

## 2 Implementation of the Guidelines

### 2.1 DRC design approval

To ensure a quality built environment, that reflects the Mullum Creek vision is achieved, all design proposals are reviewed by the DRC according to a 3 step process described in this chapter. This oversight by the DRC will encourage consistency and coherence in the form, character and environmental performance of constructed dwellings and landscapes throughout Mullum Creek.

#### Detailed Requirements

- R1 Step 2 Design Approval must be obtained from the DRC before applying to Council for a planning permit, an amendment to an application for a planning permit, an amendment to a planning permit, or secondary consent under a planning permit. A DRC Design Approval stamp on documentation submitted to Council is required as evidence of this.
- R2 Step 3 Design Approval must be obtained from the DRC before applying to Council or a private building surveyor for a building permit, an amendment to an application for a building permit, an amendment to a building permit, or secondary consent under a building permit. A DRC Design Approval stamp on documentation submitted for building approval is required as evidence of this.
- R3 Any request to the DRC for consent for a variation of a Detailed Requirement contained in these Guidelines must be clearly documented and justified in an application for Design Approval.
- R4 Construction of a dwelling must commence within 2 years and be completed within 4 years of settlement on purchase of a Mullum Creek lot.
- R5 If the design of a proposed building alters significantly during the 3 step DRC design approvals process, or is refused DRC Design Approval at any of the 3 review steps, each new submission for each Step review must be accompanied by payment of a \$900 (exc. GST) fee. At the discretion of the DRC, this fee will not apply to minor variations.
- R6 A copy of each of the following documents must be provided to the DRC within 10 business days of their being issued or re-issued:
  - ***Planning permit, including all drawings upon which it is based.***
  - ***Building permit, including all construction documentation (drawings, specifications, schedules, etc.) upon which it is based.***
- R7 The DRC must be notified within 10 business days of the completion of construction, and be permitted access to the property to verify compliance with documentation issued with Step 3 Design Approval (see R2 above).

## 2.2 The step-by-step approval process

Who	What	Outcome
Owner	<ul style="list-style-type: none"> <li>Carefully read these Mullum Creek Design Guidelines.</li> <li>Contact the DRC for an early advice meeting.</li> <li>Choose an architect/designer. If your architect is not a Mullum Creek recommended architect, ensure he/she is aware of and understands these Guidelines.</li> </ul>	
Owner Architect Designer	<b>Begin designing your home.</b> <ul style="list-style-type: none"> <li>Share your early schematic design with the DRC for informal comment.</li> <li>Consider a pre-application meeting with Council to elicit helpful feedback.</li> <li>Download <b>Step 1 Checklist</b> from the Mullum Creek website, complete, and submit for Step 1 design approval.</li> </ul>	Preliminary design of your home and submission for Step 1 design approval
DRC	<b>The DRC will review your Step 1 application for preliminary design approval.</b> <ul style="list-style-type: none"> <li>A preliminary thermal performance report will assess the likelihood of your design achieving the 7.5 star benchmark required.</li> <li>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.</li> <li>You will also receive feedback from the nominated energy assessor.</li> </ul>	<b>STEP 1 DESIGN APPROVAL</b>
Owner Architect Designer	<b>Continue to develop your design.</b> <ul style="list-style-type: none"> <li>Address any points of concern flagged by the DRC in its Step 1 preliminary design review.</li> <li>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.</li> <li>Download <b>Step 2 Checklist</b> from the Mullum Creek website, complete, and submit for Step 2 design approval.</li> </ul>	Developed design of your home and submission for Step 2 design approval
DRC	<b>The DRC will review your Step 2 application for developed design approval.</b> <ul style="list-style-type: none"> <li>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.</li> <li>If your design meets all Detailed Requirements in these Guidelines, you will receive Step 2 developed design approval.</li> </ul>	<b>STEP 2 DESIGN APPROVAL</b> and DRC stamped document set
Owner Architect Designer	<b>Apply for a planning permit with Manningham City Council.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Council	Manningham City Council assesses your application for a planning permit.	Planning permit
Owner Architect Designer	<b>Complete construction documentation for your design.</b> <ul style="list-style-type: none"> <li>Ensure that the detail contained in documents with DRC Step 2 approval is fully incorporated in drawings and specifications prepared for building construction</li> <li>Download <b>Step 3 Checklist</b> from the Mullum Creek website, complete, and submit for Step 3 final design approval with the DRC.</li> </ul>	Construction documentation
DRC	<b>The DRC will review your Step 3 application for final design approval.</b> <ul style="list-style-type: none"> <li>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</li> </ul>	<b>FINAL DESIGN APPROVAL</b> DRC certificate approval issued
Building surveyor	Building surveyor examines construction documentation and issues your building permit.	Building permit
Owner Architect Designer	<b>Choose a builder.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	
Builder	<b>Construct your home.</b> <ul style="list-style-type: none"> <li>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.</li> </ul>	Your new home
DRC	<b>The DRC will conduct a final inspection of your home.</b>	

## 2.2.1 Step 1 Preliminary Design

Before purchasing your homesite, you will have inspected the site and become familiar with its features, and discussed with the Mullum Creek sales staff whether the lot you have chosen suits the type of home you want to build. You will have been provided with the homesite's lot plan and vegetation envelope plan as well as a copy of these Design Guidelines.

