

Department of Planning and Environment

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City of Gosford Design Advisory Panel

Guide for Proponents and Stakeholders

August 2022





Acknowledgement of Country

The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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City of Gosford Design Advisory Panel

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1 Purpose of this Document

This document identifies the role and operation of the City of Gosford Design Advisory Panel (CoGDAP) and how the design excellence process will be applied in Gosford City Centre. This document also serves as the design excellence guidelines applying to Gosford City Centre.

The Panel has been established to support the revitalisation of Gosford City Centre and will provide advice on urban design, architecture and landscape design for development proposals. This document will help stakeholders understand how the Panel operates and how it will ensure design excellence and quality design outcomes for Gosford City Centre.



Figure 1: Gosford Waterfront. Image © Department of Planning and Environment

2 Role and Objectives of the Panel

The Panel has been formed to ensure design excellence and quality design outcomes for Gosford City Centre. The Panel's role is advisory only; it does not determine development applications. The Panel's recommendations and advice are used by the proponent to inform the preparation of development applications prior to lodgement, and by the approval authority in the assessment and determination of applications.

The Panel will:

- fulfil the functions of the 'design review panel' referenced under Clause 5.46 of State Environmental Planning Policy (Precincts – Regional) 2021 (the Precincts-Regional SEPP)
- fulfil the functions of the State Design Review Panel insofar as they may have applied to the Gosford City Centre
- provide independent, expert and impartial advice on the design quality of major development proposals, in cases where the Minister for Planning is the consent authority and the Department's assessment team has requested such advice
- guide the design of development proposals and inform the assessment process.

The objectives of the Panel are to:

- support proponents and decision-makers to achieve design excellence by promoting a design-led approach to development
- support implementation of the Gosford Urban Design Framework
- support the aims and objectives of the Precincts-Regional SEPP and support the implementation of the Gosford City Centre Development Control Plan 2018 (GCC DCP)
- provide advice in relation to urban design, architecture and landscape design on major development proposals, which will include:
 - pre-lodgement design advice to achieve high-quality development proposals upon lodgement and a streamlined development assessment process
 - design advice during assessment of applications to the assessment and determination authority
- determine if an architectural design excellence competition is required and, if required, the format and process to be followed
- follow the principles of good design review (**Attachment A**)
- consider local context, design quality and relevant policies and plans in providing its advice.

The Panel's role, operation and membership may be reviewed from time to time at the discretion of the Minister for Planning.

3 Development Reviewed by the Panel

The Panel will review the following development proposals in Gosford City Centre:

- development declared to be *State Significant Development under State Environmental Planning Policy (Planning Systems) 2021*, including development with a capital investment value of more than \$75 million
- development proposals using clause 5.46(3) and (4) of the Precincts-Regional SEPP, being developments on medium and large sites seeking a variation to height and/or floor space ratio
- any development proposals on key sites, as identified in Chapter 6 of the GCC DCP, where the proponent is proposing a variation from the principles applicable to the key site contained in the plan.



Figure 2: Aerial image of Gosford. Image © Hunter and Central Coast Development Corporation 2022

4 Design Excellence

Design excellence is a term used in environmental planning instruments to refer to the design quality of a building or project.

The description of design excellence is broadly consistent across planning legislation where it is often summarised as “the highest standard of architectural, urban and landscape design”. Design excellence descriptions vary in their detail, but generally include references to context, accessibility, public domain, streetscape, massing and sustainability.

The Precincts-Regional SEPP requires all development in Gosford City Centre to exhibit design excellence and contribute to the natural, cultural, visual and built character values of Gosford City Centre. Clause 5.45 of the Precincts-Regional SEPP lists the specific matters the consent authority must take into account when considering if a development exhibits design excellence.

The proponent must prepare a design excellence statement, which will be considered by the Panel as part of its consideration of whether the proposal exhibits design excellence and whether a design competition is necessary (under clause 5.46(4) of the Precincts-Regional SEPP). For details on the requirements of design excellence statements, refer to **Attachment C** of this Guide.



Figure 3: View from Gosford across Brisbane Water. Image © Salty Dingo 2021

5 Panel Governance

The City of Gosford Design Advisory Panel will consist of four (4) permanently appointed members and a pool of rotational Design Reference Group members.

