



Planning Permit & Council Compliance

Purpose: To ensure every UAC facility meets all local council regulatory requirements—from construction and fit-out to ongoing operations—ensuring legal compliance, member safety, and uninterrupted business operations.

Scope

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This SOP applies to:

- Franchise Owners
- Centre Managers
- Project Managers
- UAC Head Office Support Team
- Contractors and Compliance Consultants

It covers planning permits, building approvals, operational compliance, and mandatory ongoing council obligations.

Responsibilities

Franchise Owner

- Submit all required council documents.
- Engage licensed contractors or consultants.
- Maintain compliance documentation onsite.
- Ensure facility operations align with approved permits.

Project Manager (UAC)

- Provide guidance through permit preparation and submission.
- Coordinate with architects, draftsmen, and engineers.
- Ensure fit-out adheres to permit conditions and building codes.

Centre Manager

- Maintain ongoing compliance requirements (noise, safety, capacity).
- Manage incident logs & council-related notices.
- Ensure display of required compliance signage.

UAC Head Office

- Provide templates, compliance checklists, and advisory support.
- Review any council requests affecting branding or operations.

Planning Permit Compliance Process (Pre-Construction)

Step 1 – Site Feasibility Review

Franchise Owner + Project Manager

- Confirm zoning allows for “gym/indoor recreation facility.”
- Assess noise impact potential.
- Check available parking and access requirements.
- Review local overlays (heritage, environmental, restricted zones).

Documents Used:

- UAC Feasibility Checklist
- Preliminary Floor Plan
- Council zoning map

Step 2 – Planning Permit Preparation

UAC Project Manager oversees

Gather required supporting documents:

- Architectural drawings
- Proposed use statement
- Noise Management Plan
- Car parking assessment (if required)
- Traffic impact statement
- Waste management plan
- Operational hours statement (24/7)

Important:

Some councils require a community notice period before approval.

Step 3 – Permit Submission

Franchise Owner submits via council portal

- Pay council fees.
- Upload all documents.
- Keep receipt + copy of all correspondence.

HO Note:

If council requests revisions, notify UAC immediately before responding.

Step 4 – Council Assessment

Council may request:

- Noise testing
- Additional drawings
- VicRoads consultation
- Amendment of 24/7 access plan
- Neighbor notification period

Project Manager coordinates responses, ensuring brand consistency.

Permit Approval

Once issued:

- Save permit in Google Drive (UAC Shared Folder)
- Display permit onsite if required
- Proceed to building permit application

Building Permit & Fit-Out Compliance (Construction Phase)

Requirements

- Structural engineering certification
- Fire safety compliance (sprinklers, extinguishers, exits)
- Disabled access compliance
- Emergency lighting
- Fixed equipment spacing & safe layout
- Electrical compliance & RCD testing
- Ventilation standards (especially for recovery/wet zones)

Building Surveyor to sign off all works.

Operational Council Compliance (Post-Opening)

Centre Manager must maintain:

- Noise levels within approved limits
- Parking availability & signage
- Cleanliness & waste disposal compliance
- Fire and emergency exit clearance
- Safe capacity management
- 24/7 unstaffed hours compliance (CCTV, lighting, panic buttons)

Required Onsite Documents

Must be accessible to staff and inspectors:

- ✦ Planning Permit
- ✦ Building Permit
- ✦ Occupancy Certificate
- ✦ Emergency Evacuation Plan
- ✦ Public Liability Insurance
- ✦ Noise Management Plan
- ✦ Wet Area Safety Procedures
- ✦ Incident & Hazard Logs

Store in: UAC Compliance Folder → Centre Manager Office

Ongoing Council Requirements (Annual/Quarterly)

Centre Manager Responsibilities

- Annual Essential Safety Measures Check (ESM)
- Annual fire equipment service (by licensed provider)
- Quarterly emergency exit inspections
- Quarterly noise compliance check
- Annual building compliance report (if required by council)
- Update council if operational hours change
- Maintain CCTV compliance for unstaffed periods

Non-Compliance Escalation Procedure

If council issues a warning, request, or citation:

1. Centre Manager documents the issue.
2. Notify UAC HQ within 24 hours.
3. HQ + Project Manager review and advise corrective actions.
4. Franchise Owner implements corrections.
5. Send proof of compliance back to council.
6. Upload documents to UAC Compliance Folder.

Failure to comply may result in:

- Fines
- Operational restrictions
- Suspension of 24/7 access
- Closure notices