

Practice Note

The Building and Environmental Management Code has been in place for more than 18 months and nearly 50 applications have been reviewed.

This has provided a good opportunity to assess applications against the guidelines and to gauge how applicants have interpreted the document. In order to assist purchasers through the approval process and to ensure that we achieve appropriate design outcomes, there are a number of key design issues, which require clarification.

This practice note is intended to highlight the key points, which should be considered when using the guidelines and preparing applications.

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1.0 Design Merit

Design Merit

Design merit will be assessed on the ability of the applicant and their proposal to demonstrate an acceptable level of resolution in regard to the mandatory requirements of the Building & Management Code and the following key design principles:

The siting of the proposed dwelling must demonstrate a proficient understanding of passive solar gain and passive climate control and does not rely on the overuse or exclusive reliance on artificial heating and cooling devices.

The bulk and form of the exterior elements of the proposed dwelling demonstrates a proficient understanding of proportion and mass in comparison to surrounding dwellings and is efficient in its use of the site

The use of materials and colour demonstrate a proficient level of composition in form.

To assist designers and owners an ARC consultant can advise you on the key principals in good building design and siting prior to preparing drawings for your proposed dwelling. The ARC consultant can also recommend specific reference material addressing these key elements.

2.0 Pre Application Process

2.1 Selection of Designer

The process of design is not a precise science and involves subjective assessment of style, form, function, site, and in this instance, interpretation of guidelines.

The only guarantee of complete consistency, and therefore uniformity, is to have a single designer and this is not the case.

However, selection of an appropriately skilled designer, is critical to achieving an appropriate response to the guidelines.

We are mindful not to unnecessarily impinge on individual aspirations and see our role to achieve a balanced outcome of site responsive design focussing on:

> extent and quality of landscape- that buildings are a part of landscape and do not dominate and in time, as it grows, trees and shrubs will be the dominant factor ;

> that siting and planning allows for this landscape opportunity;

> the use of colour and selection of materials allows the buildings to merge with landscape,

> that the architecture is considerate to neighbours in terms of overlooking, overshadowing and landscape

> and also responds to the coastal environment.

The design guidelines have been formatted to allow the skilled designer ample freedom, and where necessary to respond to suggestions for adjustment.

Applicants are strongly encouraged to engage a suitably experienced architect or building designer, experienced in high quality residential design, to undertake the concept design stage. A list of recommended architects and designers is available from The Sands management, should applicants require assistance in engaging a consultant.

2.2 Pre Application Feedback

It is recommended that applicants, or their designers, seek early feedback from the Torquay Sands Architect, regarding their proposed design direction by separately submitting Forms 1, 2, and 3 to avoid potentially costly and time-consuming redesign.

3.0 Application Information

3.1 Forms

An Applicant's Guide to Designing with the Code includes 3 forms which, if submitted separately, help the applicant to avoid potentially costly and time consuming redesign.

- **Form 1** requires a base site plan to be submitted before designing the dwelling to clarify potential setbacks with The Torquay Sands Architect.
- **Form 2** should accompany all designs, including preliminary designs, and is also to be used as a checklist for applicants as they are designing.
- **Form 3** is to be completed once overall design and setbacks of Form 2 are approved. Note applicants should carefully follow the information requested in Forms 1, 2, and 3 and subsequent correspondence from The Torquay Sands Office. If applicants tick information that is not included or ignore requests, a protracted submission fee of \$150 will be charged.

3.2 Pre Design Information

Before proceeding with the design, applicants should ensure that they obtain the following information from The Sands Sales Office:

- A driveway opportunities plan, which indicates the **preferred** driveway location and set out of services across the site frontage.
- A building envelope plan, to clarify the minimum front and rear setbacks ie whether roads are regarded as minor or major roads. Please refer to Section 3.1 and Form 1 & 2 for side setback information as the 1.2m indicated on the building envelope plan will generally not be accepted.
- Purchasers of corner lots should take note of minimum setbacks addressing both road frontages.
- Check whether there are any current applications or approved plans for the adjoining lots. Any adjoining proposals must be indicated on the site plan.

