



# MULLUM CREEK

DESIGN . ENVIRONMENT . DONVALE

## Step 1 – Preliminary Design Checklist

### Information required for application

Please ensure that the information listed below is provided with your application for Step 1 Preliminary Design Review. Also listed are items relating to the Mullum Creek Design Guidelines (MCDG) that we recommend you address at this early stage of the design process. The DRC may request a meeting to review the application if it believes your preliminary design will benefit from an informal discussion/consultation.

Submit the application electronically to [applications@mullumcreek.com.au](mailto:applications@mullumcreek.com.au) in **collated** PDF files.  
(A3 paper size for drawings and A4 paper size for written documents)

Please address all enquiries to:

MAXA DESIGN phone: 03 9013 0449  
For Mullum Creek Design Review Committee email: [info@mullumcreek.com.au](mailto:info@mullumcreek.com.au)

If your design does not align with Council's DDO11, or involves the removal of any trees shown on Lot plans (not MCP trees), the DRC recommends that you have a pre-application meeting with Manningham Council's Planning Office before you apply for Step 1 Preliminary Design Review. Any 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. Please note that DRC approval of your design in no way guarantees Council's granting of planning permission for your design.

#### PRELIMINARY DESIGN REVIEW CHECKLIST

ITEM	CHECK	INFORMATION TO BE INCLUDED ON DRAWINGS AND SCHEDULES
<b>Site Plan</b>	(scale 1:200)	
	<input type="checkbox"/>	Lot number and street address (if known)
	<input type="checkbox"/>	Lot boundaries, easements (if applicable) and lot specific prescribed building envelope (ground level footprint only)
	<input type="checkbox"/>	Reserves and street frontages
	<input type="checkbox"/>	Solar north point and scale bar
	<input type="checkbox"/>	Site contour lines at maximum 200mm intervals (levels to AHD)
	<input type="checkbox"/>	Special land features such as drainage lines
	<input type="checkbox"/>	Extent of flood zone (lots 1, 2, 3 and 4 only)
	<input type="checkbox"/>	Structures on adjacent lots and their primary private open space
	<input type="checkbox"/>	Winter solstice shadows caused by existing trees and/or structures on adjoining lots and reserves
	<input type="checkbox"/>	Bushfire Attack Level (BAL) rating and zones
	<input type="checkbox"/>	Existing trees and their Tree Protection Zones (TPZ), including an indication of those that are protected and/or require a permit for removal (refer to your lot plan for TPZ information)
	<input type="checkbox"/>	Arborist's report and Council feedback indicating approval for any proposed tree removal or works that impact the TPZs of existing trees
	<input type="checkbox"/>	Driveway and crossover locations
	<input type="checkbox"/>	Outline of dwelling, outbuilding(s), pool and water tanks
	<input type="checkbox"/>	% site coverage of building(s)
	<input type="checkbox"/>	Extent of cut and fill, including any retaining walls
	<input type="checkbox"/>	Existing and proposed fencing
<b>All floor and roof plans</b>	(scale 1:100)	
	<input type="checkbox"/>	All floor levels
	<input type="checkbox"/>	Gross floor areas (per level and total)
	<input type="checkbox"/>	Dimensions of rooms and overall dwelling, including ceiling heights
	<input type="checkbox"/>	Floors, walls, roofs and ceilings, including notes on construction type
	<input type="checkbox"/>	Windows and external glazed doors (including schedule with nominal sizes, manufacturer, product code and thermal specifications noted - refer to WERS database)
	<input type="checkbox"/>	Location of photovoltaic (solar power) arrays and solar water heaters

