Westbrook

Design Guidelines

Version 2 - September 2016

Contents

1.0 Introduction

1.1 A Place to Enjoy the Beauty and Serenity of Nature 5
1.2 The Design Requirements 5
1.3 Approval Procedure for Plans 6–7

2.0 Lot Classification

2.1 Lots with Building Envelopes 9
2.2 Lots Less than 300 Square Metres in Area 9
2.3 Bushfire Attack Level (BAL) Lots 9
2.4 Landmark Lots 9
2.5 Design and Development Overlay Lots 9

3.0 Design Principles for all Dwellings

3.1 Number of Dwellings per Lot 11
3.2 Timeframe for Dwelling Construction 11
3.3 Size and Type of Dwellings per Lot 11
3.4 Front Façade 11
3.5 Duplication of Front Façade in the Streetscape 12
3.6 Building Setbacks 12
3.7 House Orientation 12
3.8 Corner Lots 12
3.9 Roof Pitch 13
3.10 Fencing 14

4.0 Materials and Colours

4.1 General 17
4.2 Materials 17
4.3 Colours 17

5.0 Parking Your Car

5.1 Garages 19
5.2 On-Site Car Parking 19
5.3 Access and Driveways 19
5.4 Parking for Recreational Vehicles and Trailers 19

6.0 Fixtures

6.1 External Fixtures 21

7.0 General

7.1 Recycled Water 23
7.2 Telecommunication Services 23
7.3 Maintenance 23
7.4 Advertising Signs on Lots 23

8.0 Garden Landscaping

8.1 General Requirements 25
8.2 Minimum Garden Requirements for All Lots 25
8.3 Additional Requirements for Designated Landmark Lots 26

9.0 Information Checklist

9.1 Dwelling Information Sheet and Checklist 29-32
9.2 Landmark Lot Garden Information Sheet and Checklist 33

Artist's Impression

1.0 Introduction

1.1 A Place to Enjoy the Beauty and Serenity of Nature

The natural setting at Westbrook offers a tranquil lifestyle in a quality environment. It is in the community's interest to keep it that way by protecting the natural environment and the visual quality of the built environment. All housing at Westbrook will be of a contemporary Australian design and character. Designs mimicking period styles are discouraged. The vision can be achieved by carefully siting and selecting the colour and materials for buildings and by ensuring front gardens are installed.

Dwelling and Garden Design Requirements (Requirements) for nominated lots are in effect at Westbrook to make sure that:

- An identifiable degree of visual cohesion and colour between houses and other built elements is achieved;
- Houses and fences are designed to provide a cohesion of character between neighbouring lots;
- Residential amenity is protected;
- Attractive gardens, streetscapes and parklands are created.

The Requirements are not onerous or excessive. They will not stifle creative design or impose a standard solution for every allotment at Westbrook.

The Requirements provide for a range of building materials, colours, siting and garden solutions within agreed parameters, so that the wider environmental and architectural objectives for Westbrook will be achieved, together with a unique and positive identity which will enhance its current and future appeal.

Early contact with the Design Panel at Westbrook is encouraged so that unnecessary delay is avoided.

The Design Panel will use its best endeavours to approve plans in the shortest possible time, and generally, within ten working days.

1.2 The Design Requirements

The developers of Westbrook have entered into a Covenant with lot purchasers to give effect to the Requirements for the Estate. All development at Westbrook is to comply with the Design Requirements.

Only minor variations to the Requirements will be considered in exceptional circumstances as outlined in this document.

The aim of the Requirements is to achieve a quality residential estate with an identifiable degree of visual cohesion and colour between neighbouring public and private spaces.

The Design Requirements are outlined in two parts; these Requirements and the Plan of Subdivision.

Important Notes

All purchasers and owners of lots must have their plans approved by the Design Panel whose approval may be withheld in its absolute discretion notwithstanding compliance with the Requirements.

The Requirements do not take the place of Building Regulations (as varied by the memorandum of common provisions), Planning Scheme and requirements in the Plan of Subdivision. Purchasers of lots at Westbrook should contact their Building Surveyor to ensure house designs comply with any Requirements.

Only a Registered Building Surveyor can issue a building approval. Building approval cannot be granted until the Design Panel has approved the plans. No claims can be made against the Council, or their nominated representative with respect to any decision of the Design Panel or actions taken by purchasers in connection with the guidelines.

Most of these Design Requirements shall cease at the expiration of 10 years from the date of the registration of Plan of Subdivision.

Where there is a conflict between the requirements and the Small Lot Housing Code in relation to lots <300m², then the Small Lot Housing Code shall prevail.

Artist's Impression

1.3 Approval Procedure for Plans

The Design Panel will provide information and advice to purchasers and landowners at Westbrook regarding the Requirements.