5.1 Permanent Panel Members

The permanently appointed members are:

- the NSW Government Architect (or their GANSW delegate)
- a senior staff member (currently Executive Director, Local and Regional Planning) from the Department of Planning and Environment (or delegate)
- the Unit Manager of Development Assessment at Central Coast Council (or delegate)
- and an independent design expert.

The Chair will be a representative of the NSW Government Architect. The Chair is responsible for chairing the meetings and endorsing the Panel's final advice and recommendations.

5.2 Design Reference Group

The Panel's Secretariat, in liaison with the Chair, will appoint at least two design experts along with the Unit Manager Strategic Planning at Central Coast Council (or delegate) to form the Design Reference Group (DRG). One of the design experts will be appointed as Chair of the DRG.

These DRG members will then become the rotational members on the Panel when it considers that development proposal.

5.3 Case Manager

The Case Manager is the Director of the Central Coast and Hunter Region (or delegate) from the Department of Planning and Environment.

The Case Manager is responsible for the administration of the City of Gosford Design Advisory Panel and the design excellence process. The proponent may request a meeting with the Case Manager to discuss their development proposal by contacting the Secretariat.

5.4 Secretariat

The Panel's Secretariat will be an officer of the Department.

The Secretariat will support the Panel's operation by providing administrative support, determining the adequacy of the design package, scheduling meetings, providing guidance and briefing the Design Reference Group, pre-briefing the Panel, and drafting the workshop or Panel's design excellence advice for endorsement and finalisation.

The Secretariat must be present at all Panel meetings.

5.5 Regional Assessments Team

Under the Precincts-Regional SEPP, the Minister for Planning or the Independent Planning Commission is the consent authority for development proposals with a capital investment value (CIV) of at least \$10m in Gosford City Centre. Certain development is declared to be State Significant Development under State Environmental Planning Policy (Planning Systems) 2021, including proposals with a CIV of more than \$75m. The Regional Assessments Team of the Department of Planning and Environment is responsible for assessing these types of development applications and providing a recommendation to the determining authority.

A representative of Regional Assessments may attend Panel meetings and DRG workshops as an observer. The team may provide advice on planning controls, key assessment issues and the development assessment process, as required. The team will consider the Panel's advice during the development assessment process.

5.6 Remuneration

Remuneration for eligible Panel and DRG members will be provided on a fixed-fee basis determined by the number of review sessions they are required to attend. Fees are \$1,000 for a half day and \$1,800 for a full day. Fees exclude GST and include preparation time and travel costs (except in the case of remote or interstate Panel members).

6 Meetings and Workshops

Design Reference Group (DRG) workshops are recommended pre-lodgement. The purpose of DRG workshops is to provide design advice to assist proponents in preparing proposals and design documentation adequate for review by the Panel. Multiple workshops may be required pre-lodgement to refine a proposal, particularly in the case of large sites and State Significant Developments.

Panel meetings may be held pre- or post-lodgement. The purpose of Panel meetings is to review designs in the pre-lodgement stage or provide design advice to the assessment authority in the post-lodgement stage. Further detail is provided in **Section 9** of this Guide.

Generally, the Panel Secretariat schedules one day per month to be used for Panel meetings or DRG workshops. Extraordinary meetings may be required, depending on current workloads and members' availability, to ensure continuity and consistent design excellence advice on projects. The Secretariat can provide a list of scheduled CoGDAP dates on request.

The Secretariat will provide guidance on whether a workshop or Panel meeting is the most appropriate next step, determine the location for the meeting/workshop, and distribute the agenda.

Meetings and workshops are generally held via Microsoft Teams, or in Gosford City Centre.



Figure 4: Gosford Leagues Club Park. Image © Hunter and Central Coast Development Corporation 2021

7 Design Reference Group Workshops

7.1 Typical Workshop Agenda

Error! Reference source not found. shows the items generally included in a Design Reference Group workshop agenda.