All original lot purchasers will have received a complimentary copy of the book "Your Home". This publication, available also online at [www.yourhome.gov.au](http://www.yourhome.gov.au), contains an extraordinary wealth of information written in plain language, to help you understand the ins and outs of designing, building and living in an environmentally sensitive home and neighbourhood.

### Early advice

Before beginning the design process for your dwelling, you are strongly encouraged to make an appointment to meet with the DRC to discuss your vision for your homesite, and to clarify how the DRC can assist you in achieving this through the design process. Clarification of the Guidelines, incentive packages and an explanation of what is required to obtain DRC approval for your proposed development will be covered.

The main purpose of this meeting is to identify the opportunities, constraints and requirements of your homesite. If you haven't already chosen an architect or building designer, you will be encouraged to choose one recommended by Mullum Creek and to take advantage of the Building Design Incentive. If you have already chosen an architect or designer, their presence at this meeting is extremely beneficial. This is particularly the case if you have chosen a designer who is not familiar with the Mullum Creek Design Guidelines, as a great deal of time and expense can be incurred in reworking designs that do not satisfy Guideline Requirements. Make sure to bring any sketches and images that illustrate what you would like to build at Mullum Creek.

Sharing any developed schematics with the DRC before officially submitting for Step 1 preliminary design review will be useful. This feedback will indicate where your design does not meet the key Mullum Creek design requirements, and addressing these at this early stage will save you time and money down the track as your design develops.

### Preparing your Preliminary Design

Before applying for Step 1 Preliminary Design approval, it is important that you:

- Ensure that your building design engages sensitively with the existing landform, and rests comfortably within the 3D building envelope prescribed for your lot (consistent with Requirement R9 and R10).
- Take note of any early feedback from the DRC to ensure your design is on track to achieve the minimum 7.5 star energy rating Requirement R34.
- Be aware of the implications that the orientation of your building has on its livability (Requirement R8), and discuss with your designer the impact that the expanse, orientation and quality of glazing has on the thermal performance of your home.
- Take into account the role that effective and appropriate shading can play in your design.
- Bear in mind the compactness of your design form. The smaller the ratio of external surface area to floor area, the better the thermal performance of the dwelling will be in Donvale's climate.
- Provide separate air compartments within otherwise open living zones to allow for more effective containment of mechanically heated and cooled air. Providing air locks to the most regularly accessed external doors to the home will also minimise unwanted heat exchange.

- Allow for cross (horizontal) and stack (vertical) ventilation through the interior of the dwelling by the judicious placement of windows and doors.
- Detail floors, walls, roofs and ceilings so that materials of high heat storage capacity, insulation elements and ventilation pathways work together for optimal thermal performance.
- Ensure that the materials proposed in your design address the Objectives of **Section 5** of the Mullum Creek Guidelines and meet Requirements R28 to R33.

#### AccuRate energy rating

A minimum of 7.5 stars under the AccuRate energy rating system must be achieved (Requirement R34). It is essential that you consider this stringent energy rating requirement when designing your home. Each design will undergo a three-step thermal performance assessment with Mullum Creek's nominated energy assessor as part of the DRC Design Approval process.

- Ensure that your building design addresses all of the requirements of Council's DDO11 and SL08 overlays. If your design does not align with these overlays, the DRC recommends that you organise a pre-application meeting with Council before applying for Step 1 approval. Feedback you receive will be invaluable in developing your design and will provide some assurance that your application for planning approval will be viewed favourably down the track.

### Submitting for Step 1 Preliminary Design Approval

In its Step 1 review process, the DRC will pay particular attention to the environmental aspects of your preliminary design. The preliminary thermal performance review, undertaken by our nominated energy assessor at this point, will provide you with an interim energy rating. The report will also suggest improvements for your design if it hasn't yet met the minimum 7.5 star energy rating benchmark, but is on track to do so.

A checklist of what must be included in your application for Step 1 Preliminary Design Approval is available on the Mullum Creek website. Please note that the DRC is unable to review submissions that are incomplete.