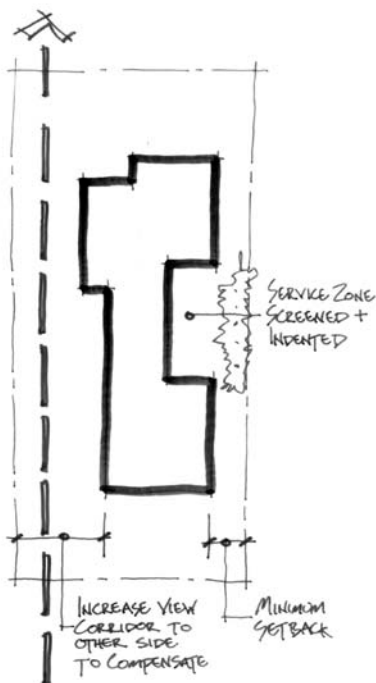
3.2 Plan presentation

Applicants should ensure that **all** floor plans (including upper levels) locate the building relative to the boundary line with dimensions of side setbacks nominated. This greatly assists the assessment of appropriate side setbacks.

4.0 Siting Principles

4.1 Side Setbacks & Creating View Corridors

A key objective is to provide view corridors between buildings and where



applicable, through to the golf course from the street frontages, with provision for substantial landscape zones to side setbacks. (refer to diagram D 2.1)

This will allow for buildings to be viewed as part of the landscape so that in time, the landscape should be a dominant feature. Many applications have taken the minimum prescribed setbacks of 1.2m to side boundaries and the ability to build to a boundary as a starting point for their design.

This approach is not acceptable, as it does not meet the other objectives to provide view corridors and landscape opportunities.

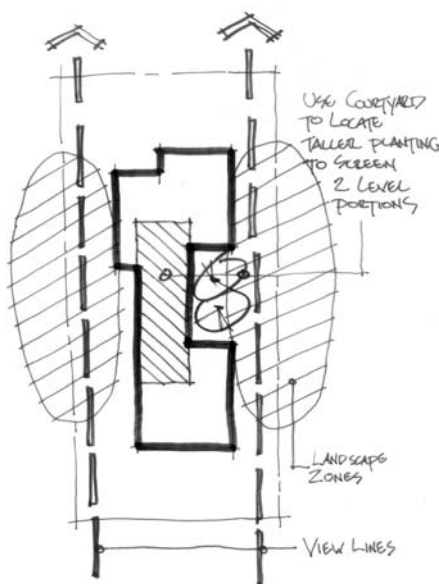
Where limited setbacks (less than 2m) are proposed to one boundary significantly greater setbacks are then required to the other boundary- ie at least 3m with greater setbacks preferred.

Boundary Garage walls and single level walls are only permitted where there are **clear site constraints or amenity benefits**.

This is generally where lot frontages are particularly narrow – ie less than 12m wide or there are orientation benefits eg: a garage is sited against a south boundary and a substantial setback is achieved to the north boundary.

In these cases the lack of landscape opportunities provided by building to 1.2m or less from the boundary needs to be offset by increasing opportunities for planting to the remaining length of the side setbacks.

On wider blocks- ie greater than 18m, building to the boundary or to a minimum 1.2 side setback is unlikely to be supported.



Side setbacks to upper levels need to be adequate to allow for taller planting which can buffer the view to 2 storey walls from the adjacent property. Usually, adequate planting can not be achieved with less than 3m clear to upper level walls (refer to diagram D 2.2)

Applicants should contact the Torquay Sands Landscape Architect for advice regarding appropriate spacing of planting from structures.

