

## CITY OF CANADA BAY DESIGN REVIEW PANEL

### What is the purpose of the Design Review Panel?

The City of Canada Bay Council is committed to ensuring new residential buildings are of quality design.

Quality designed buildings are comfortable for their occupants; they fit well within their context; they complement adjoining public spaces; they respect their neighbours; they are sustainable; and they look good.

Achieving quality design is a skilled process that requires the input of a number of professions.

It is the job of Council to assess proposals for new buildings when they are lodged as development applications. The role of the Design Review Panel is to help the Council by bringing high quality design expertise to this task in a manner that adds value for both the applicant and the Councils. The result is faster assessment of applications and better designed buildings.

### Who sits on the Design Review Panel?

The Design Review Panel is made-up of 3 external design professionals - including registered architects and a landscape architect. During consideration of individual applications, the Panel may also be joined by design professionals employed by the council.

External members of the Panel rotate between meetings from a larger panel of 5 design professionals that were selected by the Council following a call for Expressions of Interest.

### Who chairs the Design Review Panel?

The Chair for each Design Review Panel meeting is nominated by the Panel members at the beginning of each meeting. The role of the Chair is rotated among Panel members.

The role of the Chair is to ensure site visits and Panel Meetings are conducted in an orderly fashion. The Chair is responsible for compiling the thoughts of the Panel.

### What types of development does the Design Review Panel provide advice on?

A development for the purpose of a residential flat building, shop top housing or mixed use development with a residential accommodation component must be assessed by the Design Review Panel if:

- The building concerned is at least 3 or more storeys;
- The building concerned contains at least 4 or more dwellings.

Council may also require major development proposals not included above to be referred to the Design Review Panel for advice.

### What matters does the Design Review Panel consider?

The role of the Design Review Panel is to provide independent, expert advice on the design quality of development.

Specifically, the Design Review Panel will consider each proposal against the Design Quality Principles contained in State Environmental Planning Policy 65- Design Quality of Residential Flat Buildings.

When considering the Design Quality Principles the Design Review Panel may have regard to such plans and policies as it considers relevant, including, but not limited to, Local Environmental Plans, Development Controls Plans, urban design strategies and the like.

## When and how often will the Design Review Panel meet?

The Design Panel will meet approximately once per month. Applicants will be notified of the date of the Panel meeting approximately two weeks prior to the meeting date.

## How does the Design Review Panel operate?

### **Pre-lodgement advice**

Council may refer Pre DA Lodgement proposals to the Design Review Panel to provide input into proposals early in the process, before they are lodged as development applications.

A development application that has been considered by the Design Review Panel at pre-lodgement stage may not be required to be assessed by the Design Review Panel again if the design is substantially the same and the Panel was satisfied with the design quality of the proposal.

### **Development Applications**

Development Applications will be referred to the Design Review Panel following lodgement.

### **Information required by the Panel**

Applications referred to the Design Review Panel are to contain the following information:

- Survey plan;
- Architectural plans (or sketches at pre-DA);
- Landscape plan (or sketch at pre-DA);
- A statement describing how each of the Design Quality Principles have been addressed;
- A compliance table that sets out the relationship of the proposed development with the relevant planning controls.

### **Site visits by the Panel**

The Design Review Panel inspects the site and surrounds of each application it considers. This is done before the Panel meets with the applicant to discuss the proposal at the Design Review Panel Meeting.

### **The Design Review Panel Meeting**

The Panel Meeting is a meeting between the Design Review Panel, Council, the applicant and/or their representatives. The applicant's architect or designer must attend the Design Panel Meeting.

The purpose of the Panel Meeting is to enable the Panel to understand the reasons for decisions taken during the design of the proposal and to enable the exchange of information and ideas between the applicant and the Panel.

The Panel will identify any aspects of the design which do not achieve one or more of the Design Quality Principles. The Panel will discuss those aspects with the applicant with a view to identifying a solution, or at least to ensure that all parties are clear regarding the design issues that need to be resolved.

## **Minutes of the Design Review Panel Meeting**

Minutes of the Design Review Panel Meeting will be available within one week following the Panel Meeting.

The Minutes record the Design Review Panel's recommendations with respect to each of the 10 Design Quality Principles. The Minutes are not a verbatim record of the Panel Meeting.

Minutes are recorded at the meeting by Council. The Panel Chair, in consultation with the other Panel members, will confirm the accuracy of the minutes before they are issued.

The Minutes will be used by the consent authority to satisfy itself of matters such as whether the development achieves the design quality principles in State Environmental Planning Policy 65 - Design Quality of Residential Flat Buildings.

## **How does the Design Review Panel relate to SEPP 65?**

The Design Review Panel evaluates the design quality of residential flat development against the design quality principles in SEPP 65 or any other design principle relevant to the proposed development. The advice of the Design Review Panel is taken into account by Council before individual development applications are determined.

The Design Review Panel also advises Council on the design quality of applications that are not covered by SEPP 65 (e.g. commercial buildings).

## **What fees apply for applications requiring design review?**

The fee paid for applications (including Pre-lodgement applications) requiring design review is \$3,000.

A fee equal to 50% of the above fee is payable for subsequent referrals to the Panel.