

Applicant's guide to the Joondalup Design Review Panel

The Joondalup Design Review Panel (JDRP) provides independent performance-based design advice on large scale planning proposals **before** lodging a planning application. This advice assists in refining proposals and to inform planning decisions.

The JDRP is advisory only and has no decision making function. Design advice considers the relevant planning framework and the 10 design principles in *State Planning Policy 7: Design of the Built Environment*.

The planning proposals required to be reviewed are outlined in the *Joondalup Design Review Local Planning Policy*, being:

- Multiple dwelling developments
- Grouped dwellings (five or more dwellings)
- New commercial or mixed use developments, excluding additions to existing buildings which do not significantly impact the street or adjoining properties.
- Mandatory Development Assessment Panel (DAP) proposals, excluding site works and/or infrastructure.
- Opt-in DAP proposals, excluding additions that do not significantly impact the street or adjoining properties (as determined by the City).
- Amendment to a DAP proposal which would benefit from design review (as determined by the City).
- Structure plans, precinct plans, local development plans, local planning policies and *Local Planning Scheme No. 3* amendments may be referred, where determined appropriate by the City.

Design Review Process

Submitting a proposal and information requirements

Proposals are to be submitted online via the City's e-application service a minimum of 15 working days prior to a scheduled meeting date. The meeting dates and e-application service are available on the City's website, joondalup.wa.gov.au.

Information required to be submitted is set out in the Joondalup Design Review Panel application form and checklist.

Following lodgement, the proposal will be checked to ensure that all information has been provided and an invoice sent to the applicant identified on the application form. The fee for the JDRP meeting is \$575.

On payment of the fee, City officers will complete a preliminary assessment and prepare a report to accompany the information submitted. The report will outline the main aspects of the proposal and key areas of non-compliance with the planning framework.

Once the Agenda for a meeting has been finalised, the applicant will receive an email confirming the meeting date and time. This is generally five days before the meeting date. The meeting is held in the Conference Rooms of the Civic Centre (building between the City of Joondalup Administration Building and Joondalup Library).

During the meeting

Applicants are invited to provide a 10 minute presentation to the panel, which should focus on:

- the vision for the project
- project background
- how the proposal addresses SPP7 and the planning framework.

The plans provided will be on view on a smartscreen board. The panel may then seek clarification on any points and the Chairperson will invite members to provide individual comment on the proposal.

The Chairperson will summarise the panel comments and confirm advice and recommendations.

After the meeting

The Chairperson will confirm the key issues and recommendations for the City. Within 10 working days of the meeting, the City will provide the applicant the minutes of the meeting, including agreed actions and relevant comments and recommendations.

When submitting a planning application for the proposal, a statement is to be provided which details how, and the extent to which, comments made by the panel have been addressed.

Additional panel meetings

A proposal may need to be referred to a further meeting or a meeting after the lodgement of a planning application if the proposal:

- Is substantially different from the previous proposal and has not responded to previous feedback from the JDRP or has not adequately addressed the recommendations. The fee in this instance will be \$575.
- Was not reviewed prior to lodgement. The fee in this instance will be \$1,150.

Further information

The *Joondalup Design Review Local Planning Policy* and Terms of Reference are available on the City's website, joondalup.wa.gov.au.

For further information, contact the City's Planning Services on 9400 4100 or email info@joondalup.wa.gov.au.