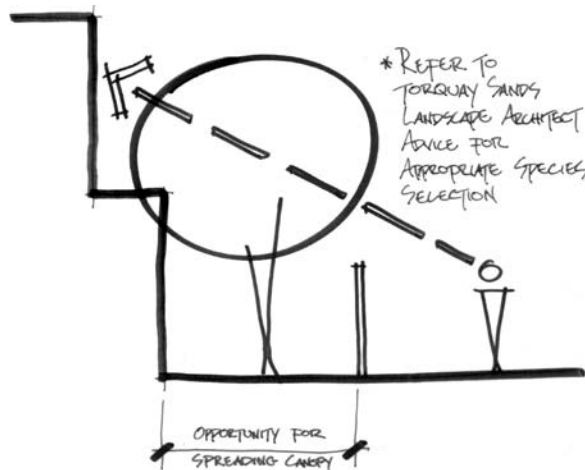


DIAGRAM 3.1b

DIAGRAM 3.2

4.2 Front and Rear Setbacks

Applicants should note that minimum front and rear setbacks apply to **all** structures i.e: upper rear decks should be setback a minimum of 5.0m from the rear boundary pergolas and entry canopies should be setback to the prescribed minimums.

4.3 Service Areas

Service yards to accommodate clotheslines, equipment and vehicles such as caravans, should be well integrated with the dwelling and landscape design. These areas should not be located as an after thought within the 2m side setback, or reduce opportunities for landscape to the side of dwellings.

It is preferred that equipment and bins should be accommodated within garages with

DIAGRAM 3.3

external service areas well buffered from adjoining properties by planting.

4.4 TV Antennae and Roof Mounted Plant

The location of TV antennae must be indicated on stage 2 application drawings. Antennae should be located as discreetly as possible with maximum heights above ridgelines not to exceed 1m.

Roof mounted plant equipment should not be visible from public spaces. Air conditioning and other plant equipment should generally be located in service areas.

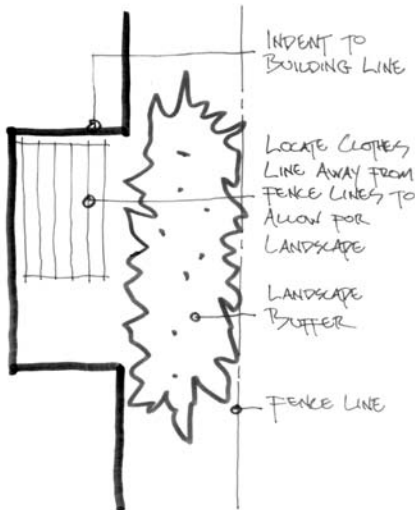


DIAGRAM
4.1

5.1 Schematic Design Stage

A key aim of The Sands is to establish a high quality coastal landscaped environment. Buildings should be designed as part of the landscape and should not dominate. In time, the landscape should be the dominant feature.

To achieve this, stage one applications must include schematic landscape design to indicate:

Opportunities for substantial planting – particularly to the front and side setbacks and the general extent of hard and soft landscape.

Applicants are encouraged to involve their landscape designers at the schematic stage of the building design so that the landscape and architecture are successfully integrated.

There are a number of strategies which can be considered when landscaping the front setback area: (Refer to diagram 4.1)

- Avoiding a clear demarcation of the front boundary line by bringing the verge planting into the block and inseting taller planting. This will avoid a standard suburban approach of manicured lawns with formal arrangements of edge planting.
- Minimising lawn areas to front setbacks with greater emphasis on mass coastal planting including groundcovers, native grasses and indigenous shrubs and trees.
- Locating at least one canopy tree with a mature height of at least 8m to the frontage to soften the view to two storey buildings beyond. This can often assist to relieve the appearance of a garage.

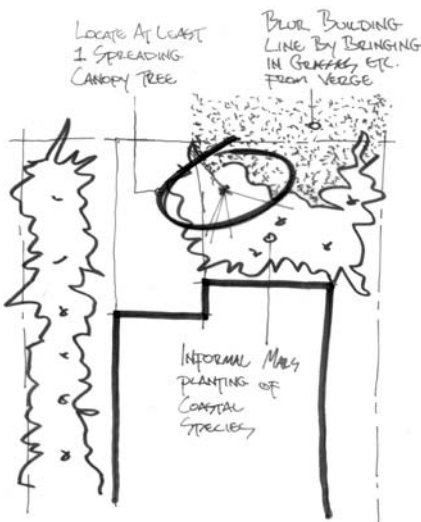
There are 5 approved species which will reach 8m at maturity as follows:

Allocasuarina verticillata, *A. littoralis*, *Eucalyptus leucoxydon* ssp. *bellarinensis*, *E. ovata* var. *ovata* and *Melaleuca lanceolata*.