Table 1. Typical Workshop Agenda

Number	Agenda Item	Responsibility	Time Allotted ¹
0	Site visit (optional)	Design Reference Group members	Prior to workshop
1	Introduction – Outline key planning controls and any background information	Panel Secretariat and Regional Assessments team	15 minutes
2	Presentation on the scheme	Proponent's lead architect	45 minutes
3	Workshop discussion	All stakeholders	30 minutes
4	Design Reference Group review (in camera)	Design Reference Group	10 minutes
5	Summary of advice	Design Reference Group Chair and Secretariat	10 minutes

7.2 Design Reference Group Advice and Timing

The Secretariat will send the DRG advice to the proponent and the Regional Assessments team within ten (10) working days of the workshop.

¹ The time allocations are a guide only.

8 City of Gosford Design Advisory Panel Meetings

8.1 Panel Quorum

A quorum of three (3) members, including the Chair, is needed for a Panel meeting to take place. A majority of the Panel members in any given meeting must be design experts. The Chair is a design expert.

8.2 Typical Panel Meeting Agenda

Error! Reference source not found. shows the items generally included in Panel meeting agenda.

Table 2. Typical Panel Meeting Agenda

Number	Agenda Item	Responsibility	Time Allotted ²
0	Site visit (optional)	Panel members	Prior to meeting
1	Panel pre-briefing – Outline key planning controls and any pre-lodgement design review advice (in camera)	Panel Secretariat, Regional Assessments team and design experts	15 minutes
2	Presentation on the scheme	Proponent’s lead architect	45 minutes
3	Panel review and discussion	Panel members	30 minutes
4	Panel review (in camera)	Panel members	20 minutes
5	Summary of advice	Panel Chair and Secretariat	10 minutes

8.3 Proponent’s Consultation Team

The lead architect or project designer will present the proponent’s proposal to the Panel. Up to five members of the proponent team (including lead architect) are invited to the review session.

² The time allocations are a guide only.

8.4 Observers and Invited Stakeholders

Key stakeholders may be invited to attend the review session as observers.

Observers may be invited to brief the Panel on specific issues relating to their respective roles. At the discretion of the Chair, invitees may include (but are not limited to) the Case Manager, Regional Assessments team, Central Coast Council staff, Government Architect staff and other parties, as required.

8.5 Panel Advice and Timing

The Panel's advice will be endorsed by the Chair and distributed by the Secretariat, as follows:

- pre-lodgement design review will be sent to the proponent and the Regional Assessments team of the Department
- development application design advice will be provided directly to the Regional Assessments team for consideration

The Panel's advice will be issued within ten (10) working days of the meeting.

The Panel's pre-lodgement recommendations and advice will be made publicly available during the development assessment exhibition period once a Development Application has been lodged.



Figure 5: View of Gosford looking towards the Racecourse. Image © Salty Dingo 2021

9 Scope of Panel Review and Advice

The Panel is guided by:

- the aims and objectives of Chapter 5 of the Precincts-Regional SEPP as outlined in Clause 5.1 of the SEPP
- the matters for consideration in clause 5.45 of the Precincts-Regional SEPP
- State Environmental Planning Policy No. 65 (Design Quality of Residential Apartment Development)
- ‘Better Placed – an integrated design policy for the built environment of NSW’ by the Government Architect and the seven design objectives for NSW
- the Gosford Urban Design Framework
- the aims and objectives of the GCC DCP
- the Principles of Good Design Review adopted by the Government Architect NSW
- the draft Connecting with Country framework and Designing with Country discussion paper by the Government Architect NSW
- the Department’s ‘code of conduct’
- the Department’s ‘Managing Interests and Disclosing Conflicts of Interest Policy’
- the National Urban Design Protocol
- any other policy, guideline, document or instrument deemed relevant by the Panel, the department or Government Architect.

The Panel will also consider any other relevant local, state or national plans, policies and guidelines, which will be provided to the Panel prior to advising on/or reviewing any project.

9.1 Pre-lodgement Design Review

The Panel may consider a proponent’s development proposal prior to formal lodgement of an application with the department. For the types of development referred to the Panel before lodgement, see **Section 3** of this Guide.

