

8.0 Information Checklist

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

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 mandatory requirements or acceptable variations to them.

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
- Sections
- Details of external elements (i.e. garage wall on boundary details)
- Schedule of materials and colours

Other features to be shown:

- Details of any cut and fill proposed to create the building platform and driveway, final levels and any retaining wall proposed.
- 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
 - Photovoltaic cells
 - Rainwater tanks

Application documents must be emailed to:

westbrookdesignpanel@denniscorp.com.au

If you are unable to email one set of plans, one set of material and colour schedules & your completed checklist then hard copies of 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 by your Registered Building Surveyor.

8.1 Dwelling Information Sheet and Checklist

Special provisions called Westbrook Design Requirements apply to the siting and design of houses at Westbrook. The following checklist will ensure that your house plan complies with the mandatory elements and any variations to the non-mandatory elements are clearly identified for consideration by the Design Panel.

Westbrook Guidelines Checklist is also available to download online at www.westbrook.com.au/designguidelines

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 YES NO

If yes, does the proposed house fall within the building envelope YES NO

BAL lots

Have investigations into BAL requirements taken place YES NO

If yes, have the BAL requirements been taken into consideration in the proposed house design YES NO

Landmark Lots

Is the property a Landmark Lot YES NO

If yes, have the additional Requirements been satisfied YES NO

Dwelling Design Requirements

Number and size of dwellings per lot

Lot size _____

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

Does the Dwelling meet minimum requirements

- Up to 300m² - 75m² YES NO
- Up to 450m² - 90m² YES NO
- Lots 451 to 600m² - 130m² YES NO
- Lots 601 to 700m² - 150m² YES NO
- Lots 701m² and above - 170m² YES NO

Dwelling Design Requirements Cont.

YES

NO

House setbacks from front side and rear

Are the required setbacks on the Plan of Subdivision achieved? YES NO

Does a portico, bay window, feature pier and balcony sit within the allowable encroachment? YES NO

Duplication of front façades in the Streetscape

Is the front façade design different from those within 3 adjoining lots? YES NO

Materials and colours

Is the requirement for no lightweight infill panels over the front façade windows and garage doors achieved? YES NO

Is there special emphasis on the elevations that address the streets and public spaces? YES NO

Is the front façade articulated? YES NO

Is the garage door panel lift or sectional? YES NO

Does the schedule of materials and colours show the details for the following items:

- Walls YES NO
- Roof YES NO
- Gutter/Fascia/Downpipes/ Barge/Barge Capping YES NO
- Garage Door YES NO
- Front Door YES NO
- Render YES NO
- Other Façade Elements eg. feature beams, stone stacks etc YES NO
- Driveways/Paths YES NO
- Meter box YES NO
- Air-conditioning/Evaporative cooling Units YES NO

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?

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 2 metres from the front building line?

Are 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 and carports

Is the garage or carport setback 0.50 metres behind the predominate building line of the house?

Does the construction of the garage or carport 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 single garage/carport achieved?

Access and Driveways

Is there only one driveway?

Is the driveway constructed with an approved finish?

Is the driveway not wider than 3.5 metres at the street boundary?

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?

8.2 Landmark Lot Garden Information Sheet and Checklist

Special provisions called Westbrook Design Requirements apply to the installation of front and side street (for corner lots) gardens on a limited number of designated Landmark Lots at Westbrook.

These lots are designated as Landmark Lots 'LL' on the relevant Plan of Subdivision.

The following checklist will ensure that your garden plan complies with the mandatory elements and any variations to the non-mandatory elements are clearly identified for consideration by the Design Panel.

Westbrook Guidelines Checklist is also available to download online at

www.westbrook.com.au/designguidelines

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



Garden Design Checklist

YES

NO

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

Minimum landscape requirements for all lots checklist

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

Letter box with house number installed

Additional minimum requirements for landmark lots and garden lots

Garden design has been approved (attach copy of approval)

Where mulch is used, it is dark or natural in colour

Lawn areas have been established with suitable species

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 expenditure I / we have installed.

Signed _____

Name in print _____

Date _____

NOTES

Lined area for notes, consisting of three columns of horizontal lines.

