

# Stage 1. Application Form

## Sketch Design Approval By The Sands ARC

Issue 01. - Jan 2007 (Revised Feb. 2007)



In accordance with the Sands Building & Environment Management Code

Name:	
Address:	
Business Phone and Fax Number:	
Email:	
Lot Number and Street Name (indicate esplanade block if applicable)	

### Pre-Lodgement Meeting

It is strongly recommended that you arrange to have a meeting with our ARC consultant, yourself and designer/architect just prior to finalising your Stage 1. Lodgment. Our ARC consultant can assist in identifying potential and problematic design and planning issues prior to submission. This meeting can save you valuable time and money. Our ARC consultant can also offer advice on material selection, building orientation and spacial planning. This meeting is estimated to be 30-45minutes.

To arrange a Pre-Lodgement meeting contact the Sands Sales office on **Ph +61 3 5264 8888**

Pre-Lodgment meeting are held at the Sands Sale office, The Sands, Torquay, every Friday or on Saturday morning by appointment.

**Address:**

**Sands Sale office 2 Sands Blvde, Torquay, Victoria, 3228. Ph +61 3 5264 8888**

### Stage 1. Approval Requirements

Stage 1 submissions should include plans, sketches, drawings and design imagery that clearly expresses the nature of your proposal and its design intent.

It is advised that all applicants and their designer/architects refer to the Building & Environmental Management Code to ensure your proposed dwelling is compliant with the code. Key design & planning requirements the applicants should address when designing the dwelling are listed below:

(NB. These are not to replace but must be read in conjunction with the Sands Building & Environmental management Code)

#### Site Planning and Design

- The building has a 'coastal character' rather than a 'suburban' appearance
- The building is lightweight in appearance and has predominantly (i.e.  $\geq 50\%$ ) lightweight cladding to all visible facades, e.g. such as timber
- The building is sited to be viewed as part of the landscape, so that in time the landscape will be dominant
- Landscape zones are located to all setbacks with continuous taller planting along fence lines
- Intended colours and finishes respond to & merge with the surrounding coastal vegetation and enable the building to recede i.e. subdued darker colours in line with The ARC's Recommended Colour Palette
- The garage is not a dominant element
- Facades facing the golf course or a side street are to be treated as a front facade and designed accordingly
- The design optimises northern orientation
- A minimum of 80m<sup>2</sup> of private open space is provided to the side or rear of the dwelling

- A designated area of 25m<sup>2</sup>(min) of secluded private open space which includes the following: (landscaping not included)

- A minimum dimension of 3m
- Convenient access from a living room
- Located to the north of the dwelling, if practicable

- Secluded private open spaces and habitable room windows of adjacent (and possible future) dwellings are protected from overlooking from all upper level decks and habitable room windows, which are screened as follows:

- Privacy screens to 1.7m high to window
- Privacy screens to 1.7m high to decks
- Sill heights located at 1.7m above floor level
- Use of obscure glass

- Overshadowing is minimized to habitable rooms in adjacent dwellings and secluded private open space (including future secluded private open spaces), as per minimum standards contained within ResCode

- The Roof is simple and low profile without fussy details or decoration

- A designated service area that has been incorporated into the design and is concealed from the street and golf course

-All outdoor equipment is located at least 1.2m from the boundary to allow for continuous planting to the fence line

**Setbacks**

At the time of purchase, owners should be aware of the mandatory front & rear setbacks and preferred side setbacks (to all levels)

If the applicant is applying for a reduction to setbacks this should be discussed at the Pre Design Stage to avoid costly redesigns. Dispensation will only be permitted where there are clear site constraints or amenity benefits. Applicants should not assume they will be granted dispensation.

**Front and Rear Setbacks**

- Front and rear setbacks shown comply with the building envelope diagrams (mandatory, including all decking, pergolas, entry canopies etc.). Including setbacks to side streets where applicable

- A 5.0m minimum setback is provided to rear boundaries of upper levels (including decks, pergolas, canopies, etc.)

