provider agreement which details the terms of accommodation and limits of number of persons to be accommodated onsite.
- Rules regarding occupancy and behaviour of students and visitors and grievance procedures.
- Inter student disputes resolution process.
- Critical Incident Management Protocols.
- Emergency and evacuation procedures.
- Details of management procedures over holiday periods
- Provision of information to students on local public transport and amenities in the area (eg.information on facilities within walking distance, local public transport timetables, outlets for purchase of Met tickets, etc).
- Require the approved Management Plan to be permanently displayed in a common area of the student accommodation facility.

The inclusion of these and additional requirements in the Management Plan will depend on the individual circumstances of the use/development and whether the use/development is located within an existing residential or commercial area.

E7	Landscaping	
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Outcomes

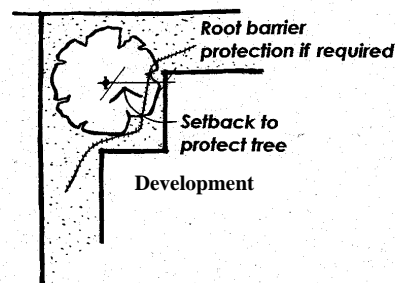
- To maintain and enhance the Garden City Character of Monash by preserving existing vegetation, particularly canopy trees and street trees.
- To utilise landscaping as an effective tool to soften the appearance of hard surface areas such as driveways and any other paved areas.
- To provide low maintenance, practical landscaping solutions which compliments open space areas to meet the needs of students and respects the landscape character of the neighbourhood.
- To incorporate canopy trees with spreading crowns throughout developments.
- To ensure that development is designed with appropriate setbacks to ensure the longevity of significant canopy trees.

Guidelines

Existing trees which add to the character of an area should be retained where appropriate.

New landscape planting should relate in terms of species, form and texture to that within abutting areas that function as public open space (or proposed Public Open Space)

Landscaping of any new development should include the provision of at least one (1) new canopy tree with spreading crown in every major open space areas *on site*.



Qualified arboricultural advice should be sought prior to the design of a proposal to determine appropriate setback requirements for any buildings, driveways or other associated works.

E7	Landscaping (continued)	
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The alignment of driveways should be varied to provide sufficient planting to avoid a 'gun-barrel' effect.

Landscape areas of between 1.0 to 2.0 metres width at the front of the site and at suitable locations along the driveway should be provided adjacent to the fence.

A minimum landscape buffer of at least 0.5 metres must be provided along both sides of a driveway.

Buildings, driveways and other works should be setback an appropriate distance from existing trees both on-site and on adjacent properties to ensure the trees longevity.



The landscape layout and design should:

- Protect any predominant landscape features of the neighbourhood.
- Take into account the soil type and drainage patterns of the site.
- Allow for intended vegetation growth and structural protection of buildings.
- In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.
- Provide a safe, attractive and functional environment for students.

Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.

Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made.

The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.

WHAT ABOUT THE BUILDING REGULATIONS?

Student Accommodation must comply with the relevant provisions of the *Building Act 1993* and the *Building Regulations 2006*.

For further details, please contact Council's Building Department on telephone **9518 3476**.

WHAT ABOUT THE HEALTH REGULATIONS?

Student Accommodation must comply with the relevant provisions of the *Health Act 1958* and the *Health (Prescribed Accommodation) Regulations 2001*.

For further details, please contact Council's Environmental Health Department on telephone **9518 3452**.

TERTIARY INSTITUTION CONTACT DETAILS

For general enquiries about the individual significant tertiary institutions in and around Monash, the following numbers may be of assistance:

- Monash University (Clayton Campus) (03) 9902 6000
- Holmesglen Institute of TAFE (Chadstone Campus) (03) 9564 1555
- Holmesglen Institute of TAFE (Waverley Campus) (03) 9564 1555
- Deakin University (Melbourne Campus) (03) 9244 6100

SOCIAL SERVICES CONTACT DETAILS

For enquiries about social/housing services for students, the following numbers may be of assistance:

- Monash University Residential Off-Campus Accom. & Tenancy advice (03) 9902 3156
- Holmesglen Institute of TAFE Student Services (Chadstone Campus) (03) 9564 1649
- Holmesglen Institute of TAFE Student Services (Waverley Campus) (03) 9564 6317
- Deakin University Student Association (Melbourne Campus) (03) 9244 6356
- Tenants Union of Victoria (03) 9416 2577
- Consumer Affairs Victoria 1300 55 81 81
- City of Monash Community Planning and Development Department (03) 9518 3649

UNANSWERED QUESTIONS? WHO SHOULD I ASK?

Should you have any questions regarding this Guide, Monash Planning Scheme or about development in Monash, you should contact Council's Town Planning Section.

Phone: **9518 3555**

or

Call into the Town Planning Section: **293 Springvale Road, Glen Waverley**