Early contact with the Design Panel is recommended and will avoid unnecessary delay caused by non-compliance with the Requirements. In particular, advice can be provided at the initial concept plan stage and at the preliminary selection of materials, colours and finishes stage.

To give effect to the Requirements, all purchasers of lots at Westbrook must have their plans approved by the Design Panel.

Plans should be emailed to:

westbrookdesignpanel@denniscorp.com.au

Alternatively plans should be sent to:

Westbrook – Design Panel
211 Waverley Road
Malvern East VIC 3145

Landowners and purchasers contemplating a variation to the Requirements are encouraged to discuss their plans with the Design Panel first.

A variation to a Requirement can only be considered if the variation:-

- is minor in nature, and
- satisfies the objective of the Requirements, and
- does not adversely affect the quality of the streetscape, and
- does not adversely affect the amenity of neighbours, and
- does not establish an undesirable precedent.

Any variation to the Requirements must be clearly shown on the plans submitted for approval. Only those plans and variations approved by the Design Panel in its absolute discretion will be able to be considered and determined by the Building Surveyor.

Refer to Section 9 "Information Checklist' for details of plans and information to be submitted.

If your plans meet the Requirements, the Westbrook Design Panel will endeavour to approve your plans within 10 business days.

Construction of houses, related works or ancillary structures on any lot at Westbrook cannot commence until the Design Panel has approved the plans in their entirety. Separately any relevant planning or building regulations must be addressed by your Building Surveyor.

Additional requirements may also apply with respect to fencing consents, right of way and other restrictions on title. Plans must conform to the Requirements and any approved variations to the satisfaction of the Design Panel.

2.0 Lot Classification

2.1 Lots with Building Envelopes

With the exception of lots less than 300m² and affected by a restriction on title referring to the Small Lot Housing Code, all lots are affected by a Building Envelope as detailed on the relevant Plan of Subdivision. Development of lots must be in accordance with the Building Envelope on the Plan of Subdivision.

2.2 Lots less than 300 square metres in area

Lots less than 300 square metres in area at Westbrook are subject to the Small Lot Housing Code. If your lot is affected, you may apply the code or seek a planning permit to construct a dwelling.

The Design Panel may waive a Requirement on a lot less than 300m² provided it is satisfied that the overall design outcome is of a high standard. This recognises that integrated small lot development, such as terrace housing, can provide innovative, attractive design solutions that positively interface with the street and public space.

A copy of the Small Lot Housing Code can be obtained from your Building Surveyor or Wyndham City Council.

Your Building Surveyor will guide you through the approvals process under the Small Lot Housing Code or, in some circumstances, an alternative Planning Permit process.

2.3 Bushfire Attack Level (BAL) Lots

Lots in Westbrook may be included within a Bushfire Prone Area under the Building Act 1993 and hence subject to a Bushfire Attack Level (BAL) assessment. Owners and builders are encouraged to investigate if this requirement applies and, if applicable, design their house to suit the relevant BAL level as determined by their Building Surveyor.

2.4 Landmark Lots

Lots designated as 'LL' (Landmark Lots) on the Plan of Subdivision present an opportunity to illustrate Westbrook's unique lifestyle opportunity and the quality of the architecture and urban environment. These lots may be located on street corners, adjacent to parkland or may be prominent for other reasons.

Particular attention must be paid to the design and siting of housing on these lots. In addition to any other Requirement, houses on Landmark Lots must be designed to address the principal frontage and address any abutting or adjacent Public Space and incorporate items in Table A. The items in Table B are not permitted.

Features which, in the opinion of the Design Panel, may detract from the appearance of a house from the street, including small windows, obscure and tinted glass or reflective, frosted or patterned film, roller shutters to windows, canvas and metal awnings, will not be approved.

Letterboxes must be positioned on the front boundary adjacent to the driveway with the house number clearly displayed. Letterboxes must be a rendered column design and the colour should be carefully selected to complement the colour of the main façade of the house.

Temporary, ornamental and timber paling letterboxes will not be permitted.

2.5 Design and Development Overlay Lots

Some lots on Westbrook are included in the Design and Development Overlay Schedule 10 under the planning scheme. These lots have extra requirements to address to manage proximity to the rail line.

Table A - Items Required

Awning, porches and/or verandahs, to provide interest and articulation to the façade.
Eaves of at least 0.45 metres to the front façade which must wrap around corners by a minimum of 3.0 metres.
Feature element to a minimum of 40% of the façade area of the principal frontage.
A balcony at the first floor level facing the principal frontage if a two storey house.
Large windows overlooking any public space.
Dwellings must incorporate contemporary materials such as timber slat cladding, Colorbond, bricks, glazing, stacked stone or other similar materials / treatments.
Minimum house area – irrespective of lot size, the area of a dwelling (excluding porticos, verandahs, garages, alfresco areas) cannot be less than 150m².