**Side Setback (Ground Level)**

- The dwelling has side setbacks which comply with the 2m preferred side setback to ground floor level

or

- A dispensation has been requested to reduce the side setback, as detailed below

**Side Setback (Upper Level)**

- The dwelling has a 3.0m minimum setback from the side boundaries to upper levels

or

- A dispensation has been requested to reduce the side setback, as detailed below

**Setbacks For 3 Level Development (Zone 2 Only, Maximum Height 10.5m)**

- The dwelling has a minimum of 3m setback to side boundaries at ground level and 2nd level, and a minimum of 5.5m to 3rd level from side & rear boundaries, with landscape zones where taller planting can be accommodated

or

- A dispensation has been requested to reduce side setback, as detailed below

**A Dispensation Is Requested For A Reduction To .....**

The amenity benefit, and the ability to meet the requirements for view corridors and substantial landscape zones between dwellings is detailed below (provide separate letter if more space is required).

.....

Cont:.....

Note: If a reduced side setback is granted, the applicant must provide at least 3m setback to the other boundary and increased opportunities for planting to the remaining length of the boundary

## Garages

- Accommodation for 2 cars has been provided with one fully enclosed car parking space
- If the garage addresses the street the following criteria should be met to reduce the dominance of the garage:
  - The width of the garage is less than the width of the dwelling. (Lots less than 15m frontage cannot satisfy this requirement of the Code with a 6m wide double garage facing the street)
  - The front face of the garage is set back  $\geq 1.0\text{m}$  from the front face of the dwelling
  - The door is set back 500mm from the front face of the garage wall to create depth & shadow with a pergola in front or The door is fully integrated, i.e. in the same plane of the wall, with front face of the garage and of matching material, finish and colour
- Garage door is a sectional lift door or a 'tilt-a-door'

**Driveway Location: If shifting cross over location for driveway please contact the Sands lands Office to arrange a site inspection. If tree or irrigation lines need to be moved a \$150 cost will be incurred**

## Documentation Checklist

It is essential that the owner and designer have not invested too much time in the design at this early stage. To achieve this, the schematic plans can be as rudimentary as freehand sketches over the plans, but all drawings must be to scale.

The applicant is to submit the following information: (preferably in A3)

Site Analysis Plan – 2 Copies (Scale 1:200 or 1:100)

Preliminary Site Analysis Plan:

- The proposed building envelope
- Dimensions of all setbacks to proposed building (dimensions of setbacks are drawn at right angles to boundary)
- Upper floor labelled & shown dotted (if not aligned with the ground floor), all setbacks dimensioned
- Schematic Landscape design that illustrates broad notions of how the landscape will intergrate with the house, outdoor living areas and the site context.

Schematic Floor Plans For Each Level – 2 Copies (Scale 1:100) Showing:

- North point and scale
- The layout of the building and site boundary lines
- Dotted outline of other levels
- The use of each room labelled
- All setbacks dimensioned, including setbacks to upper levels
- The location of designated service area.

Schematic Elevations – 2 Copies (Scale 1:100) Showing:

- Elevations of all sides of the building (labelled north, south, east & west) to indicate architectural style
- Overall height
- Major external materials, proposed finishes and indication of broad colour scheme
- Street elevation showing adjoining dwellings (proposed and existing)

## Lodgement

Stage 1. submissions can be lodged in person, by courier or by post to the Sands Sales office at :

**Sands Sale office 2 Sands Blvde, Torquay, Victoria. Ph +61 3 5264 8888 Between 11am -4pm 7 days a week.**

Submission fees can be paid directly to the Sands Sale office or via post. Please make cheques and money orders payable to MHY Handbury Group (The Sands Torquay) or via Electronic Funds Transfer (EFT).

Determination of your Stage 1 submission will be made within ten (10) working days from the date of lodgement.