<b>Elevations</b> (scale 1:100)	
<input type="checkbox"/>	Windows and external glazed doors, including notes on manufacturer, product code and thermal specifications (refer also to WERS database)
<input type="checkbox"/>	Heights of all walls and roof ridges above natural ground
<input type="checkbox"/>	Some detail on proposed external sun shading devices
<input type="checkbox"/>	Lot boundaries and prescribed building envelope showing that structures are contained within it.
<input type="checkbox"/>	External materials (provide explanatory annotations)
<b>Sections</b> (scale 1:100)	
<input type="checkbox"/>	Minimum two cross-sections on different axes, capturing architectural complexities where possible, showing the maximum cut and fill across the site from boundary to boundary, and illustrating the integration of the building with any retaining walls on site.
<input type="checkbox"/>	Construction type for floors, walls, ceilings and roofs (please provide explanatory annotations)
<input type="checkbox"/>	Depth of proposed cut and fill to natural ground across the homesite
<input type="checkbox"/>	Integration of the dwelling and other structures with the surrounding land form
<b>3D Model</b>	
<input type="checkbox"/>	If available at this time, please provide a 3D concept model that shows built form of the main dwelling, secondary structures and external ground surfaces (for review of Requirements R9 – R12)
	Provide 3D CAD files in the following formats only: ArchiCAD (.pla) with library parts archived - preferred format SketchUp (.skp) - preferred format Autodesk (.3ds)
<b>Probable order of cost of construction</b>	
<input type="checkbox"/>	This should be itemised to include all construction works (dwelling, garage/carport, verandahs, decks and balconies, rainwater tanks and photovoltaic power installations, hard and soft landscaping) and should allow also for escalation, contingencies and GST. Mullum Creek strongly recommends you engage a quantity surveyor to prepare an independent and qualified cost estimate of your preliminary design proposal.
<b>Pre-application feedback from Manningham Council Planning Office.</b> Please include the report issued by the planning office with your Step 1 application.	

PRELIMINARY DESIGN CONSIDERATIONS	
ITEM	CONSIDERATIONS
<b>Prescribed 3D building and vegetation envelopes</b> <i>Preserving inter-allotment solar access</i>	Ensure that proposed buildings rest fully within the 3D building envelope prescribed for your lot (see also Section 3.2 of the MCDG)
	Ensure that proposed landscape features rest fully within the 3D building envelope prescribed for your lot (see also Section on 7.2 of the MCDG)
<b>Thermal performance</b> <i>To achieve Mullum Creek's minimum 7.5 star energy rating requirement, the preliminary schematic design of your home should embrace most of the following principles:</i>	Dwelling orientation and plan layout providing northerly aspect for primary living areas.
	Thermally efficient windows and external doors (glass and frames)
	Generally frugal glass area to habitable spaces, not exceeding approximately 20% of floor area where possible. AND/OR External doors and windows (glass and frames) with particularly high thermal efficiency (Uw<2.5) as listed in the WERS database.
	More generous expanse of glazing facing solar north (or within approx. 15 degrees thereof) that has clear exposure to low winter sun, but only if the dwelling also has a good amount of internally accessible thermal mass.
	Comprehensive and effective external shading of all glazing from summer sun.
	A reasonably compact plan form, to reduce the building's external surface area ratio, and hence also unwanted conductive winter heat losses and summer heat gains.
	Provision of separate air compartments within otherwise open living zones, to allow for more effective containment of mechanically heated and cooled interior air.
	Judicious location, sizing and detailing of door and window openings, to provide broad and easy pathways for cross and stack ventilation through the dwelling interior.
	Use of materials with high heat storage capacity (or thermal mass) that have a broad surface area in direct contact with interior air.
	Substantial insulation for floors, walls, roofs and ceilings.
Minimal use of recessed light fittings that require substantial clearance from bulk insulation.	
Provision of airlocks to the most regularly accessed external doors to the home.	
<b>Materials</b>	
	Select timbers in accordance with the Mullum Creek Timber Products Guide (see also Section 5.2.3 of the MCDG)
	Consider selecting sustainably sourced steel products as listed in the Mullum Creek Steel Products Guide (see website)
	Consider selecting sustainably sourced concrete and cement products as listed in the Mullum Creek Concrete and Cement Products Guide (see website)
	Consider selecting sustainably sourced clay products as listed in the Mullum Creek Clay Products Guide (see website)