These species should be planted 6 metres or more away from the house or foundations.

- Providing sufficient planting to the edge of driveways.
- Minimising hard paved area to frontages eg: using alternative finishes to concrete driveways and avoiding separate pedestrian entry paths.

5.0 Landscape



5.2 Setbacks

Adequate setbacks are required to accommodate a range of planting including taller spreading species eg. Melaleuca, Casuarina and Banksia to both front and side setbacks.

Taller species can only be accommodated where sufficient distance is provided to the building line.

The Torquay Sands Landscape Architect is available for early advice regarding appropriate species selection and required clearances to structures.

5.3 Fencing

Applicants are encouraged to contact the adjoining lot owner to co-ordinate proposed fencing and associated costs.

Generally, paling fences are discouraged due to their suburban appearance. Less formal fencing solutions are preferred such as lightweight fencing or timber battens to support planting.

There has been some confusion regarding the requirements for double -sided paling fences. Where there is no adjoining owner, the applicant will be required to provide a full double sided paling arrangement preferably stained to a subdued colour .

5.4 Turf Selection

Applicants should use either tall fescue or Santa anna as an appropriate turf selection in their backyards. It's important to note, tall fescue is the preferred species.

Tall fescue is only to be used at the front of the property.

NB. Kikuyu and buffalo are not acceptable under any circumstances.

5.5 Treatment of Common Reserve Areas

In the case of those lots which located next to a reserve/vacant area ie, lots 1, 7, 8, 31, 32, 52, 53, 65, 66, 70, 71, 86, 119, 138, 144, 154, 178, 196, 286, 287, 336, 337 applicants note, planting beyond the boundary will not be permitted. A landscaping template for the above areas is available from the Sales Office.

Also note, planting on nature strips is not permitted.

6.0 Three Level Development

Many of the lots within the development fall within the Zone 2 height control of 10.5m, which provides an opportunity for three level development.

Where three levels are proposed, there is obviously the potential for the building forms to be visually prominent in the landscape. The additional height (and associated visual impact) of three level proposals needs to be adequately compensated by substantial landscaped zones around the building.

Site coverage must be reduced and setbacks increased to facilitate these more intense developments. **Minimum side setbacks (ie 2m or less) or building to boundary will not be permitted in these circumstances.**

Footprints must be kept as compact as possible to achieve landscape zones where taller planting can be accommodated- generally at least 3m width with greater setbacks preferred.

Setbacks to the 3rd level must be at least 5.5m from side and rear boundaries (as illustrated by the Rescode side and rear setback diagram)

As landscape is particularly critical for these designs, applicants are urged to involve their landscape designers at the schematic stage of the building design so that the landscape and architecture are successfully integrated.

7.0 Amenity Issues

7.1 Overlooking to adjoining properties

All dwellings, particularly two level designs that incorporate upper level living areas, must seek to minimise overlooking to adjacent properties. Secluded private open space and habitable rooms of adjacent dwellings must be reasonably protected from direct overlooking.

Often there is no proposal for an adjoining lot at the time that a design is developed; however the future privacy of the adjoining applicants must be considered. Accordingly, the standards in Rescode will be used as a guide to assess compliance with these objectives in all cases.

This will generally mean that upper level habitable spaces will require screening to windows and decks that address side boundaries. The use of lightweight screening is the preferred device to achieve privacy objectives, since this can provide additional detail and layering to the facade treatment and contribute to a coastal, lightweight quality.

Screening can also provide for oblique or corner views when held off the external building wall.

7.2 Design and Location Of Garden Sheds

Garden Sheds

The Sands ARC supports the use of garden sheds. However key objectives to be achieved in the design & construction or selection of a proprietary garden shed. These are:

Design & Location:

All garden sheds must not exceed an overall dimension of 1.5m deep x 2.4m wide x 2.2m high.