After consideration of a proponent’s scheme at the Panel meeting, the Panel’s Secretariat will issue the Panel’s advice to the proponent and the Regional Assessments team. The Panel’s advice may include several outcomes depending on the extent to which the proposal demonstrates design excellence. Potential outcomes include that the Panel:

- endorses the proposal, with any design recommendations to be addressed prior to the development application being submitted

- recommends substantive changes to a proposal and further liaison with Design Reference Group before being reconsidered by the Panel.
- requires that the proponent undertakes a design excellence competition (in accordance with clause 5.46(4) of the Precincts-Regional SEPP).

9.2 Design Advice to Assessing or Determining Authority

The assessing or determining authority may request design advice from the Panel in respect of applications lodged with, and currently under assessment by, the Department. For the types of development referred to the Panel by the consent authority see **Section 3** of this Guide. These types of applications will be reviewed by the Panel and formal advice will be issued to the consent authority for its consideration.

In instances where the proposal has changed significantly from the pre-lodgement scheme, further Design Review Group workshops may be required before being considered by the full Panel.

Where further Panel advice is required in response to submissions, this should be obtained before the proponent resubmits the proposal via the Planning Portal.

9.3 Pre-lodgement Design Review (Step by Step)

Prior to being eligible to go before the Panel for a pre-lodgement design review, the proponent must undertake the steps detailed in **Error! Reference source not found.** A flow chart for this process is provided at **Attachment B**.

Table 3. Pre-lodgement design review step-by-step guide

Step	Description	Details
1	Contact the regional office	Contact the Panel Secretariat by email at centralcoast@planning.nsw.gov.au (CC Regional.Assessments@planning.nsw.gov.au) to arrange an informal pre-application meeting with departmental representatives from the Hunter and Central Coast and Regional Assessments teams.
2	Meet with department representatives	Attend an initial meeting with department representatives from the Hunter and Central Coast and Regional Assessments teams to discuss the proposed development, including the Panel's expectations and process, as part of an informal pre-application meeting.
3	Pay fees	Pay the relevant fee before any workshop/meeting proceeds.

Step	Description	Details
4	Submit workshop documentation	The design package must be submitted five (5) working days prior to the proposed meeting date. The Design Reference Group will review the draft scheme and provide design advice to the proponent and the design team.
5	Design Reference Group workshop	The purpose of this workshop is to help proponents prepare proposals and associated design documentation that are adequate for review by the Panel.
6	Receive advice from Design Reference Group	The Secretariat will forward the workshop advice to the proponent within ten (10) working days of the workshop.
7	Refine design and documentation	Based on the advice provided, the proponent refines the design and documentation. Large or complex proposals may need a second workshop, i.e. repeat steps 4-7.
8	Submit Panel meeting documentation	Submit the design documentation and presentation for the Panel via email at least ten (10) working days prior to the preferred Panel meeting (contact the Secretariat for scheduled dates). This documentation will be reviewed for adequacy in accordance with Attachment C before confirmation of the listing is provided to the proponent. The Panel's Secretariat will determine the adequacy of the documentation supplied. If inadequate, a Design Reference Group member will work with the proponent to ensure the documentation is brought up to an appropriate standard.
9	Meeting confirmed to Panel	The Panel will receive the design documentation and agenda at least five (5) working days before the meeting, for their consideration.
10	Panel meeting confirmed to proponent	The proponent will receive confirmation of the Panel meeting and agenda five (5) working days before the meeting.
11	Arrange Panel site visit (optional)	The Panel members may elect to undertake a site visit prior to the meeting.
12	Address the Panel meeting	The proponent presents their design to the Panel, and the Panel will consider the proposal. Refer to Section 8.2 for a typical Panel meeting agenda.
13	Receive Panel advice	The Secretariat will issue the Panel's endorsed advice to the proponent and the assessment team within ten (10) working days.

10 Design Documentation Required by the Panel

All design documentation required by the Panel in order to review a proposal can be found in **Attachment C**. The Panel may request additional documentation as necessary to aid consideration of the proposal. The Panel or Secretariat can refuse the listing of a proposal for design review if insufficient material is provided, or for another reason.

All documentation needs to be provided electronically, via email or by file sharing services such as [Hightail](#) or [Dropbox](#).

All development schemes presented to the Panel, including pre-lodgement proposals, must be accompanied by a 3D digital model.

