

Planning FAQ: Design Review Panel

Design Review Panel

The Town encourages proponents to seek the advice of its Design Review Panel (DRP) prior to a formal lodgement of an application.

Design review should begin well before a development application is submitted. It is strongly recommended the initial design review occurs as early in the design process as possible (i.e. during concept design) to ensure the proponent can apply the advice offered at a stage where the design is flexible enough to incorporate change without impacting on time and costs constraints

Please see [Local Planning Policy 14 - Design Review \(LPP/14\)](#)

What is the purpose of the DRP?

The DRP provides independent, expert design and technical advice in respect of development proposals. The range of expert advice includes urban design, landscape architecture, architecture, civil engineering, hydrology and sustainability.

The DRP's comment and advice is to assist in the formulation of recommendations, it does not have decision-making powers.

What types of proposals are referred to the DRP?

The types of proposals referred to the DRP include but are not limited to:

- South Hedland Centre and entry statement;
- Workforce accommodation, hotels or motels;
- New developments in the Port Hedland West End Improvement Scheme No.1 area;
- Grouped and multiple dwelling developments with twelve or more dwellings;
- Mixed use developments;
- Community infrastructure;
- Any development eligible for consideration by the Joint Development Assessment Panel;
- When the Town considers the proposal would benefit from the DRP's guidance given the site, location, size, use or community impact of the development.

Are there any fees for obtaining the DRP's advice?

The Town's Design Review Panel is a free service.

How do I engage the DRP?

The proponents must submit the [DRP Application Form](#) with the supporting information before a DRP meeting date is scheduled. The required supporting information is set out in that form. This must be provided two weeks prior to the meeting to allow suitable time for

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the Town's officers to undertake an assessment, a report to be created and the information distributed to the panellists prior to the meeting.

When are meetings held?

DRP meetings are convened on a when required basis. Meetings are scheduled within two weeks of receipt of a competent DRP Application from the proponent.

DRP meetings are not open to the public, but proponents are encouraged to attend.

What is the format of meetings?

DRP meetings are generally held in the following format:

- Proponent welcome by Presiding Member (2 minutes);
- Presentation / response to prior recommendations (10 minutes);
- Questions and clarification (5 minutes)
- Discussion (10 minutes)
- Summary by Chairperson of DRP (3 minutes)

The proponent's presentation to the DRP should address the following:

- The aspirations of the proposal, as well as the contextual understanding of the site and how the project sits within and relates to its surrounds;
- How the proposal addresses the relevant development requirements, including rationale for variations to these; and
- How the proposal addresses the ten principles of good design in *State Planning Policy 7.0 – Design of the Built Environment*.

Who is on the DRP?

Name	Expertise
Malcolm McKay (Chairperson)	Urban Design, Heritage
Philip Gresley (Proxy Chairperson)	Architecture
Scott Lang	Landscape Architecture
Peter Damen	Sustainability

What happens after the DRP meeting?

A copy of the minutes from the DRP meeting will be provided to the proponent within two weeks of the meeting date. The minutes will be captured against the applicable Design principles and an overall rating against a traffic light system will be provided to measure the acceptability of the development.

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Proposals may need to be presented to a further DRP meeting if:

- Major modifications were recommended by the DRP
- Insufficient information was provided for DRP's initial meeting;
- The design quality of the proposal is substantially inconsistent with the proposal considered by the DRP's initial meeting;
- The Town does not consider the recommendations of the DRP have been sufficiently addressed.

For further information on the DRP please contact the Town's Planning and Development team on 9158 9300 or epanning@porthedland.wa.gov.au