They must be constructed from natural materials with subdued colours and low in decorative features.

When choosing a proprietary type shed ensure that the finished colour is selected from the Sands colour palate.

They cannot be attached to side boundary fences.

They must not be visible from the street, golf course and side boundary view corridors.

Approval Process

Approval must be sort by the Sands ARC for the provision of a garden shed. The proposed garden shed must meet the requirements of the key objectives above.

For approval to erect a cubby house owners must provide a schematic plan & drawings to scale that accurately define the garden shed, appearance, dimensions and location on site to scale. Supportive material such as brochures and images should be supplied. A fee of \$150 is applied to the approval and payment for this fee must accompany the submission

Note 1. The ARC reserves the right to refuse any application for the inclusion of a garden shed if they feel it will contribute to visual pollution and is not suitable in regard to colour character and form.

7.3 Suspended Shade Structures

The Sands ARC supports the use of Suspended Shade Structures.

Approval Process

Approval must be sort by the Sands ARC for the provision of a shade structure. For approval to erect a shade structure house owners must provide a schematic plan & drawings to scale that accurately define the shade structure's appearance, dimensions and location on site to scale. Supportive material such as brochures and images should be supplied. A fee of \$150 is applied to the approval and payment for this fee must accompany the submission.

Note 1. *The ARC reserves the right to refuse any application for the inclusion of a suspended shade structure if they feel it will contribute to visual pollution and is not suitable in regard to colour character and form*

7.4 Cubby House

The Sands ARC supports the use of cubby houses. However key objectives are to be achieved in the design & construction or selection of a proprietary cubby house. These are:

Design & Location:

- All cubby houses must not exceed an overall dimension of 1.5m x 1.5m x 1.5m.
- They must be constructed from natural materials with subdued colours and low in decorative features.
- They must not be built above natural ground level more than 400mm
- They cannot be attached to boundary fences.
- They must not be visible from the street, golf course and side boundary view corridors.

Approval Process

Approval must be sort by the Sands ARC for the provision of a cubby house. The proposed cubby house must meet the requirements of the key objectives above.

For approval to erect a cubby house owners must provide a schematic plan & drawings to scale that accurately define the cubby house, appearance, dimensions and location on site to scale. Supportive material such as brochures and images should be supplied. A fee of \$150 is applied to the approval and payment for this fee must accompany the submission.

Note 1. *The ARC reserves the right to refuse any application for the inclusion of a cubby house if they feel it will contribute to visual pollution and is not suitable in regard to colour character and form.*

8.0 Colours and Materials

8.1 Natural Material

The Promotion of and defining of natural materials

The ARC recognises and promotes the use of natural materials. These materials are a means to attaining a non-painted or artificially applied surface. The following materials and applications are defined as natural and encouraged by the ARC:

A) Natural Stonework utilising stone types found locally such as 'Barrabool Stone', 'Castlemaine Slate', 'Hillview Stone', Airey Inlet Sandstone and

Western District Basalt.

Note 1. *The choice of rock cannot be lighter than the stone colour present on the Sands club house*

Note 2. *The use of natural stone must not exceed more than 50% of the total façade of the dwelling.*

Note 3. *Natural stonework must not in any way shape or form be a motif or re-representation of any 'heritage or 'period' building' style.*

B) Split faced or smooth faced concrete block work with an un rendered finish either in a stretcher or stacked bond

Note 1. *The choice of block work cannot be lighter than the stone colour present on the Sands club house*

Note 2. *The use of block work must not exceed more than 50% of the total façade of the dwelling.*

Note 3. *Block work must not in any way shape or form be a motif or re-representation of any 'heritage or 'period' building' style.*

C) Natural timber cladding in a shiplap or sheet form with a clear oiled finish or pigmented stain such as the quantum series of exterior wood stains

D) Natural galvanised hot rolled steel members

E) Pre-rusted mild steel work

F) Natural finished 'Dulled' Zinc plate and Copper Sheeting

G) Natural finished Compressed Fibre Cement sheeting with Natural timber battens or expressed shadow line joint

