

URBAN DESIGN ADVISORY PANEL

CHECKLIST

CHECKLIST FOR APPLICANTS:

To ensure the Urban Design Advisory Panel meeting and your presentation runs as smoothly as possible and you gain the greatest benefit from the advice from the Panel, we would like to request information with regards to your development.

This should be information you will already have as part of the design of your building or spaces, but may not be information you would usually submit as part of your planning application.

The following information should be forwarded to udappanel@hobartcity.com.au 14 days prior to the proposed meeting:

1. The Applicant name and details of who will be attending the meeting. (Name, company, position, email). The meetings may be in person or via video meeting.
2. Plans with a bar/linear scale and a scale relative to the page size (ie: 1 to 100 at A3).
3. Long street elevations showing the proposal relative to the streetscape of the block that it is located in, and potentially including further blocks either side if the context requires.
4. A cross section through the site showing relationship with adjoining properties.
5. Architectural design statement.
6. Photomontages from key points around the proposal.
7. Other documentation supporting the proposal in relation to urban design – ie: heritage reports, planner's report.
8. 3D model - The development in K2Vi format to allow it to be inserted into the Council's model.

A Council Officer will contact you after application is received with regards to specifications.

The Urban Design Advisory Panel will provide you with 15 minutes to present your development application. **Please include the following information:**

1. An introduction of the site in its context;
2. Information to the panel to any issues connected with the design;
3. Promotion of the strengths of the design; and
4. Provision of a rationale for the design choices that have been made.

If you are wanting to organise a pre-application meeting you will need to contact the Administrative Coordinator via email udappanel@hobartcity.com.au and they will guide you through the process. Initial contact will need to be at least 14 days prior to a proposed meeting date.

Contact details for Urban Design Advisory Panel - Administrative Coordinator
udappanel@hobartcity.com.au

