



## LOCAL PLANNING POLICY – DESIGN REVIEW PANEL

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### 1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the operation of the City of Nedlands Design Review Panel.
- 1.2 This policy is to be read in conjunction with the Terms of Reference for the Design Review Panel, as adopted by Council.

### 2.0 ROLE OF DESIGN REVIEW PANEL

- 2.1 The Design Review Panel is advisory only and does not have a decision-making function.
- 2.2 The role of the Design Review Panel is to:
  - a) Provide independent and impartial recommendations to the City on the architectural and design aspects of any planning proposal or related matter;
  - b) Improve the design quality and functionality of new development within the City, and ensure new development is consistent with the objectives and intent of the City's policies and strategies; and
  - c) Provide expert advice to the City to assist in the formulation of recommendations to the Council or Joint Development Assessment Panel on particular applications for planning approval, or in determining proposals under delegated authority.

### 3.0 OBJECTIVE OF DESIGN REVIEW PANEL

- 3.1 The Design Review Panel is to provide technical advice and recommendations to the City on the design and site planning of complex planning proposals.

### 4.0 POLICY MEASURES

#### Referral to Design Review Panel Prior to Lodgement of Application

- 4.1 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 multiple dwellings;



- b) Development of ten or more grouped dwellings;
- c) Development that is three or more storeys in height, excluding single houses;
- d) Major extensions or amendments to those proposals referred to in a), b) or c) above, which in the opinion of the City would benefit from review by the Design Review Panel\*;
- e) Mandatory 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);
- f) Optional 'opt-in' JDAP proposals, unless written confirmation is received from the City, prior to lodgement of a development application, that the proposal is not considered to require review by the Design Review Panel\*; and
- g) Any amendment to a JDAP approval, which in the opinion of the City would benefit from a review by the Design Review Panel\*.

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

- 4.2 If development is of a type referred to in Clause 4.1 of this policy, and has not been referred to the Design Review Panel prior to the lodgement of a development application, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the development application, to enable a design review meeting to be undertaken.

### **Referral to Design Review Panel After Lodgement of Application**

- 4.3 Development, not of the kind referred to in Clause 4.1 of this policy, but which, in the opinion of the City 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 planned future 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,



may be referred to the Design Review Panel either prior to or following the lodgement of a development application.

- 4.4 Planning proposals in the following categories may be referred to the Design Review Panel, where the City would likely benefit from a referral to the Panel:
- a) Proposed Structure Plans / Precinct Plans, or amendments to Structure Plans / Precinct Plans;
  - b) Proposed Local Development Plans, or amendments to Local Development Plans; or
  - c) Local Planning Policies which influence or affect built form controls.

### **Process Prior to Lodgement of Application**

- 4.5 Information required to be submitted by the proponent to the City for assessment by the Design Review Panel must be submitted to the City a minimum of 10 clear working days prior to the date of the Design Review Panel meeting. Failure for this to occur may result in the proposal being rescheduled to the next available meeting.
- 4.6 Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the City and provided to the applicant within 10 working days of the meeting occurring.
- 4.7 The proponent is responsible for funding Design Review Panel meetings for a proposal prior to its lodgement as a formal application.
- 4.8 Subsequent Design Review Panel meetings for a proposal referred to in Clause 4.1 of this policy prior to the lodgement of an application are at the proponent's cost.

### **Process After Lodgement of Application**

- 4.9 Proposals that are formally submitted as a development application to the City following consideration by the Design Review Panel must be accompanied by a statement detailing how, and the extent to which, the comments made from the Design Review Panel have been addressed, in accordance with Clause 63(1)(d) of the Deemed Provisions of Local Planning Scheme No. 3.
- 4.10 Proposals will be considered by the Design Review Panel following the lodgement of a development application to make a recommendation to the City regarding the elements of the design that are supported and those elements that would benefit from further consideration.



- 4.11 The proponent is responsible for funding 100% of the cost of any Design Review Panel meeting post lodgement of the application.
- 4.12 Subsequent Design Review Panel meetings required for an application post lodgement are at the proponent’s cost.

**5.0 MATTERS TO BE CONSIDERED BY DESIGN REVIEW PANEL**

- 5.1 In providing any advice and recommendations, the Design Review Panel shall take into account matters including, but not limited to:
  - a) The relevant planning framework; and
  - b) The ten design principles outlined in Schedule 1 of *State Planning Policy 7.0 Design of the Built Environment*.

**6.0 INFORMATION REQUIRED FOR DESIGN REVIEW PANEL MEETINGS**

- 6.1 **Appendix 1** contains the information required to be submitted to the City by the applicant for assessment by the Design Review Panel.
- 6.2 **Appendix 2** contains the schedule of fees for holding a Panel meeting.

**7.0 DEFINITIONS**

7.1 For this policy the following definitions apply:

| Definition | Meaning                            |
|------------|------------------------------------|
| City       | City of Nedlands                   |
| Council    | Council of the City of Nedlands    |
| JDAP       | Joint Development Assessment Panel |

|                           |               |
|---------------------------|---------------|
| Council Resolution Number | PD08.21       |
| Adoption Date             | 23 March 2021 |
| Date Reviewed/Modified    | -             |



## **Appendix 1 - Information to be Provided by the Applicant**

Prior to the formal lodgement of a development application defined in Clause 4.1 of this policy, the applicant is required to submit material to enable a design review, unless otherwise waived by the City. The material required for design review is to sufficiently illustrate site analysis, site design response and the intended design proposal. This includes, but is not limited to the following:

### **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 context 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 influencing factors.

### **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) Car parking strategy (for mixed use proposals or where departures from parking standards are proposed);
- d) Energy and resource reduction strategy (for multiple dwellings);
- e) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
- f) Prevailing breezes and ventilation strategies (for multiple dwellings);
- g) Relationship to public domain and surrounding properties;
- h) Investigation of amenity provided for occupants and neighbouring developments;
- i) Retention of existing trees and vegetation;
- j) Landscape design approach (deep soil zones, location and species of trees);
- k) Communal open spaces;
- l) Consideration of culturally relevant or heritage elements; and
- m) 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 ten design principles contained in Schedule 1 of *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.



**Appendix 2 – Schedule of Fees for Design Review Panel Meeting**

The below fee schedule is based on a maximum of four (4) Panel members being paid at an hourly rate of \$205 per hour (excluding GST) and the Panel Chairperson being paid at an hourly rate of \$227 per hour (excluding GST).

The actual meeting cost may be lower if less than the maximum 5 members, including the Chairperson, attend.

| <b>Schedule of Fees</b>       |                                |  |                                     |
|-------------------------------|--------------------------------|--|-------------------------------------|
| <b>Role</b>                   | <b>Hourly Rate (excl. GST)</b> | <b>Panel Meeting Cost Per Hour (excl. GST)</b> | <b>Preparation Cost (excl. GST)</b> |
| Panel Member (x4)             | \$205                          | \$820  | \$820                               |
| Panel Chairperson (x1)        | \$227                          | \$227  | \$227                               |
| <b>Sub-total</b>              |                                | <b>\$1,047</b>                                 | <b>\$1,047</b>                      |
|                               |                                |  |                                     |
| <b>Total (1 hour meeting)</b> |                                | <b>\$2,094</b>                                 |                                     |
| <b>Total (2 hour meeting)</b> |                                | <b>\$3,141</b>                                 |                                     |
| <b>Total (3 hour meeting)</b> |                                | <b>\$4,188</b>                                 |                                     |