Table B - Not Permitted

Unarticulated or blank walls facing any public space.
Open fronted garages.
Front fences more than 1.2m in height.
Side fences that project in front of the predominant building line of the house, unless the side fence matches an approved front fence.
Roller shutters to windows.
Roller doors visible from the street or public space.

2.0 Design Principles for all Dwellings

3.1 Number of Dwellings per Lot

Only one dwelling may be constructed on a lot.

A lot must not be further subdivided.

3.2 Timeframe for Dwelling Construction

The construction of a Dwelling must commence within 18 months of settlement of the lot and be complete within 30 months of the settlement.

3.3 Size and Type of Dwellings per Lot

Portable buildings, including buildings not constructed on site, relocated homes and kit homes are not permitted to be constructed at Westbrook.

Caravans cannot be used for accommodation on a lot.

Dwellings constructed of second hand materials are not permitted. The Design Panel, in its sole discretion, may consider second hand bricks as part of an attractive design response.

The minimum floor area of a dwelling to be constructed on a lot must be as follows: -

- Lots up to 300 square metres – 75 square metres.
- Lots up to 450 square metres – 90 square metres.
- Lots 451 to 600 square metres – 130 square metres.
- Lots 601 to 700 square metres – 150 square metres.
- Lots 701 square metres and above – 170 square metres.

All minimum floor areas exclude garages, porticos and verandas.

Note: The dwelling area of Landmark Lots, irrespective of lot size must be a minimum of 150m².

3.4 Front Façade

The front façade of the home is a key element that contributes to the vision of Westbrook and accordingly, must demonstrate careful design and material composition.

Façades of houses must be articulated to prevent a flat or nondescript front façade. Articulation may be achieved in a variety of ways including stepping back elements of the façade, the inclusion of balconies, verandahs and porches, feature panels, rendered finishes and through the incorporation of architectural elements.

The main entry of the house must address the principal street frontage.

On the front façade, no lightweight infill panels over windows and garage doors will be allowed, except where part of an approved feature design, or where the façade is render finish.

Roller doors are not acceptable on front façades.

Exposed plumbing waste piping is not permitted.

Front Façade – The principal street frontage

For lots with only one street frontage, the principal street frontage shall be that frontage.

For lots with two or more street frontages, the shortest street frontage shall be the principal street frontage and the other street frontage/s shall be the secondary street/s (unless determined otherwise by the Design Panel).

If the two or more street frontages are of equal length, then the purchaser should contact the Design Panel to determine which street frontage will be designated the principal street frontage for the purposes of the Design Requirements.

3.5 Duplication of Front Façade in the Streetscape

A Dwelling must not have a front façade design that is the same or very similar to that of a home within 3 adjoining lots.

Early contact with the Design Panel is recommended to discuss house plans. Where a conflict arises preference will be given to the first submitted set of plans.

This requirement may be varied where attached or terrace style dwellings are proposed for smaller lots.

3.6 Building Setbacks

Building setbacks vary and must comply with the Building Regulations (as varied by the Plan of Subdivision and the Memorandum of Common Provisions where applicable) and Building Envelope Plan on the Plan of Subdivision.

The front setback

Except for lots with an area less than 300m^2, a minimum setback of 4m is required between the front building line and the principal street frontage. The maximum setback between the front building line of the house and the principal street frontage is 6m.

Porticos, bay windows, balconies and feature projections will be permitted to encroach up to 1.5 metres within the front setback.

Side and rear setbacks

Side and rear setbacks are shown on the Building Envelope on the Plan of Subdivision.

Only one side boundary may have a zero setback, unless the dwelling forms part of an integrated development such as terrace housing.

3.7 House Orientation

All houses must face the principal street and present an identifiable entrance to the street.

3.8 Corner Lots

Dwelling façades on corner lots must be designed to address both the principal and secondary streets and the use of consistent architectural elements across these façades is required.

Architectural elements used in the front façade must be replicated within the first 3 metres of the secondary street frontage.

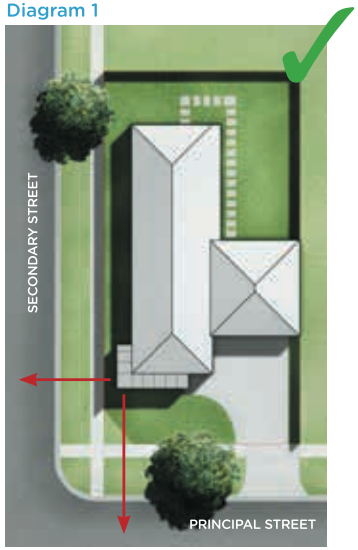
Other alternative treatments can be submitted for consideration by the Design Panel.

Houses which do not satisfactorily address both street frontages will not be approved by the Design Panel.

Elements such as porticos, verandahs and approved feature elements may encroach into the secondary street setback.