The 3D digital model should be supplied in SketchUp (V8) format (*.skp) and Collada format (*.dae). The supplied model shall contain all the respective texture images and comply with Central Coast Council's specifications. The Secretariat will provide a copy of current specifications upon request.

The 3D model information needs to be submitted at least five (5) working days prior to the meeting/workshop to give Council sufficient time to update its 3D model.



Figure 6: View of Gosford Stadium and Leagues Club Park. Image © Salty Dingo 2021

11 Fees

All costs associated with the assessment and review of any development application are to be borne by the applicant. Fees for referral to the Panel and Design Reference Group must be paid in full at least ten (10) working days prior to the initial meeting.

The following fees, excluding GST, are payable by the applicant to the Department.

Contact the Panel's Secretariat by email at centralcoast@planning.nsw.gov.au to arrange an informal pre-application meeting with department representatives.

City of Gosford Design Advisory Panel and Design Reference Group fees:

- Initial Panel meeting \$11,200³
- Additional Design Reference Group workshop \$2,800
- Additional Panel meeting(s) \$5,400

Architectural design competition fees:

- Pre-competition advice meeting No fee payable
- Architectural design competition \$11,200⁴
- Additional Panel meeting(s) \$5,400

Development and State Significant Development application referrals:

- Referral to Panel \$5,400
- Additional Design Reference Group workshop \$2,800
- Additional referral to Panel \$5,400

Post-approval or post-design competition fees (Design Integrity):

- Referral to Panel \$5,400
- Referral to Design Reference Group \$2,800

³ Includes advice from one Design Reference Group workshop and one Panel Meeting

⁴ Includes advice on the outcomes of the competition, one panel meeting or DRG workshop (if required) and one full meeting of the Panel as competition jury (does not include payment to competitors, consultants, etc).

12 Design Excellence Competitions

This section is adapted from the NSW Government Architect's [Draft Design Excellence Competition Guidelines](#), published in 2018. For further detail on design excellence competitions, see the draft Guidelines. Where there is an inconsistency between the draft Guidelines and this Guide (such as in the makeup of competition juries), this Guide shall prevail.

12.1 What is a Design Excellence Competition?

A design competition is a competitive design process in which an organisation, private or public, invites designers to submit proposals for a precinct, site or building.

In this Guide, any architectural design competition of this type is referred to as a design excellence competition.

Undertaking a design excellence competition alone does not guarantee the achievement of design excellence. A design excellence competition is one stage in a process intended to lift the design quality of a project to achieve overall design excellence. Pre-competition processes (such as preparation of a design excellence strategy, competition brief and reference design) and post-competition design integrity are also critical to achieving design excellence.

Importantly, approval of a scheme remains with the assessment and determination authority. In the case of proposals within the remit of CoGDAP, generally the Regional Assessments team of the Department is the assessing authority, while the determining authority is the Minister for Planning (or his Departmental Delegate) or the Independent Planning Commission.

12.2 When is a Design Excellence Competition Required?

All developments within the Gosford City Centre must achieve design excellence under clause 5.45 of the Precincts-Regional SEPP. A design excellence competition is required if the Panel determines that one is warranted.

Clause 5.46(4) of the Precincts-Regional SEPP specifies that the Panel may determine an architectural design competition will be held in relation to a development if:

- the land is zoned B3 Commercial Core, B4 Mixed Use or B6 Enterprise Corridor;
- the site area of the development is at least 5,600 square metres; and
- the development results in a building that exceeds the height and/or floor space controls applying to the land, by an amount to be determined by the consent authority.

An architectural design competition means ‘a competitive process conducted in accordance with the Design Excellence Guidelines’. This Guide acts as the Design Excellence Guidelines applying to Gosford City Centre.

In determining whether a design excellence competition is required, the Panel will consider whether the proposal sufficiently meets the objectives of the Government Architect’s Gosford Urban Design Framework and the design excellence considerations in the Precincts-Regional SEPP and GCC DCP. The Panel is not limited to these considerations and other factors may be used in determining whether a design excellence competition is needed.

A design excellence statement prepared by the proponent will be considered by the Panel in making this decision. For further information on design excellence statements, refer to **Section 4** and **Attachment C** of this Guide.

