

## LANEWAY MANAGEMENT POLICY GUIDE AND INFORMATION PACK

From November 2020 Council has a policy that guides responses to requests for laneway closures.

The approach taken by Council in initially trialling various types of laneway treatments to mitigate anti-social behaviour has evolved to require an evidence based approach to assessing whether a laneway could be considered for closure; with permanent closure not being considered the first option.

This Information pack contains the Laneway Management Policy, a Laneway Fact Sheet, a Flow Chart summarising the steps by Council in responding to a request for closure, an Application Form and explanatory notes to guide landowners in the steps required when making an application.

Laneways will have either two or four abutting properties. An application to close a laneway must be instigated by property owners due to the potential financial requirement both for the financial contribution to the formal process to close a laneway and the subsequent purchase and amalgamation of the closed laneway into one or more of the adjoining properties.

**What is required to make an application to close a laneway:**

Council will require an application for closure to provide the following:

Submitted on the Application Form, that includes:

- a. Reason for requesting closure of the laneway e.g. anti-social behaviour associated with use of the laneway
- b. Details of incidents reported to NT Police providing dates and times
- c. Period of occupancy of the property
- d. Acknowledgment that a financial contribution will be paid to Council on request prior to instigation of a permanent closure where Council determines closure is possible
- e. Acknowledgment that payment to Council is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

Information regarding the name and postal address for a property owner is available by either emailing [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au) or by telephone on 8935 9922. The request requires the details (name and address) of the person requesting the information, the address/es of the properties and the purpose of the request.

Where a neighbouring property is owned by the Northern Territory Government, Council will undertake the discussions regarding their interest in acquiring a portion of the laneway, should permanent closure be approved.

Upon receipt of the completed Application Form, Council will undertake the collection of information that will include:

- a) Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period
- b) Survey a minimum 20 properties within the immediate vicinity of the laneway
- c) Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data
- d) Request information from relevant government agencies and non-government organisations on local issues
- e) Calculate the Laneway Category using the approved methodology
- f) Assess the laneway in respect of stormwater function
- g) Obtain information on underground services within the laneway.

An outline of the Laneway Category is provided as follows:

The score for an individual Laneway is determined by the following formula:			
$[HSF + 0.25(AOF)] \times PVF = SCORE$			
where:	HSF is the highest single factor		
	AOF is the total of all other factors		
	PVF is the pedestrian volume factor		
The factors applied for the extra distance walked to educational facilities, bus stops, shops, parks and other facilities are contained within Table 1.			
The estimation of potential pedestrian usage (the Pedestrian Volume Factor, PVF) is contained in Table 2.			
The subsequent Category derived from the score is shown in Table 3.			
The following is an example of the evaluation:			
150m from a school	Educ. Factor	2	
250m from a bus stop	Bus Stop Factor	4	
280m from a shop	Shop Factor	3	
500m from a park	Park Factor	8	HSF
350m from the hospital	Other factor	4	
and services 35 houses	PVF	1.67	
The score would be $[8 + 0.25 (13)] \times 1.67 = 18.8$ .			
This is less than 20 and would be deemed a Category B walkway that would require a good reason to warrant permanent closure.			

A Council response to the request for closure will be undertaken no more than three months from receipt of a completed application.

The options available to Council are outlined in the Policy and will be guided on the information collated from the above list.

Individual correspondence to the property owners advising of the Council decision will be provided no later than one week from the Council Meeting. Correspondence will also be provided to those residents that responded to the survey.

Where temporary part-time or full-time closure is decided, the installation of gates will be completed no later than six weeks from the Council decision.

Where government agencies and/or non-government organisations provide actions or responses to address anti-social behaviour the timeframe for those actions to be reviewed and assessed for effectiveness will be determined by the respective agency however must be concluded within the review period determined by Council, and no more than twelve months from decision being implemented e.g. from date of installed gates.

With regards to existing (November 2020) part-time closures, an application to close a laneway in accordance Laneway Management Policy and Application Form may be presented to Council at any time up to the next review date for those treatments (December 2021).

27 November 2020