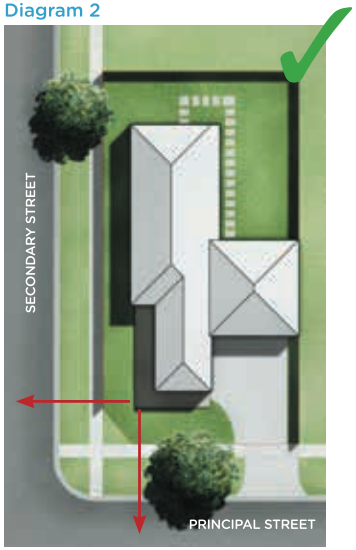
If in doubt about whether your house design will comply with corner lot requirements, it is strongly recommended that you submit a preliminary design to the Design Panel for comment and advice.

Diagram 1



Utilise wrap around verandahs

Diagram 2

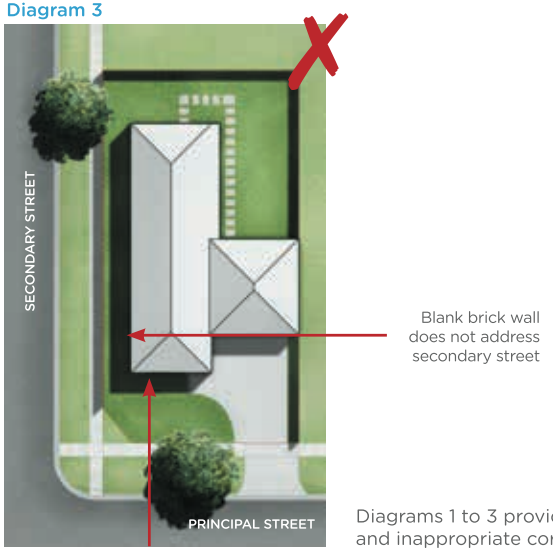


Design for a stepped façade

3.9 Roof Pitch

A minimum roof pitch of 22.5 degrees is required for Dwellings and garages unless it is a skillion or curved roof. A reduced roof pitch will only be considered when part of an approved architectural design.

Diagram 3



Front flat façade does not address primary frontage.

Diagrams 1 to 3 provide examples to illustrate appropriate and inappropriate corner allotment houses.

3.10 Fencing

Fencing costs and any associated approval requirements are the responsibility of lot owners. Additionally, all fencing must comply with the following Requirements.

Where fencing adjoins a park or open space reserve, the fencing cost is shared equally between the lot owner and the Developer.

Where provided, front fence design must be approved by the Design Panel and must:

- Complement the general style and colour theme of the Dwelling.
- Not exceed 1.2m in height.
- Be constructed of timber, and / or masonry, brick or stone.

A front fence is defined to include all fencing, including side/wing fencing, located forward of the main building line facing the principal street frontage.

Front fencing is prohibited on some lots, such as those fronting key routes. This ensures an open, landscaped streetscape is achieved.

Where relevant this will be specified on the Plan of Subdivision.

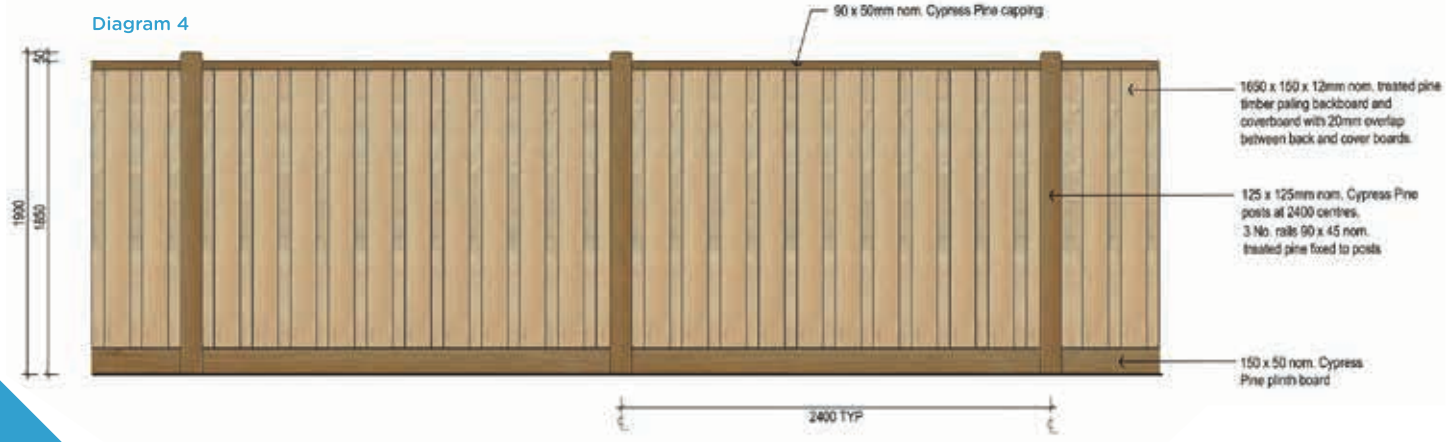
Unless otherwise specified, all side and rear fences must be timber paling, consistent with Diagram 4 and cannot exceed 1.90 metres in height.