12.3 Competition Jury

In Gosford City Centre, the City of Gosford Design Advisory Panel will preside as the jury for design excellence competitions.

12.4 Competition Type and Process

Should the Panel require a competition, it will determine the competition type and process.

If a design competition is required, the proponent must develop a design excellence competition strategy for the site or areas on the site as required by the Panel. This strategy must be endorsed by the Panel.

Generally, where the Panel requires a competition, it will be a Type A, single-stage design excellence competition. Type A competitions involve:

- a single stage competition with a minimum of three (3) and maximum of five (5) designers or design teams invited to participate
- selection of the entrants by direct invitation by the proponent
- all entrants being paid by the proponent.

The invited design teams should all be of a high standard and able to demonstrate a past body of work that has been awarded and/or critically reviewed or show a commitment to design excellence by other means. The selected design teams should have a diversity of experience and approach.

The Panel has discretion to recommend another type of competition for a proposal, including Type B (invited by EOI), Type C (open competition) or bespoke design excellence competition (as defined in the draft Guidelines). The Panel, at their discretion, may limit the competition to an individual building or buildings on a site, or for large sites may recommend a design excellence masterplan competition.

12.5 Competition Fees

The applicant must bear all costs associated with the competition.

Fees for the Panel meetings and pre-qualification steps associated with the architectural design competition must be paid in full at least ten (10) working days prior to a related meeting taking place. These fees are set out in **Section 11** of this document.

12.6 Post-Competition Design Integrity

To ensure that design quality continues through the life of the project to physical completion, the competition Strategy and/or Brief must recommend a process to monitor and maintain Design Integrity. As a minimum, this will require the designer of the winning Competition Scheme to be nominated as the Design Architect for the duration of the project, even if the site is sold. It may also include retention of the Competition Jury continue to act as a Design Integrity Panel (DIP) which will review the project to uphold Design Excellence standards through the further development of the design.

Milestones at which the DIP may review the design include DA lodgement, modification (e.g. a Section 96 application), prior to issue of Construction Certificate or prior to issue of Occupation Certificate.

Each meeting of the DIP is to be documented and include validation that the design maintains or improves the Design Excellence exhibited in the winning Competition Scheme.

If regular DIP meetings are not required by the Strategy or Brief, an alternative is a Design Integrity Assessment submitted with the application to the consent authority. This is to be prepared by the Competition Jury and will advise whether the proposal maintains or improves the design excellence exhibited in the winning Competition Scheme. If not, it will recommend what further review processes or design developments would be necessary.

The proponent is responsible for the cost of the design integrity process.

12.7 Competition Process (Step by Step)

Table 4 identifies the typical process for design excellence competitions.

Table 4. Design Excellence Competition Process

Step	Description	Details
1	Panel meeting and advice determines that a design competition is required	If, at the Panel meeting, and in the subsequent advice issued, the Panel determines a design competition is required, the advice will recommend the type, process, form and content of the competition brief and strategy.
2	Preparation and endorsement of competition strategy and brief	The proponent confirms the competition process with the Panel Secretariat. The proponent will prepare a competition strategy first, followed by the competition brief. Both must be submitted to the Secretariat for review and endorsement by the Panel before proceeding. For State Significant projects, the competition strategy must be endorsed by GANSW.
3	Design excellence competition	The applicant conducts the design excellence competition in accordance with the endorsed strategy and brief.
4	Review by competition jury (the Panel)	Competition entrants present proposals to the competition jury (the Panel).
5	Preparation of competition report by competition manager	The design competition manager prepares a draft competition report identifying the outcomes of the competition process, including design recommendations for the winning scheme. The report may award a winner and confirm design excellence, award a winner but request further design development to achieve design excellence, or declare that design excellence has not been achieved and is not possible with the proposed schemes.
6	Review of competition report by jury (the Panel)	The competition report is reviewed and endorsed by the jury.
7	Post-competition process	In accordance with the endorsed strategy, further liaison with the Panel may be required to demonstrate that the proposal exhibits design excellence prior to DA lodgement.

Attachment A – Design Review Protocols

When design review is done well it raises the quality of our built environment to benefit everyone, bringing social, environmental, and economic value. These protocols for good design review apply to the establishment, operation, monitoring, evaluation and improvement of the City of Gosford Design Advisory Panel.