During the assessment time period you may be contacted by the ARC to provide additional information or requested to meet with the ARC consulatnt

## Determination

On successful approval of Stage 1, you will receive a Stage 1 Letter of Approval and a stamped set of drawings from the ARC stating that the drawings have meet the requirements of the managment code and the ARC. Upon recieveing this letter your development can proceed to Stage 2. Application forms for Stage 2 submissions can be obtained from the Sands Sale Office.

## 'Conditions Applied'

A letter of approval for stage 1. may have a list of conditions applied. This means that the proposed developemnt is approved 'in principle' however, certain conditions will be applied to the proposal to be resolved in Stage 2.

## Validation Period and Re-submissions.

Stage 1 approval is valid for a twelve (12) month period. Development beyond this period will require that you re-submit for Satge 1 approval.

Amendments to the submission initiated by the client, designer/architect are accepted during the validation period but will incur additional fee of \$150 depending on the degree of variation to the original submission.

<b>Signature:</b>	
<b>Date:</b>	

# Stage 2. Application Form

## Design Development for Planning Permit Approval

Issue 01. - Jan 2007 (Revised Feb. 2007)



Office Use Only	
File No:	
Adjoining Lots / File No:	
Date Received:	
Date Assessed:	

In accordance with Victorian ResCode & Surf Coast Shire's Local Provisions

Name:	
Address:	
Business Phone and Fax Number:	
Email:	
Lot Number and Street Name (indicate esplanade block if applicable)	

**Initial Submission for Stage 2. (i.e. no previous applications) which includes the following:**

- Stage 2. Application (this application) completed in full with all documents in checklist attached
- Letter from owner consenting to this application
- Cheque for \$640 Application Fee for Stage 2.

Note: Submission fees can be paid directly to the Sands Sale office or via post. Please make cheques and money orders payable to MHY Handbury Group (The Sands Torquay) or via Electronic Funds Transfer (EFT).

**Revised Submission which includes the following:**

- Stage 2. Application (this application) completed in full with all documents in checklist attached
- A covering letter listing ALL revisions
- All revisions notated and highlighted on all plans and elevations.

Note : Once Stage 2. Approval is granted, subsequent ammendments will incur a \$150 fee

**Conditions applied at Stage 1. includes the following:**

- A covering letter listing ALL conditions applied

## Documentation Checklist

### Site Analysis Plan – Three Copies (Scale 1:200)

A site plan that shows the following:

- North point and scale
- The dimensions of all boundaries
- Details of ALL adjoining neighbours dwellings (labelled existing or proposed) including site dimensions, lot numbers, all adjoining habitable rooms and private open space (information obtained from The Sands Sales Office)
- Setbacks of the surrounding buildings to the boundary
- A dotted line indicating the 2m preferred side setbacks to ground floor level, labelled as '2m setback'
- A dotted line indicating the mandatory front & rear setbacks, as per building envelope diagram, labelled and dimensioned
- If applicable, a dotted line indicating the preferred 3m side setbacks to upper level, labelled as '3m setback to upper level'
- If applicable, a dotted line indicating the mandatory 5m rear setback to upper level, labelled as '5m rear setback to upper level'

- The driveway is located in the preferred location and noted as such;
- or
- The driveway contravenes the preferred location and acceptance from The Torquay Sands Sales Office is attached
  
- Private open space calculation is.....m<sup>2</sup> (80m<sup>2</sup> min)
- Summary of floor area (for each level)
- Plot ratio is.....(0.5 max)
- Site coverage calculation, (including building area, decks, verandahs and all hard surface areas such as pools etc.) is.....% (60% max)
- Shadow diagrams for September 22 @ 9am, 11am, 1pm and 3pm (should be shown on separate plan if not clear on site plan)

### **Floor Plans – Three Copies (Scale 1:100)**

A proposed floor plan for each level showing the following:

- North point and scale
- The layout of the building and site boundary lines
- Dotted outline of other levels
- All setbacks dimensioned, including setbacks to upper levels (setbacks dimensions are drawn at right angles to boundaries)
- The use of each room labelled
- Location of designated secluded private open space which is.....m<sup>2</sup> (25m<sup>2</sup> min)
- Location of designated service area, including hot water service, rubbish bins, clothesline, gas meters, spa motors and any other external equipment
- If applicable indicate an appropriate lightweight screens to service area.
- The screen shields the service area from view from both the street and golf course from ALL angles. (Landscaping is not accepted as screening, as this will take time to grow)
- Location of mailbox

### **Elevations – Three Copies (One Colored) (Scale 1:100)**

Elevations of all four sides (labelled north, south, east and west) showing the following:

- Type and extent of proposed colours, materials and finishes (including manufacturer and code), either noted in each location on elevations or in separate schedule, including but not limited to the following (Note: all materials must be specified e.g. species of timber must be specified):
  - All wall finishes
  - Roofing
  - Downpipes
  - Gutters
  - Fascias
  - Pergolas
  - Privacy screens
  - Sun shading devices
  - Window & door frames
  - Solid doors
  - Glass to all windows and balustrades, including type and colour of tinted and obscure glass
  - Balustrades
  - External handrails
  - Garage doors
- The overall height of dwelling is nominated, and is ..... metres above natural ground level and in Zone .....
- Sill heights of windows are nominated
- TV antenna (max 1m above ridgelines), flues, solar panels, air conditioning and any other equipment noted on plans
- All side fences shown in section on relevant elevations

- Elevations of all fences and gates within the property and screens, and detailed including type of material, finish and colour
- Proposed mailbox (designed to complement the building and be lightweight) with all details, including type of material, finish and colour

**Landscape Design Plan - Three Copies (Scale 1:200)**

A Landscape Design plan that shows:

- Outline of building with upper floor shown dotted
- Location of driveway, the surface type and colour, with street frontage shown (maximum 3.6m tapering to 3.0m at boundary)
- Indicative areas of hard and soft landscaping
- Paved areas, decks, driveways, car parks, crossovers
- Features such as pools or spas, tennis courts, water features/ponds
- Service areas, including all outdoor equipment
- The inclusion of a mature tree at streetscape between the driveway and boundary line
- Detailed plant list utilising native & indigenous species. (A plant list is available from the Sands)
- Details of all boundary fences, including height, materials and finishes
- Details of all fences, gates and screens within the property boundary lines, including type of material, colour and finish

**Roof Plan – Three Copies (Scale 1:100)**

Roof plan indicating the following:

- Roofing material, colour and finish; (must be non reflective, dark subdued colours, Colorbond corrugated profile metal decking, such as 'Woodland Grey', 'Windspray', 'Jasper', 'Night Sky', 'Façade', 'Ironstone' & 'Bushland')
- Gutters and downpipes; materials, colours and finishes (must be painted or prefinished to match roofing or wall colour)
- Plant equipment including TV antennae, air conditioners, flues, solar panels, etc
- Clear glazed roof lights (white polycarbonate is not permitted)

**Colour Samples**

- Materials and colour samples included for approval (unless from The Recommended Colour Palette)

**Determination**

Determination of your Stage 2 submission will be made within 2-3 weeks (max) from the date of lodgement.

During the assessment time period you may be contacted by the ARC to provide additional information or requested to meet with the ARC consulatnt.

On successful approval of Stage 2. you will receive a Stage 2. Letter of Approval and approval from the Surf Coast Shire for a Planning Permit.

A letter of approval for stage 2. may have a list of conditions applied. This means that the proposed developemnt is approved 'in principle' however, certain conditions will be applied to the proposal to be resolved at the time of construction.

Stage 2 approval is valid for a twelve (12) month period by the Sands ARC. Development beyond this period will require that you re-submitt for Stage 2 approval.

Amendments to the submission initiated by the client, designer/architect are accepted during the validation period but will incur additional fees depending on the degree of variation to the original submission.

<b>Signature:</b>	
<b>Date:</b>	