On corner lots the fence along the secondary frontage must be setback from the front building line by a minimum of 3.0 metres. This fence must conceal any hot water unit, heating, air conditioning, clothesline or other plant and equipment from public view.

In some cases the Developer will construct feature fencing to open space and lot boundaries designated on the Building Envelope Plan in the Plan of Subdivision. Lot owners cannot remove or change the appearance of these fences without the written approval of the Design Panel. Lot owners are responsible for maintaining any feature fence on their boundary in good order.

Side boundary fences must be setback 1m behind the front building line. Side wing fencing and gates must complement the style and character of the house.

Diagram 4



Artist's Impression

4.0 Materials & Colours

4.1 General

The materials and colours of the walls and roofs of houses will have a major impact on the visual quality of Westbrook.

Thoughtful selection of materials and colours will achieve a degree of visual harmony between houses and will avoid colours which are not in keeping with the quality and appearance of the streetscape, neighbouring properties or the environmental character of the Estate.

4.2 Materials

Walls of Dwellings visible from public areas, must be predominantly constructed of face brickwork, rendered or bagged brick, or natural stone. Other materials may be considered by the Design Panel at its discretion.

Special emphasis, for example feature panels, rendered finishes etc, must be placed on the elevations that address streets and public spaces.

Galvanised steel roofing is not permitted.

Garage doors are a major visual element of the streetscape. Accordingly, doors facing the street are required to be panel lift or sectional and must be of a material and colour which complement the house.

Dwelling plans submitted to the Design Panel must include a schedule of wall, trim and roof materials and colours. The Australian Standard Reference Number for the colour selected must be included for identification.

4.3 Colours

The preferred colour palette for use at Westbrook is earth tones. Vibrant colours are not permitted for use in the façade or body of the home or for fencing. Vibrant colours used to accentuate architectural elements may be considered by the Design Panel.

Trim colours must complement the main body of the house.

Darker roofs are preferred as they anchor the building to the ground plane, blending a sense of dignity and smartness to the appearance of the development.

Fences must not be painted with vibrant colours.

Gutter and downpipe colour should match the roof or dwelling colour.

5.0

Parking Your Car

5.1 Garages

Each dwelling must have a garage.

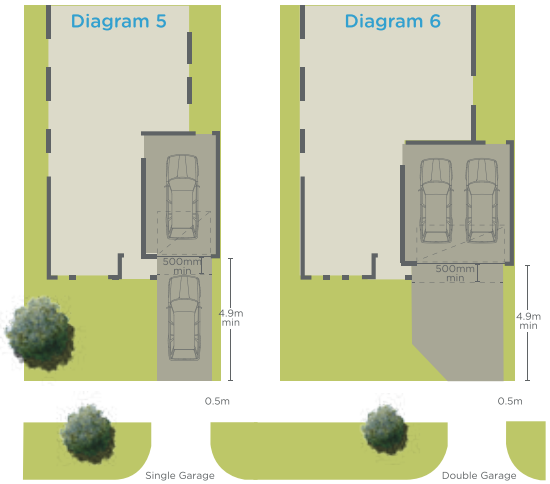
Carports are not permitted.

Garages must be setback a minimum of 0.5 metres from the predominant building line of the home. The predominant building line does not include portico, veranda, or feature projections.

In addition, unless the garage is accessed from a rear laneway, garages must be set back a minimum of 4.9 metres from the principal street frontage.

Garages facing the principal frontage are encouraged to be constructed under the main roof of the Dwelling. If a garage is freestanding and visible from the street, it must match the roof form and materials of the Dwelling. A suggested treatment of garages is shown in Diagram 5 and 6.

Triple garages are only permitted on a lot with a frontage width of 18m or greater and where the third garage is set back an additional 0.5m.



Where provided, rear garages must use a variety of roof lines, including pitched rooflines and reversed angled rooflines. Studios and decks may be located above rear garages provided that they are at least 2.1m above the car parking space in the garage.

5.2 On-Site Car Parking

Two on-site parking spaces must be provided with at least one space in a garage. A minimum internal dimension of 3.5 metres width and 6.0 metres length is required for a single garage space. A two space garage should provide an internal minimum width of 5.5 metres.

When designing garages, consideration must be given to the screening of boats, recreational vehicles, caravans and trailers, and for drive-through access to the rear yard.

Garages should not dominate the dwelling frontage and should be adequately articulated so as to diminish the impact of the garage door on the streetscape.

5.3 Access and Driveways

Driveways are a major visual element in the built environment at Westbrook and therefore the colour and texture of the paving material should be carefully selected to complement the main colour of the house.