### 2.2.2 Step 2 Developed Design

Now your architect or building designer will further develop the drawings and specifications of your design. Any requests for greater detail or other outstanding issues of concern, flagged by the DRC, in the Preliminary Design stage must be addressed.

The DRC will offer support to help you select environmentally friendly materials and service systems as your design is developed. Information covering materials selection as well as a wide range of other structural and technical topics is available on the Mullum Creek website.

Landscaping makes a vital contribution to sustainability as well as to the appearance of the Mullum Creek estate and our streetscapes. Given that landscaping is an integral component of any successful home design, we highly recommend that your landscape designer work closely with your architect or building designer. This is an excellent opportunity to take advantage of Mullum Creek's Landscape Design Incentive 2. Review and approval of your landscape design is required as part of the DRC Step 2 Design Approval, which must then be submitted to Council as part of your planning permit submission. Please see **Section 7: Your Landscape** for more information.

DRC Step 2 Developed Design Approval requires a high level of detailed documentation, and a checklist of what must be included is located on the Mullum Creek website. Please note that the DRC is unable to review submissions that are incomplete.

## Variations from the Guidelines

Design proposals are generally expected to meet the Detailed Requirements outlined in these Guidelines, but it is recognised that sometimes variations from the Detailed Requirements may be appropriate.

### Requirement variations

The DRC may allow a variation from a Requirement. Any proposed variation will be assessed by the extent to which it:

- Accords with the Mullum Creek vision
- Addresses the Guideline Objectives, upon which the relevant Requirement is based.
- Responds to site-specific characteristics such as topography, aspect, drainage, geotechnical characteristics, native vegetation and relationship to the public spaces and viewing points.
- Delivers a better outcome than would otherwise be achieved.

Any variation accepted by the DRC is specific to the homesite and design proposal for which it has been approved, and will neither set a precedent nor imply that the variation will be repeated.

## 2.2.3 Step 3 Construction Documentation

Once Council has issued a planning permit, your architect or designer will complete documentation for the construction of your home. This must be reviewed by the DRC, who will check that the design has not changed since Step 2 Developed Design approval was granted, and that schedules of appliances and materials are in keeping with the Guidelines.

The Mullum Creek nominated energy assessor will perform the third part of the energy rating process, and will issue a NatHERS Certificate Energy Rating for your home. Step 3 Construction Documentation will be approved once the DRC determines that the construction documentation is in order and a 7.5 star energy rating has been achieved.

As well as being a core requirement of Mullum Creek's approval process, it will be highly beneficial for you to ensure that the construction of your home implements all the details of excellent environmental performance incorporated in its design documentation. Therefore, before he/she commences construction, your builder must liaise closely with the DRC to ensure he/she is fully aware of those benefits and requirements. This will ensure that materials selected (e.g. concrete and timber), products ordered (e.g. windows and doors) and construction details adopted (e.g. for window and door installation) are faithfully incorporated in the built outcome as approved by the DRC. This is also an ideal time to take advantage of Mullum Creek's Incentive – ESD Building Inspections, as outlined on the Mullum Creek website.

Once the DRC has granted Step 3 Design Approval, evidenced by stamped construction documentation (building and landscape) and a Mullum Creek Design Approval Certificate, you may take your documentation to a building surveyor for a building permit.

#### Application fees

No application fees apply when submitting your plans for Design Approval with the DRC for any Step for the first time. However if your design changes significantly during the Step approval process, or your design fails to meet the Requirements and is not granted approval, each additional assessment and review will incur a fee of \$900 (exc. GST). For re-submissions, costs associated with re-assessing energy ratings by the nominated Mullum Creek energy assessor must be covered by the purchaser. See also Requirement R5.

Each of the three DRC Step reviews is provided free of charge **once for each lot**.

#### Bond

A bond is not required by Mullum Creek. However, you must obtain an asset protection permit from Council prior to commencing construction of your home, to ensure the high quality of the public realm is maintained during the construction of homes. Refer to the Manningham Council website for further information.

### Construction

Your build commences. If you have signed up for ESD Incentive Part B, the DRC will track your build with site visits. At three key stages during the home's construction, the DRC will check that the environment-friendly features (materials, construction details and service systems) designed into your home are delivered in accordance with construction documentation as approved by Mullum Creek.

### Post-construction

As per Requirement R7, following completion of the construction of your home, the DRC will conduct a final inspection to ensure that there has been compliance with the DRC approved design.

**Please contact the DRC to arrange a final inspection. If the constructed dwelling has not followed DRC approved design documentation, Mullum Creek may take enforcement action under the *Planning and Environment Act 1987*.**