

Design Review Project Information Form

Please provide comprehensive information about the project.

Project details

Project name

Project type

Site address

Client/Developer

Land ownership

Planning information

Local authority

Type of application

e.g. full/reserved matters/master plan

Statutory constraints and Heritage status

e.g. listed buildings, conservation areas

Status of scheme

e.g. commercial in confidence/public (i.e. subject of a planning application)

CONTACTS

Proponent information

Main contact

Company

Position

Postal address

Email

Phone

Design team information

Main contact

Position

Company

Postal address

Email

Phone

Additional attendees

List up to five additional people to assist with the presentation or answer questions. Attendance at panel sessions is at the discretion of the SA Government Architect.

Name	Company	Email	Telephone
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Project consultants

Architect

Structural engineer

Services engineer

Landscape architect

Planning consultants

Sustainability consultants

Heritage consultants

Traffic consultants

Other consultants

Project background

Main elements of brief

List or describe the main elements of the brief

Important issues the panel should be aware of (if any)

List or describe important constraints or opportunities that the panel may be able to assist with

Procurement method

e.g. public tender

Public budget

Key dates or project timeline

List key dates this project must meet

Project description

Provide comprehensive and factual information relating to:

Design statement

Outline of conceptual intent, overall project concept, critical issues, unique aspects of the proposal

Site context

Include site location, site size and dimensions, adjoining properties, existing and envisaged future character of the area, design response to the site context

Built form

Include proposed height (in storeys and metres), massing (including setbacks and built form), concept for architectural expression and materiality

Access

Include pedestrian, vehicle and bicycle access strategy

Sustainability

Include ESD initiatives

Public realm

Include communal open spaces, ground floor activation opportunities, CPTED issues, existing pedestrian connections in the area

Services and Waste

For information regarding presentation material (e.g. plans, concept diagrams and visualisations) please refer to *Preparing for Design Review* available at odasa.sa.gov.au.

Applications can be sent to:
rose.chard@sa.gov.au
phone 08 8402 1886

Design Review Checklist for Design Teams

	Full Design Review	Desktop Review	When required
	Project Information Form	Project Information Form	Prior to the first preview meeting
	Preview meeting	Preview meeting, if required	One week before Design Review
	Three (3) key images or drawings describing the project, emailed to Design Advisor (less than 1MB per image)	Three (3) key images or drawings describing the project, emailed to Design Advisor (less than 1MB per image)	One week before Design Review
	A1 presentation panels (up to 12 sheets) - one copy		One day before Design Review by midday
	A3 set of presentation panels - one copy, unbound	A3 presentation drawings (up to 12 sheets) – four (4) copies, unbound	One day before Design Review by midday
	Digital copy of presentation panels (PDF)	Digital copy of presentation drawings (PDF)	One day before Design Review by midday

Design Review Presentation Checklist

Site plan describing the proposal in relation to its surrounding context

Urban design context analysis and site analysis

Design iterations / diagrams, or other indication of design principles or design intent

Form and massing

Plans as required to adequately describe the scheme in its entirety

Sections/site sections describing the proposal in relation to its surroundings

Elevations in context

Shadow diagrams, including adjoining properties

Method of construction and materiality

Visualisations, including long view perspectives (where relevant)

Landscape and public realm

Sustainability

Typical apartment layouts (where relevant)

Design Review

Frequently Asked Questions

Any questions regarding preparation for Design Review should be directed to the allocated ODASA Design Advisor.

What presentation materials are required and by when?

Please deliver the following materials to ODASA – Level 1, 28 Leigh Street Adelaide by midday on the day before Design Review:

- A1 presentation panels, up to 12 sheets (one copy)
- A3 set of presentation drawings (one copy unbound)
- Digital copy of presentation drawings (PDF format, provided on USB)
- Physical model, if applicable

What information should be included in presentation material?

We suggest the following information and drawings:

- Site plans and context analysis
- Design iterations
- Form and massing
- Plans
- Sections/site sections
- Elevations (in context)
- Shadow diagrams
- Method of construction and materiality
- Visualisations
- Landscape and the public realm
- Sustainability
- Typical apartment layouts where relevant

Who attends Design Review?

- Proponent team (proponent, developer, architect, planning consultant, other consultants for the design team – maximum of six representatives)
- South Australian Government Architect/ Associate Government Architect or nominated independent Chair
- Panel Members (two-four members)
- DPTI Planning Officer
- ODASA Design Advisor
- Other ODASA and DPTI staff
- Council planning representative(s)
- State Heritage representative(s)
- Approved observers

What are the key discussion points at Design Review?

- Context
- Built form (height/massing)
- Site organisation/ground plane layout
- Internal layout/user amenity
- Architectural expression
- Public realm
- Access and inclusion/universal access
- Sustainability

What is a recommendations letter?

- A confidential document addressed to the nominated proponent representative, expressing the Chair's views
- Recommendations letters are issued within ten (10) working days of the Design Review session

What types of meetings/ reviews/ workshops are available?

- Pre-lodgement Panel (PLP) meeting – organised by DPTI Planning Officer
- Technical meeting – organised by DPTI Planning Officer
- Design Review – organised by ODASA Design Advisor
- Desktop Review – organised by ODASA Design Advisor
- Design Workshop – organised by ODASA Design Advisor
- Presentation to the Chair - organised by ODASA Design Advisor