Approved finishes include:

- Exposed aggregate concrete finishes, and
- Coloured or patterned concrete with feature inserts.

Plain uncoloured concrete must not be used.

The driveway width should match cross-over width at the street boundary.

A planted garden bed must be installed between the driveway and the property boundary.

Driveways must be shown on the Dwelling plans submitted for approval.

All driveways must be constructed prior to the Dwelling being occupied.

Changes to the position of crossovers require approval of the Design Panel (whose approval can be withheld in its absolute discretion) and must be applied for at the same time as approval under the Requirements is sought.

Any relocated crossover must be paid for by the lot owner. The lot owner must also meet the cost of removing the existing crossover and reinstating the affected area (including landscaping). A new crossover and the removal and reinstatement of the former crossover must meet the requirements of Wyndham City Council.

5.4 Parking for Recreational Vehicles and Trailers

The parking of recreational vehicles and trailers must not be visible from the street.

6.0 Fixtures

6.1 External Fixtures

The general position of the following external fixtures must achieve the objective stated below and be shown on the house and site plans submitted for approval to the Design Panel.

Clotheslines and Garden Sheds

Clotheslines and garden sheds must not be visible from the street.

Roof Mounted Solar Hot Water and Solar Panels

These panels must not be mounted facing the principal street frontage. However on corner lots panels may be located on the roof facing the secondary street frontage.

External Hot Water Services and Ducted Heating Units

These units must not be visible from the street.

Television Antenna

Television antenna must be located so as to minimise visual impact. Antennae are encouraged to be provided within the roof of the house.

Satellite Dishes

Satellite dishes must be located to minimise visual impact and must not be visible from the street.

Air-conditioning and Evaporative Cooling Units

Air-conditioners must be located below the eaves line, screened from public view and be suitably baffled to reduce noise. Evaporative air-conditioners must be located below the roof ridge line, should not be visible from the street and be of a colour to complement the home.

Rainwater Harvesting Tanks

Rainwater harvesting tanks should not be visible from the street and are to be:

- Below the roofline; and
- Of a material and colour which complements the home.

Garbage Bins

Garbage bin storage is to be provided for each dwelling out of public view.

7.0 General

Artist's Impression

7.1 Recycled Water

All dwellings must incorporate dual plumbing for the use of recycled water in toilet flushing and garden watering. This requirement is specified on the Plan of Subdivision.

City West Water will supply recycled water to Westbrook.

7.2 Telecommunication Services

Telecommunication services are available at Westbrook. Your builder must install all the in-home wiring for broadband, telephone, Freeview and PayTV in accordance with industry standards.

Your builder must also complete all cable entry work in accordance with Opticomm's Cable Entry Guidelines.

The guidelines are available at www.opticomm.net.au.

7.3 Maintenance

The City of Wyndham Local Laws require owners to maintain their vacant land in a safe and tidy condition.

Vacant allotments within Westbrook must be regularly maintained. This includes but is not limited to the following:

- Mowing of grass including nature strips / verges, including secondary street frontage for corner allotments;
- Removal of litter, rubbish and other debris.

The City of Wyndham Local Law relating to building sites requires all building debris to be contained within the property boundaries and within a refuse receptacle with a fixed, closed lid.

7.4 Advertising Signs on Lots

The promotion of houses for sale and the advertising of builders during the construction of a house will be limited to one sign for each property unless the Design Panel gives prior approval.

8.0 Garden Landscaping

8.1 General Requirements

The vision for Westbrook places emphasis on the landscape quality of parks, streetscapes and private gardens.

For all lots in the Estate, front and side street gardens (for corner lots) must be installed within 4 months of the issue of the Certificate of Occupancy of your dwelling, unless this is issued between 1 November and 31 January in which case landscaping must be completed by no later than 31 May (allowing for landscapes to be installed outside of the summer months).

In addition, for Landmark Lots, the garden must have a garden design approved by the Design Panel and it must meet the Garden Requirements (refer to section 8.3). This approval must be in place prior to the garden works being undertaken.

The objective of the Garden Requirements is to achieve a positive landscape outcome.

Other garden landscaping considerations are:

- A selection of suitable plants is encouraged. Particular care and consideration should be given to ensuring that suitable species are planted proximate to dwellings, easements or other infrastructure. Contact Wyndham City Council to discuss plant suitability.
- Landscape design and plant selection should consider minimising the need for garden watering and consider making use of the recycled water supply for irrigation.

8.2 Minimum Garden Requirements for All Lots

Landscaping of the front garden should include the planting of lawn, suitable trees (where space permits) and shrubs. The following are minimum standards that must be met:

- Remove all rubbish, rubble and weeds.
- Grade and shape garden beds and lawn areas.
- Install shrubs and / or ground covers at a suitable density to plant out garden bed areas when plants are mature.
- Install 200mm depth of top soil to all garden bed areas.
- Install 80mm depth of mulch to all garden bed areas.
- Install 100mm depth of top soil to lawn areas.
- Install a letterbox with house number.

