

Introduction

This policy outlines the operation of the South West Design Review Panel (DRP) and the Shire's procedural administering of applications presented to the DRP.

This Local Planning Policy has been adopted by the Shire of Capel in accordance with the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015* and is to be read in conjunction with the Shire's Local Planning Scheme No. 8 (LPS8).

Purpose

The role and purpose of the Design Review Panel is to provide technical advice and recommendations on the design and site planning of specified development proposals and to assist in the delivery of quality urban design and built form outcomes. Advice includes but not limited to architectural and urban design elements, sustainability, amenity, and landscape architecture

The Design Review Panel is advisory only and does not have a decision-making function. Advice provided will have due regard to the 10 Design Principles contained within State Planning Policy 7.0 – Design of the Built Environment; and/or State Planning Policy 7.3 – Residential Design Codes V2 – Apartments (where applicable).

Policy statement

The intent is to provide proponents with guidance on the administration and operation of the Design Review Panel.

Application

Referral to Design Review Panel

1. Development which meets one or more of the following criteria is required to be referred to the Design Review Panel for review prior to the lodgement of a development application:
 - a) Development of more than two multiple dwellings;

- b) Development of more than 10 grouped dwellings;
- c) Development that is three or more storeys in height, excluding single residential dwellings and buildings in the Service Commercial or General Industry zones;
- d) Major extensions or amendments to those proposals referred to in a), b) or c) above that, in the opinion of the Shire, would benefit from review by the Design Review Panel*;
- e) Mandatory and 'opt-in' Joint Development Assessment Panel (JDAP) proposals (excluding public or private schools and works by Government agencies and public authorities that do not involve a built form component), unless written confirmation is provided by the Shire confirming that the proposal does not require review by the Design Review Panel*;
- f) Any amendment to a JDAP approval, which in the opinion of the Shire would benefit from a review by the Design Review Panel*; and
- g) Development which is required to incorporate a landmark feature or public art under a Structure Plan or Local Development Plan.

** Proponents are encouraged to contact the Shire prior to lodgement to discuss whether the proposal should be referred to the Design Review Panel.*

2. Development not of the kind referred to in Clause 1 of this policy may be referred to the Design Review Panel either prior to or following lodgement of a development application, at the Shire's cost, where in the opinion of the City the application is:
 - a) Of a complex or contentious nature;
 - b) Likely to be of a significant interest to the community;
 - c) Likely to have a significant impact on the existing or emerging streetscape, or as viewed from the public domain;
 - d) Of strategic significance; or
 - e) Likely to benefit from a referral to the Design Review Panel.

Timing and number of reviews

3. Design Reviews should occur before a development application is submitted. It is strongly recommended that the first Design Review takes place during the concept design stage to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints.

A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during design development or prior to the proposal being submitted for development approval (pre-development application stage).

4. The number of Design Reviews needed will vary depending on the complexity of a proposal; however, for major proposals three (3) reviews are typically needed for the process to be effective.
5. Proposals may be referred back to a Design Review Panel meeting following the lodgement of a development application, in the following circumstances:
 - a) Major modifications to the proposal were recommended by the Design Review Panel as part of the pre-lodgement design review;

- b) Insufficient or inadequate information was provided and made available to the Design Review Panel at the pre-lodgement design review;
 - c) The design quality is substantially inconsistent with the proposal considered by the Design Review Panel at the pre-lodgement design review; or
 - d) The Shire does not consider that the recommendations of the Design Review Panel have been sufficiently addressed in the development application.
6. If the Shire considers that the recommendations of the Design Review Panel have been sufficiently addressed in the development application, the application is not required to be referred back to a Design Review Panel meeting.