Advisory – The Panel does not make decisions but offers impartial advice to people who do. The Panel will help assess designs from a broader perspective and identify any fundamental weaknesses while supporting decision-makers to construct a strong design-based argument to resist poorly designed schemes.

Independent – The Panel is made up of people independent of any conflict of interest. The Panel is not affiliated with or influenced by the proponent, the design team, the local authority or decision-makers. Information about the terms of reference of the panel including membership and funding are publicly available.

Timely – Review takes place as early as possible in the design development process – ideally at concept stage as this is when changes can be made with minimal time and cost implications. Review is scheduled within a reasonable timeframe, and design advice is issued promptly.

Expert – The Panel are experienced and respected design professionals who can clearly communicate their analysis and feedback.

Diverse – The Panel is representative of diverse professional design expertise, gender, cultural background and lived experience.

Respectful – All parties behave with respect towards each other and within appropriate codes of conduct.

Consistent – Every effort will be made to keep the same Panel members across the life of a project to ensure advice is consistent as the project evolves. Where a Panel member becomes unavailable, their replacement will be well-briefed and respectful of previous advice.

Objective – The Panel’s feedback and advice is objective, clear and constructive. It does not reflect the individual taste of Panel members.

Relevant – The Panel’s advice is relevant to the project stage and scale. Project teams should demonstrate a thoughtful and considered response to all advice.

Accessible – Design advice, presentations and reports use language and drawings that are easily understood by design teams, proponents, consent authorities and the public.