Installation of trees is encouraged where space permits.

Lawn areas are to be kept in a neat and tidy manner. The following lawn types are encouraged:

- Warm season lawn (pre-grown turf), such as Kikuyu species.
- Artificial lawn which presents as a natural lawn, via colour and height variation.

8.3 Additional Requirements for Landmark Lots

Landscape approval is required for all Landmark lots (marked 'LL' on the Plan of Subdivision).

The owners of Landmark Lots must submit a landscaping plan for the front garden for approval by the Design Panel before the Dwelling is occupied.

The landscape design submitted for approval must address the following elements to the satisfaction of the Design Panel: irrigation, mulches and lawn as shown.

Irrigation

Each lot must have an automatic irrigation system for the front and side street (for corner lots) garden.

Drip systems are preferred over spray systems.

Owners are encouraged to set the system on a timer so that watering can occur at night for maximum efficiency.

Mulches

A minimum 80mm mulch layer to garden beds helps to smother and restrict weed growth, it also reduces water use. Mulches can be used instead of lawn areas.

Mulches should be fine, free from contaminants, and dark or natural in colour. Vivid, brightly coloured mulches are not acceptable.

Lawn

Lawn areas are to be kept in a neat and tidy manner. Warm season lawn (pre-grown turf), such as Kikuyu species is encouraged.

Artificial lawn which presents as a natural lawn, due to colour and height variation is acceptable.

9.0 Information Checklist

The Westbrook Design Panel welcomes enquiries about the Requirements, and encourages you to discuss your preliminary plans to avoid unnecessary delay due to non-compliance.

The Design Panel can provide advice about siting and appropriate materials and colours for your house, and will help you finalise your plans so that they meet the Requirements.

Dwelling Approval

All Dwelling plans at Westbrook require approval from the Design Panel. The following plans and information are required for Dwelling approval:

- Application Form and Checklist
- Site plan, showing:
  - House and garage footprint
  - Dimensioned setbacks from all boundaries
  - Driveway location, material and colour
  - Fencing location, material, height
  - Front and side street (for corner lots) garden areas
- Floor plan/s with all dimensions
- All elevations
- Details of external elements (i.e. garage wall on boundary details)
- Schedule of materials and colours

Other features to be shown:

- The location of external fixtures:
  - Satellite dishes
  - Clothesline
  - Garden shed(s)
  - Solar water heater, hot water service, ducted heating unit
  - TV antenna
  - Air conditioner / evaporative cooler
  - Solar panels
  - Rainwater tanks

Application documents must be emailed to:
westbrookdesignpanel@denniscorp.com.au

If you are unable to email a set of plans, material and colour schedules and your completed checklist then the documents must be forwarded by mail to:

Westbrook – Design Panel
211 Waverley Road
Malvern East VIC 3145

If your plans meet the Requirements, the Westbrook Design Panel will endeavour to approve your plans within 10 business days.

In addition to the Design Panel approval, you will be required to obtain a separate Building Permit from your Registered Building Surveyor.

9.1 Dwelling Information Sheet and Checklist

The following checklist will ensure that your house design complies with the elements and any variations to the elements are clearly identified for consideration by the Design Panel.

Westbrook Guidelines Checklist is also available to download online at **http://westbrookestate.com.au/design-guidelines**

Complete and attach this coversheet and checklist to your application to the Westbrook Design Panel.

Westbrook allotment details

Lot Number

Street

Owner details

Full name

Mailing address

Phone BH

Mobile

Email

Builders Details

Contact name

Company

Mailing address

Phone

Email

Design Details

House type

Façade type

We certify that the information in the attached application is a true and accurate representation of the home I / we intend to construct.

In the event that changes are made to the proposed plans, I / we undertake to resubmit this application for approval of such changes.

Signed

Name in print

Date

Lot Classification	YES	NO
Lots with building envelope		
Is the lot affected by a Building Envelope?	☐	☐
If yes, does the proposed house fall within the Building Envelope?	☐	☐
BAL lots		
Have investigations into BAL requirements taken place?	☐	☐
If yes, have the BAL requirements been taken into consideration in the proposed house design?	☐	☐
Landmark Lots		
Is the property a Landmark Lot?	☐	☐
If yes, have the additional Requirements been satisfied?	☐	☐

Dwelling Design Requirements

Lot size _____

Dwelling Floor Area (excluding garages, porticos and verandahs etc)

_____

Does the Dwelling meet minimum requirements		
– Lots up to 300m² – 75m²	☐	☐
– Lots up 450m² – 90m²	☐	☐
– Lots 451 to 600m² – 130m²	☐	☐
– Lots 601 to 700m² – 150m²	☐	☐
– Lots 701m² and above – 170m²	☐	☐

