

Unit 1 77-79 Bassett Street Mona Vale

Plan of Management - Corona Projects

In order to assist with the preparation of DA application, please provide following information per Council's request.

Items	Details
Business name	The Benevolent Society
Is any signage proposed? Do you have a design? What materials? Where will it be placed? What dimensions?	Signage mock ups approved. Design is attached. Materials TBA. Placement is above swing door. Dimensions TBA
Type of business (please list ALL services, e.g. what types of training courses will be provided if the future use is a fitness studio)	A registered charity supported by the Australian Government delivering prepared meals to ageing and disability people delivered by volunteers.
Hours of Operation	08:00 - 1500 Monday to Friday, except public holidays.
Number of staff	Four
Qualification(s) of staff	Managers, administration, coordinators.
Expected number of customers/clients at any given time	8 to 12 volunteers to collect deliveries between 12:00 - 15:00
Type of waste may generate from the operation, including any hazardous waste	General and commingle waste consisting of packaging, staff lunch waste, office waste.
Waste disposal and collection arrangement	1 x 660L general waste bin and 1 x 660L Comingle waste bin to be arranged with waste collection supplier. Schedule TBA.
Staff parking arrangement	Untimed street parking
Customer parking arrangement	3 x allocated spaces on site, as per lease. Spaces are numbered and named (tenant's name) by landlord.
Proposed noise sources	No noise sources to report
Proposed noise reduction measures	No noise reduction measures required
Access for disabled customers	Access into the premises for disabled customers is suitable as there are no elevations.
Toilet facilities, including disabled toilet	There are existing toilets but access is elevated by a single step
Complaint management	Handled at site level by management and to follow any escalation processes if required.
Emergency procedures	EPC and ECO to be involved following fitout. Emergency plan and training to be delivered to site staff by WHS.
Import and export procedures of goods/services	Food supply delivery trucks to park in allocated spaces. Palletted items to be delivered via roller shutter. Volunteers to park in allocated spaces. Access site via swing door or roller shutter.