Attachment B – Pre-lodgement Design Review Process

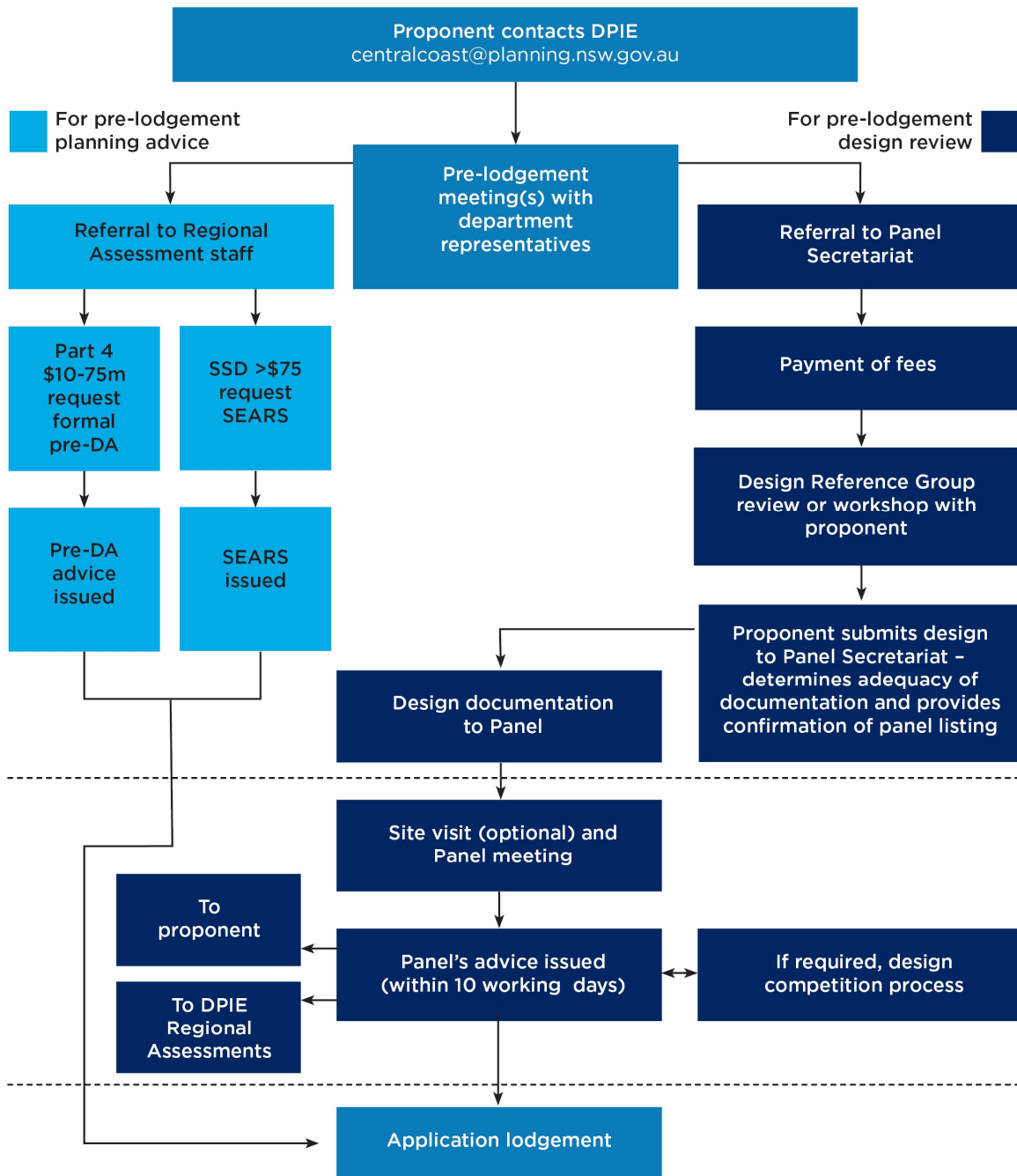


Figure 7: Pre-lodgement Design Review Process Flow Chart

Attachment C – Proponent’s Design Documentation

The documentation package is to be supplied by the proponent a minimum of five (5) working days prior to the workshop/meeting. Proponents should clearly identify if a concept DA is proposed.

The documentation needed to address the Panel is as follows:

Design Documents

- Site analysis (demonstrating understanding of the site and consideration of the Gosford Urban Design Framework, Precincts-Regional SEPP and GCC DCP)
- Design options considered in developing the preferred scheme (valid/realistic options) including a concept scheme that complies with the mapped height and floor space controls in Precincts-Regional SEPP
- Preferred design scheme accompanied by a design excellence statement

Each scheme presented should include a set of plans including:

- Site plan
- Architectural DA plans – ground and typical floor plans, elevations, and key site sections including topography and surrounding built form (existing and proposed)
- 3D massing model
- Freehand drawings to articulate specific design responses
- Public domain plan embellishments
- Gross Floor Area, Floor Space Ratio and height(s)
- Solar access testing/shadow diagrams
- View analysis/photomontages from key vantage points
- Landscape plans
- Façade treatment details, materials palette, colours and finishes

For concept applications or staged DAs, the following is also required:

- Concept plans depicting the building envelopes for future buildings, including key dimensions for the podium and towers (heights, widths, separation), setbacks and through-site links
- Staging plan
- Preliminary design guidelines (key design principles for the proposal’s future detailed DAs, consistent with the Gosford UDF and DCP and previous Panel advice)
- Design excellence strategy (outlining processes for future detailed DAs and design integrity measures)

Supporting Documentation

- Visual/urban design analysis justifying the proposed development
- Preliminary wind analysis to determine optimal building location and any through-site links

Additional supporting documentation may be requested by the Design Reference Group prior to addressing the Panel.

3D Model

A 3D digital model should be supplied in SketchUp (V8) format (*.skp) and Collada format (*.dae). The supplied model shall contain all the respective texture images and comply with Central Coast Council's specifications.

The 3D model information needs to be submitted at least five (5) working days prior to the meeting/workshop to give Council sufficient time to update its 3D model.

Design Excellence Statement

A design excellence statement must accompany the preferred scheme. At a minimum, the statement should demonstrate:

- consideration of the Gosford Urban Design Framework
- how the proposal responds to development standards in the Precincts-Regional SEPP and planning controls in the GCC DCP
- the proposed approach to materiality, form and aesthetics
- for large sites, how proponents intend to demonstrate a variety of architectural responses
- how the proposal meets the design excellence considerations listed in Clause 5.45(4) of the of the Precincts-Regional SEPP.

The design excellence statement will be considered by the Panel when determining whether an architectural design competition is required in relation to the development (in accordance with Clause 5.46(4) of the Precincts-Regional SEPP) and whether the proposal exhibits design excellence.