Dwelling Design Requirements Cont.	YES	NO
House setbacks from front side and rear		
Are the required setbacks on the Plan of Subdivision achieved?	☐	☐
Does a portico, bay window, feature pier and balcony sit within the allowable encroachment?	☐	☐
Materials and colours		
Is the requirement for no lightweight infill panels over the front façade windows and garage doors achieved?	☐	☐
Is there special emphasis on the elevations that address the streets and public spaces?	☐	☐
Is the front façade articulated?	☐	☐
Is the garage door panel lift or sectional?	☐	☐
Does the schedule of materials and colours show the details for the following items:		
Walls	☐	☐
Roof	☐	☐
Gutter/Fascia/Downpipes/ Barge/Barge Capping	☐	☐
Garage Door	☐	☐
Front Door	☐	☐
Render	☐	☐
Other Façade Elements eg. feature beams, stone stacks etc	☐	☐
Driveways/Paths	☐	☐
Meter box	☐	☐
Air-conditioning/Evaporative Cooling Units	☐	☐

Dwelling Design Requirements Cont.

	YES	NO
House orientation		
Does the house present an identifiable entrance to the street?	☐	☐
Roof Pitch		
Is the roof pitch 22.5 degrees or more?	☐	☐
External features		
Is the requirement that all external fixtures are not visible from the street achieved?	☐	☐
Recycled Water		
Has provision for recycled water been made?	☐	☐
Telecommunication Services		
Has provision for telecommunication services been made?	☐	☐

Corner Block

Is the 2.0 metres setback from the secondary street frontage achieved?	☐	☐
Does the house address both the principal and secondary streets fronts?	☐	☐
Does the house have adequately articulated façades?	☐	☐
Do the architectural elements used in the main façade replicate on the second frontage?	☐	☐
Is the side fence setback a minimum of 3 metres from the front building line?	☐	☐
Is any hot water unit, heating, air conditioning or other plant and equipment concealed by the side fence?	☐	☐
Fences		
Is the rear and side fencing behind the front wall of the Dwelling timber paling, capped and lapped a maximum height of 1.90 metres?	☐	☐
Is a front fence proposed, if so, are details provided?	☐	☐

Parking Your Car

	YES	NO
Garages		
Is the garage setback 0.50 metres behind the predominant building line of the house?	☐	☐
Does the construction of the garage match that of the house?	☐	☐
On-Site Car parking		
Are two on-site parking spaces provided?	☐	☐
Is at least one of these spaces under cover?	☐	☐
Is the minimum internal dimensions achieved?	☐	☐
Is the 4.9 metre setback from the principal street frontage for a garage achieved?	☐	☐
Access and Driveways		
Is there only one driveway?	☐	☐
Is the driveway constructed with an approved finish?	☐	☐
Is the driveway matching the crossover width?	☐	☐
Is there planting between the driveway and property boundary?	☐	☐
Parking of Recreational Vehicles and Trailers		
Is parking of a recreational vehicle and trailer required?	☐	☐
If yes, will it be accommodated so it is not visible from the street?	☐	☐

Design and Development Overlay Lots

Is the lot affected by the Design and Development Overlay?	☐	☐
Has any relevant requirement been addressed?	☐	☐

9.2 Landmark Lot Garden Design Checklist

Westbrook Design Requirements require design plans for gardens on Landmark Lots to be approved by the Design Panel.

Westbrook Guidelines are also available to download online at

http://westbrookestate.com.au/design-guidelines

Complete and attach this coversheet and checklist to your application to the Westbrook Design Panel.

Attach a clear plan(s) illustrating the proposed garden works.

Minimum landscape requirements for all lots checklist

	YES	NO
Shrubs or groundcovers installed at a suitable density to garden areas	☐	☐
80mm deep mulch to garden beds	☐	☐
200mm deep top soil to garden beds, 100mm to lawn areas	☐	☐
Where mulch is used, it is dark or natural in colour	☐	☐
Rendered column Letter box with house number installed	☐	☐
Irrigation system has been installed	☐	☐

I/ we certify that the information in the attached application is a true and accurate representation of the front or side street (for corner lots) garden landscape proposed to be installed.

Signed _____

Name in print _____

Date _____

NOTES

NOTES

For further information please call:

1300 303 420

These Design Guidelines are not a contract and is not binding. Photos, maps, plans and descriptions are for illustration only and may differ from final built forms. Information is correct as of publication date but may change due to Government/Council requirements or other reasons. Your contract of sale will set out all binding terms and up-to-date information. Prospective buyers should make and rely on their own enquiries and seek independent legal and financial advice before entering into any binding obligations. DFC (Westbrook) Pty Ltd is the project manager for Leakes Pty Ltd. The Westbrook trade mark used under licence © 2016.