

## 6 Submission Requirements

This section outlines the submission requirements for each Design Review stage. Providing all necessary information is critical to maintaining timeframes identified in Section 4.

### 6.1 Sketch Design (SD) stage submission requirements

The submission for design review at the SD stage must include but is not limited to the following:

#### Drawings

- Site plan to illustrate the extent of development and its context including all major features (scale 1:200 or 1:500).
- Building floor plans including basement plans.
- Adequate elevations to illustrate the intent and, at a minimum, elevations of all street or park frontages, including the known context.
- Typical sections of buildings.
- Perspectives or 3D CAD drawings to indicate the proposed character of the development (these are intended to be illustrative only and need not be elaborate presentation drawings).
- Sun diagrams to illustrate the sun angle and path and necessary protections at various hours.

#### Design Report

- A summary statement of the planning and design philosophy embodied in the proposed development, including compliance with the strategic design objectives. This document should not duplicate the compliance checklist. It should present overall compliance and any additional matters to be considered by the DRC.
- A response to the requirements of the Kelvin Grove Urban Village Local Plan.
- A schedule of the proposed uses and area allocations, including percentages of gross floor area allocated to each use and method of calculation.
- Statement from developer confirming acceptance of the application of the applicable rating tools and benchmarks and committing an intention to comply with these outcomes or propose alternatives.
- Statement from developer confirming acceptance of the application of the applicable, Metering and Signage provisions and committing an intention to comply with these outcomes or propose alternatives.
- Submission of the completed site specific Design Compliance Checklist is mandatory (including an electronic copy). A pro forma is provided in Attachment D.
- Functional block layout plans.

### 6.2 Pre-development Application (Pre-DA) Stage Submission Requirements

The submission for design review at the Pre-DA review stage must include but is not limited to the following:

#### Drawings

- Site plan to illustrate the extent of development and its context including further detail of all major features (scale 1:200 or 1:500).
- Building floor plans including basement plans.
- Building elevations.
- Elevations of all street or park frontages, including the known context.
- Typical sections of buildings.
- Landscape plans.
- Perspectives or 3D CAD drawings to indicate the proposed character of the development and proposed sun shading treatments.
- Sun diagrams to illustrate the sun angle and path and necessary protections at various hours.
- Functional block layout plans.

#### Design Report

- A summary statement of the planning and design philosophy embodied in the proposed development, including compliance with the strategic design objectives, with emphasis on where the design has changed since the Sketch Design submission.
- A response to the requirements of the Kelvin Grove Urban Village Local Plan.
- A description of the finishes and materials proposed (this may be incorporated as part of the drawings).
- A schedule of the proposed uses and area allocations, including percentages of gross floor area allocated to each use and method of calculation.
- Submission of a Sustainable Development Design Report including a statement that the design, construction and operation and maintenance stages of the building life cycle will be capable of achieving Green Star accreditation.

Developers are required to appoint a Green Star professional to each project, independent of the developer, to report and monitor compliance to the Sustainable Development Design Guidelines.

The proponent will comply with the following Sustainable Development reporting requirements.

1. Report the credits/points achieved by the project compared to target with an explanation for any variance.
  2. Provide an estimate of per unit and total building greenhouse, energy and water use and annual cost under a business as usual and proposed design scenario.
  3. For each credit achieved, the Sustainable Development report will provide a brief description of the initiative/s implemented to obtain the credit/s.
  4. Signed statement that credit/s or points obtained are true and correct verified and that the Sustainable Development report can be audited within 14 days of a written request.
- Statement from developer confirming acceptance of the application of the applicable ICT, Metering and Signage provisions and committing an intention to comply with these outcomes or propose alternatives.
  - Updated site specific Design Compliance Checklist (including an electronic copy).

### 6.3 Developed Design (DD) stage submission requirements

The submission for design review at the DD stage must include but is not limited to the following:

#### Drawings

- Site plan to illustrate the extent of development and its context including further detail of all major features (scale 1:200 or 1:500).
- Building floor plans including basement plans.
- Building elevations.
- Elevations of all street or park frontages, including the known context.
- Typical sections of buildings.
- Landscape plans.
- Perspectives or 3D CAD drawings to indicate the proposed character of the development. The perspectives are also to include details of the proposed signage for the development.
- ICT, Metering and Signage information on plans.
- Sun diagrams to illustrate the sun angle and path and necessary protections at various hours

#### Design Report

- A summary statement of the planning and design philosophy embodied in the proposed development, including compliance with the strategic design objectives, with emphasis on where the design has changed since the Pre-DA submission. A description of the finishes and materials proposed (this may be incorporated as part of the drawings).
- A response to the requirements of the Kelvin Grove Urban Village Local Plan.
- A schedule of the proposed uses and area allocations, including percentages of gross floor area allocated to each use and method of calculation.
- A Sustainable Development compliance statement with emphasis on where the design has changed since the Pre-DA submission.
- Submission of a Sustainable Development Design Report including a statement that the design, construction and operation and maintenance stages of the building life cycle will be capable of achieving Green Star accreditation.

Developers are required to appoint a Green Star professional to each project, independent of the developer, to report and monitor compliance to the Sustainable Development Design Guidelines.

The proponent will comply with the following Sustainable Development reporting requirements.

1. Report the credits/points achieved by the project compared to target with an explanation for any variance
  2. Provide an estimate of per unit and total building greenhouse, energy and water use and annual cost under a business as usual and proposed design scenario.
  3. For each credit achieved, the ESD report will provide a brief description of the initiative/s implemented to obtain the credit/s.
  4. Signed statement that credit/s or points obtained are true and correct verified and that Sustainable Development report can be audited within 14 days of a written request.
- Statement from developer demonstrating the application of the applicable ICT, Metering and Signage provisions.
  - Updated site specific Design Compliance Checklist (including an electronic copy).

- A Compliance Proposal is to be included within the design report at this stage of design for approval by the PCG through the DRC. This will propose a plan to monitor and report on compliance with the Design Guidelines. An independent party to the proponent will certify the outcomes.

### Model

- A model will be required to demonstrate the final form of the development. This model shall fit into the project massing model (1:500) located at the Information Centre. It must provide sufficient detail of the building proposal including the overall form, roof, awnings and fenestration.

## **6.4 The Compliance Check (CC) stage submission requirements**

The submission for design review at the CC stage must include but is not limited to the following:

### **Drawings**

- A set of as constructed drawings.

### **Compliance Report**

- A compliance report, produced by an independent party for approval by the PCG through the DRC. The report will demonstrate how the completed project complies with the Design Guidelines or approved variations by the DRC.
- Demonstrates the implementation of the applicable ICT, Metering and Signage provisions.

### **Walk Through**

- If necessary.

Note that final payments completion of development leases, termination of bank guarantees or return of development bonds may not be made until PCG approval is obtained.