

# Design Review Project Information Form

Please provide comprehensive information about the project.

## Project details

Project name

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Project type

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Site address

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Client/Developer

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Land ownership

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## Planning information

Local authority

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Type of application

e.g. full/reserved matters/master plan

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Statutory constraints and Heritage status

e.g. listed buildings, conservation areas

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Status of scheme

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

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## CONTACTS

### Proponent information

Main contact

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Company

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Position

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Postal address

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Email

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Phone

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### Design team information

Main contact

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Position

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Company

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Postal address

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Email

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Phone

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### 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 (and registration number) or Designer

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Structural engineer

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Services engineer

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Landscape architect

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Planning consultants

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Sustainability consultants

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Heritage consultants

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Traffic consultants

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Other consultants

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## Project background

Main elements of brief

List or describe the main elements of the brief

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**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

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**Procurement method**

e.g. public tender

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**Public budget**

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**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

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### **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

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### **Built form**

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

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### **Access**

Include pedestrian, vehicle and bicycle access strategy

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## Sustainability

Include ESD initiatives

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## Public realm

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

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## Services and Waste

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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](https://odasa.sa.gov.au).

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

# Design Review Checklist for Design Teams

	<b>Full Design Review</b>	<b>Desktop Review</b>	<b>When required</b>
	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

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Urban design context analysis and site analysis

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

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Form and massing

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Plans as required to adequately describe the scheme in its entirety

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

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Elevations in context

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Shadow diagrams, including adjoining properties

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Method of construction and materiality

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Visualisations, including long view perspectives (where relevant)

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Landscape and public realm

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Sustainability

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Typical apartment layouts (where relevant)

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# 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