

4 Design Review Process

Purpose

The Department of Housing (the Department) and the Queensland University of Technology (QUT) will formally review the design of all buildings and improvements proposed for the Urban Village at four different stages.

1. The Sketch Design (SD) stage ensures that the proposal is heading in the right direction. General compliance or intent to comply is sought with the Design Guidelines, the Kelvin Grove Urban Village Local Plan, and the Site Specific Design Requirements.
2. The Pre-Development Application (Pre-DA) stage is the major checkpoint for a proposal. A submission should clearly demonstrate compliance with the Design Guidelines, the Kelvin Grove Urban Village Local Plan, and the Site Specific Design Requirements.
3. The Developed Design (DD) stage demonstrates the 'to-be-constructed' building is in accordance with previous approvals and illustrates how the proposal achieves the detailed components of the Design Guidelines such as ICT and ESD requirements.
4. The Compliance Check (CC) stage ensures that constructed buildings have incorporated the requirements of the Design Guidelines and will capture the finer building detail elements.

As noted in Section 1, the Design Guidelines may also be used by either the Department or QUT in any Expression of Interest process for the development of particular sites.

Committees and Appointments

To ensure a rigorous process a number of committees and appointments have been developed with specific roles within these review stages.

- The Project Control Group (PCG) is made up of representatives from the Department and QUT and is delegated with the authority for formal approval of designs for all improvements and buildings proposed for the Urban Village.
- The Design Review Committee (DRC) comprises representatives from the Department, QUT as well as the Urban Design Manager. The DRC collectively reviews every stage of each submission and advises the PCG. The DRC endeavours to maintain a broad and continuous membership to maintain consistency in outcomes.
- The Urban Design Manager (UDM) undertakes initial reviews of stage submissions to identify key design issues for presentation to the DRC.
- The Project Coordinator (PC) has responsibility for managing the overall project.

General Process

For each stage, proponents must submit all material, in triplicate hard copy, to the PC for distribution to key members of the DRC, and the UDM. The submission will then be reviewed by the UDM and a recommendation presented to the DRC. The DRC then agrees to one of the following recommendations and submits this to the PCG for final deliberation.

1. The submission should be approved with or without further recommendation for improvement.
2. The submission should be resubmitted in accordance with the recommendations and a timeframe for resubmission.

The PCG will then either support the recommendation or provide an alternative decision that will then be forwarded formally to the proponent.

Review criteria

At each stage a submission is assessed against the Design Guidelines, and the Kelvin Grove Urban Village Local Plan.

The Site Specific Design Guidelines will also be considered during an assessment.

Site Specific Design Guidelines are prepared for each site, approved by the PCG and issued to potential proponents as part of the land sale and design review process. These Site Specific Design Guidelines may indicate a preferred mix or type of development for the site, and complement the general requirement of the Design Guidelines.

The DRC encourages alternative solutions to the Design Guidelines where appropriate and justified by the proponent.

Time Frames

The DRC generally meets every fortnight. The UDM requires at least one week to assess submissions prior to making recommendations at the DRC meeting. Therefore, proponents are encouraged to submit properly completed proposals to the UDM more than one week prior to the DRC meeting. When projects are submitted more than one week prior to a DRC meeting, formal feedback from the PRG through the DRC will be available within 2 weeks of the DRC meeting.

Preliminary feedback

Proponents are encouraged to seek preliminary feedback from the DRC by requesting an opportunity to present at the fortnightly DRC meeting. Feedback from the DRC will be issued through the UDM to the proponent.

Ongoing Compliance

The project partners are committed to the implementation of the Design Guidelines. To reinforce compliance, the Department of Housing utilises development leases, conditional contracts (subject to DA), bank guarantees or development bonds. QUT utilises facility procurement program and internal design guidelines.

In addition to these measures, proponents must monitor compliance at all stages of the project to avoid issues associated with non-compliance.

The design compliance checklist incorporates all design review stages, and the proponent is required to demonstrate to the Design Review Committee that the agreed outcomes from the previous design review process have been incorporated into the completed project. Specifically, proponents are required to reference the plan, elevation or specification, which demonstrates compliance with the Design Guidelines.

A Compliance Proposal is also required at DD stage of design for approval by the PCG through the DRC. Proponents should propose a plan to monitor and report on compliance with the Design Guidelines. This will be undertaken by an independent party to the proponent.

A proposal may not proceed to the next design review stage without the approval of the previous stage(s) by the PCG. Nor can a Development Application be lodged with the Brisbane City Council without approval for SD and Pre-DA stages. To ensure this, a partners consent for a Development Application will only be issued once both of these stages have been approved. When issuing this consent, partners are also responsible for ensuring that the DA submission to Brisbane City Council does not differ materially from the approved Pre-DA stage submission.

A letter of support from the DRC will be submitted to the proponent after the Pre-DA stage for inclusion within a Development Application to the Brisbane City Council.