H) A-Grade 'off form' concrete in small amounts non finished

Note 1. *The use of off form concrete must not exceed more than 50% of the total façade of the dwelling.*

Note 2. *'Off form' must not in any way shape or form be a motif or re-representation of any 'heritage' or 'period' building style.*

8.2 Colour Schedule

Additions to the existing colour palette

Additional Colours

We have provided colour selection tables from two major paint suppliers for increased market value. These tables are available from the Sands Land Office

The ARC's colour selection criteria still remains the same as follows:

In order for the buildings to successfully integrate with the coastal environment, it is critical that the colours used are responsive to the surrounding landscape

It is the vegetation rather than the beach, which should generate the palette for colour and materials. The landscape will provide a backdrop to the housing and in time will surround it.

Darker, natural colours are generally stipulated, because they will create a recessive base colour compatible with the surrounding landscape.

Highlight Colours are recommended for detail areas only e.g. front doors or small feature panels.

Copies of the colour palettes are also available from the Sands Land Office. A digital copy can be sent upon request.

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Darker, natural colours are generally stipulated, because they will create a recessive base colour compatible with the surrounding landscape.

The following lists form the selected subdued colour palette.

PAINT COLOURS			
Dulux	Hildegard PG1.E5	Bottle Green PG1.E6	Western Myall PG1.F7
	Spanish Eyes PG1.F9	Luck PG1.G9	Goanna Grey PG2.C8
	Army Issue P15.B5	Swampy P15.B6	Ticking PG1.A7
	Antique P16.B5	String Deep P16.B6	Bronze Fig P16.B7
	Grey Mountain 40YY 25/074	Plateau Grey 40YY 20/081	Jumbo P16.A7
	Bronze 40YY 13/094	Caisson Green 45YY 24/158	Juvenile PG1.E7
	Grey Hearth 30YY 16/032	Grey Tweed 30YY 22/059	Burnt Bark 30YY 08/082
	Forest Black 30YY 10/038	Mansard Stone 30YY 20/029	Namadji PG1.F8
	Domino PG1.A8	Klute PG1F5	Monk PG1G8
	Otto's Boy PG1G7	Pelaco PG1G4	Ruskie PO9D6
	Tea House PG1F6	Tristan PG2C5	Wistow PG1E4
	Taj PO9.D8	Guitar P10.B8	Nile Clay P13.B5
	Mudbath P15.B8	Ancient Olive P13B9	Brick Brown P13B8
	Carriage P13B7	Columbia P10B7	Namibia P10B6
	Picaninny PO9D7		
Wattyl	Catfish 39C-3D	Oyster Gray 39C-4D	
	Pepper 39B-4D	Le Sabre 39A-1A	
Taubmans	Treacle B162.12		
TIMBER FINISH COLOURS			

Quantum	Ginkgo	Quartz	Gumleaf
	Resida green	Swampgum	Ironstone
	New snowgum	Weathered cedar	Sea House grey
	Ebony	Onyx	Charcoal
	Old gum		
Wood Tones	Dark oak	Black	Walnut
COLORBOND COLOURS			
	Woodland Grey	Windspray	Night Sky
	Jasper	Ironstone	Bushland
	Plantation		

**HAYMES PAINT SELCTION WILL BE AVAILABLE FROM The Sands
Torquay OFFICE FROM JUNE 2007**

8.3 Material Schedule

The aim is to use high quality materials to achieve a distinctly coastal appearance, which is responsive to the natural environment.

The following materials form the material palette:

- Timber cladding in varying horizontal or vertical profiles
- Other lightweight materials such as Shadowclad and Colorbond cladding (**in the recommended Colourbond colours**) **This** will be considered and assessed on the merits of the overall design response.
- Restricted sections of natural stone, rendered masonry, face blockwork and brickwork, provided they are relieved by lighter elements such as pergola structures and screens to avoid an appearance of mass & weight. This too will be assessed on the merits of the overall design response.

The following materials will not be approved:

- Metal panel systems such as Alucobond