



SEPP 65 Design Review Panel Pre-Lodgement Documentation Checklist

The Apartment Design Guide (ADG) encourages pre-development application (pre-DA) discussions. Early input about the design may help resolve issues prior to a development application being submitted. The ADG advocates meetings early on in the design and planning process to focus on how to ensure the best built form configuration, siting and design outcomes.

Meeting early in the process allows for discussion and agreement of the overall design approach. This provides greater efficiency at the development assessment stage and also saves time and costs associated with revisions or major modifications.

The table below shows the basic information that should be provided by the applicant before the pre-DA discussion. The emphasis should be on having enough information to communicate the proposal rather than having fully resolved drawings of every aspect of the project.

Documentation	Required Information	Provided
Site analysis	Prepared consistent with Appendix 1 of the Apartment Design Guide	
Site Plan	A drawing to scale showing:	
	• any proposed site amalgamation or subdivision	
	• the indicative footprint of the proposal	
	• setbacks and building separation dimensions	
	• site entry points	
	• areas of communal open space and private open space	
	• indicative locations of planting and deep soil zones including retained or proposed significant trees	
• interface with public domain		
Design quality statement	A draft statement of key points that establishes how the proposal satisfies the design quality principles of State Environmental Planning Policy No. 65.	
Building mass elevations	Drawing to scale showing the basic massing of the proposal in the context of the adjacent three properties, or for 50m in each direction, on each elevation. This drawing should show, in diagrammatic form:	
	• the composition of the elevations including ground level, roof form, and articulation of massing of the overall building	

Documentation	Required Information	Provided
Building mass elevations (cont'd)	<ul style="list-style-type: none"> pattern of buildings and spaces between buildings along the street 	
	<ul style="list-style-type: none"> the profile of any existing buildings 	
Precedents	Images of precedents relevant to the proposal such as:	
	<ul style="list-style-type: none"> streetscape concept 	
	<ul style="list-style-type: none"> landscape design 	
	<ul style="list-style-type: none"> communal open spaces use 	
	<ul style="list-style-type: none"> building elements such as entries, balconies, materials 	
Development details	A summary of the proposal that establishes the:	
	<ul style="list-style-type: none"> Floor space ratio 	
	<ul style="list-style-type: none"> Building height in metres and storeys 	
	<ul style="list-style-type: none"> Number and mix of apartments 	
	<ul style="list-style-type: none"> Number of car parking spaces 	
	<ul style="list-style-type: none"> Indicative percentage of apartments receiving the minimum level of cross ventilation and daylight access 	
Floor Plans	Drawings to scale showing:	
	<ul style="list-style-type: none"> the internal building layout and unit type distribution for the ground floor, representative middle floor, and the top floor 	
	<ul style="list-style-type: none"> typical car park layout 	
	<ul style="list-style-type: none"> sample unit plans with furniture layouts, key room depth dimensions and balcony sizes 	
Sections	A drawing to scale showing:	
	<ul style="list-style-type: none"> the proposal and adjacent buildings 	
	<ul style="list-style-type: none"> the relationship of the proposal to the ground plane, streets, open spaces and deep soil zones 	
Numerical Controls	<ul style="list-style-type: none"> building depth building separation deep soil solar and daylight access natural ventilation 	