Figure 1: OVERALL DESIGN REVIEW PROCESS

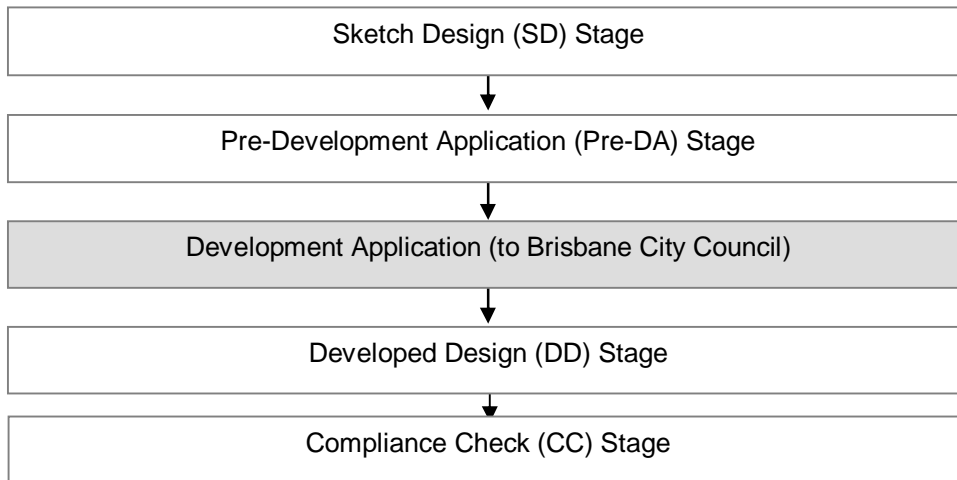
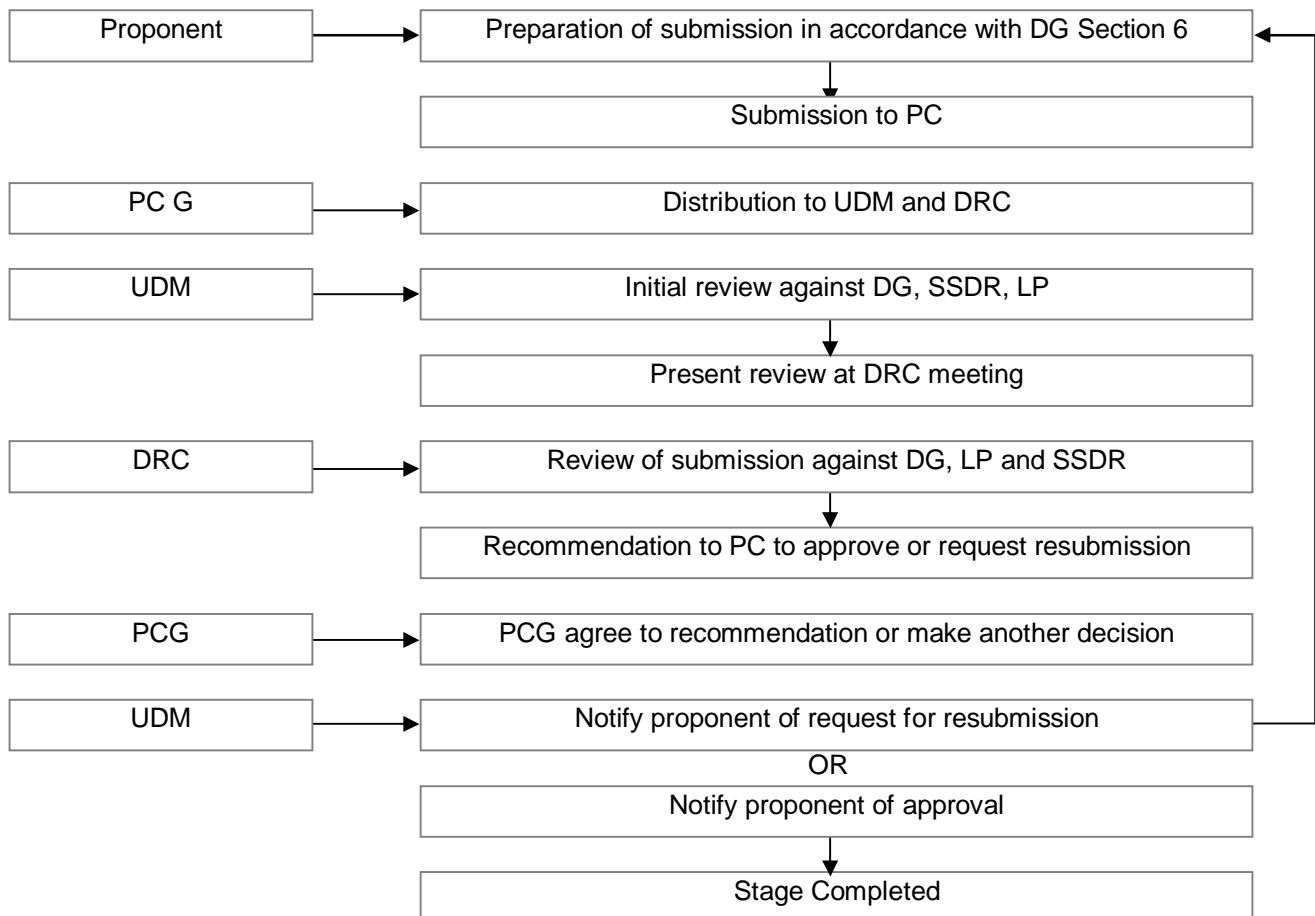


Figure 2: DESIGN REVIEW PROCESS FOR EACH STAGE



DG – Design Guidelines **DRC** – Design Review Committee **LP** – KGVU Local Plan **PC** – Project Coordinator
PCG – Project Control Group **SSDR** – Site Specific Design Requirements **UDM** – Urban Design Manager