

2.2 The step-by-step approval process

Who	What	Outcome
Owner	<ul style="list-style-type: none"> Carefully read these Mullum Creek Design Guidelines. Contact the DRC for an early advice meeting. Choose an architect/designer. If your architect is not a Mullum Creek recommended architect, ensure he/she is aware of and understands these Guidelines. 	
Owner Architect Designer	Begin designing your home. <ul style="list-style-type: none"> Share your early schematic design with the DRC for informal comment. Consider a pre-application meeting with Council to elicit helpful feedback. Download Step 1 Checklist from the Mullum Creek website, complete, and submit for Step 1 design approval. 	Preliminary design of your home and submission for Step 1 design approval
DRC	The DRC will review your Step 1 application for preliminary design approval. <ul style="list-style-type: none"> A preliminary thermal performance report will assess the likelihood of your design achieving the 7.5 star benchmark required. If your design is on track to meeting the Requirements detailed in these Guidelines, you will receive Step 1 design approval, accompanied by a report detailing any points of concern. You will also receive feedback from the nominated energy assessor. 	STEP 1 DESIGN APPROVAL
Owner Architect Designer	Continue to develop your design. <ul style="list-style-type: none"> Address any points of concern flagged by the DRC in its Step 1 preliminary design review. If you have not already chosen a landscape designer, do so now. Landscape design approval is a component of the DRC Step 2 developed design approval. Consider taking advantage of the Mullum Creek landscape design incentive. Download Step 2 Checklist from the Mullum Creek website, complete, and submit for Step 2 design approval. 	Developed design of your home and submission for Step 2 design approval
DRC	The DRC will review your Step 2 application for developed design approval. <ul style="list-style-type: none"> A thermal performance report will assess your design to ensure that the benchmark minimum 7.5 star energy rating has been maintained through design development. If your design meets all Detailed Requirements in these Guidelines, you will receive Step 2 developed design approval. 	STEP 2 DESIGN APPROVAL and DRC stamped document set
Owner Architect Designer	Apply for a planning permit with Manningham City Council. <ul style="list-style-type: none"> The DRC stamped document set received with your Step 2 developed design approval must be submitted to Council along with your permit application. Applications without DRC approval will not be approved by Council. 	
Council	Manningham City Council assesses your application for a planning permit.	Planning permit
Owner Architect Designer	Complete construction documentation for your design. <ul style="list-style-type: none"> Ensure that the detail contained in documents with DRC Step 2 approval is fully incorporated in drawings and specifications prepared for building construction. Download Step 3 Checklist from the Mullum Creek website, complete, and submit for Step 3 final design approval with the DRC. 	Construction documentation
DRC	The DRC will review your Step 3 application for final design approval. <ul style="list-style-type: none"> If your construction drawings and specifications are in accord with the Requirements of these Guidelines or with design detail in documentation with Step 2 approval, you will receive Step 3 final design approval. 	FINAL DESIGN APPROVAL DRC certificate approval issued
Building surveyor	Building surveyor examines construction documentation and issues your building permit.	Building permit
Owner Architect Designer	Choose a builder. <ul style="list-style-type: none"> Ensure that your builder is aware of particular construction detailing, site and waste management practices required by the Mullum Creek Design Guidelines. Arrange a meeting between your builder and the DRC to assist with this. 	
Builder	Construct your home. <ul style="list-style-type: none"> The DRC can provide support and may undertake site visits during construction to check that the environmental qualities of your design are effectively incorporated in the built outcome. Consider taking up the ESD Inspection Incentive offered by Mullum Creek. 	Your new home
DRC	The DRC will conduct a final inspection of your home.	