Procedure

Process -

7. An eligible proposal that is under consideration by a potential applicant and is in the early stages of formulation but has yet to be submitted as a formal application for planning approval may be referred to the Panel.
 8. A preliminary referral is to be submitted three (3) weeks prior to the scheduled meeting date. A preliminary referral shall generally consist of the following:
 - Context / Streetscape Analysis which considers the site location and character and considers the desired future character of the area
 - Concept/Development Plans
 - Artist's impressions/Colour Perspectives of proposed development (if possible)
 - Assessment against SPP 7.0 Design Principles.
- A comprehensive list of information to be provided by the applicant is contained in **Appendix 1** below.
9. Upon submission the referral will be checked by the assessing officer of the relevant local government to determine if sufficient information has been provided to enable Design Review.
 10. Once the information has been deemed sufficient, Shire Officers will proceed to contact members of the Design Review Panel to ensure a quorum of Panel Members are available for the scheduled meeting date. Information pertaining to the applicant's preliminary referral package will be circulated to the panel members at least two weeks prior to the scheduled meeting date.
 11. Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the Chairperson and provided to the applicant by the Shire within 10 working days of the meeting occurring.
 12. After development approval is issued, it is suggested that a building permit check takes place by the panel Chair or delegate to ensure the proposal is consistent with the development approval and any relevant conditions related to design quality.

Meeting Notes

13. Notes of Panel meetings will be provided to the proponent and will respond to the following criteria:
- (a) Assessment against the 10 Design Principles contained within State Planning Policy 7.0 - Design of the Built Environment; State Planning Policy 7.3 - Residential Design Codes V2 - Apartments; relevant Policy requirements.
 - (b) Design Assessment
 - I. What are the design strengths?
 - II. Can the proposal be improved? If yes, how?
 - III. Key matters to be addressed.
 - (c) Recommendation - For all formal applications, the Panel will make a recommendation regarding the elements of the design that are supported and those elements that may benefit from further consideration. The recommendation will also include one or a combination of the following:
 - I. The design is supported.
 - II. The design is supported and is of sufficiently high quality to meet the specified design principles.
 - III. The design is supported subject to the following conditions.....
 - IV. The design is not supported for the following reasons....
 - V. As the design is at a concept stage only, the plans have not progressed to a stage where a recommendation can be provided.

The Panel will not provide advice or report on issues such a Planning Scheme and Policy Compliance. For pre-lodgement proposals, the Panel's comments will be provided to the proponent to assist in the development of the design and are expected to be integrated into the proposal. For formal lodgement of applications, the Panel's advice will be incorporated as part of the officer assessment, report and recommendation on the proposal, and attached in full (on that particular item) to the Council Report.

Policy Appendix

Appendix 1: Information to be provided by the Applicant

Prior to the formal lodgement of a development application defined in Clause 1 of this policy, an applicant is required to submit material to enable constructive design review to occur. Outlined below is a comprehensive list of material that is required to be submitted for design review to sufficiently illustrate site analysis, site design response and the intended design proposal.

1. Site analysis

Understanding the site context is important for the Design Review Panel to assess how well a proposal responds to its site and context.

The key elements of a site analysis include:

- a) Site location / wider content plan;
- b) Aerial photograph;
- c) Local context plan (showing surrounding land uses ;
- d) Site context and survey plan; and

e) Elevations/pictures of the existing streetscape and other factors influence.

2. Site design response

The proponent should provide sufficient information to clearly articulate the considerations that have informed the broader site design approach.

The key elements of a site design response include:

- a) Assessment of site opportunities;
- b) Building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur;
- c) Energy and resource reduction strategy (for multiple dwellings);
- d) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
- e) Prevailing breezes and ventilation strategies (for multiple dwellings);
- f) Relationship to public domain and surrounding properties;
- g) Investigation of amenity provided for occupants and neighbouring developments;
- h) Retention of existing trees and vegetation;
- i) Landscape design approach (deep soil zones, location and species of trees);
- j) Communal open spaces;
- k) Consideration of culturally relevant or heritage elements; and
- l) Any relevant specialist advice.

3. Design proposal

Sufficient drawing material should be presented to outline the intended design proposal. The key elements of a pre-development application design proposal include:

- a) Development details;
- b) Design quality statement outlining how the proposal responds to the principles of good design contained within State Planning Policy 7.0: Design of the Built Environment;
- c) Precedents that have informed the design proposal;
- d) Site plan;
- e) Floor plans;
- f) Elevations of the proposal in context;
- g) Sections of the proposal in context; and
- h) 3D images or visualisations.

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