

A scenic sunset over a beach. The sky is filled with golden and orange clouds, with the sun low on the horizon. In the foreground, a family of four (a man, a woman, and two children) are walking away from the camera on the sandy beach, holding hands. A dog is walking alongside them. The ocean waves are visible on the left side of the frame.

KINGSTON[®]

Haven

Building Information & Design Guidelines

Version 1 – February 2025

Glossary

TERM	DESCRIPTION
BIDG	Building Information & Design Guidelines
Building Envelope	Designated area on a Plan of Subdivision that restricts the location where any structure is permitted to be constructed. This includes Dwellings, garden sheds, outbuildings, pools, spas, and other similar structures, which must be located inside the Building Envelope.
Bushfire Assessment Levels	Bushfire Assessment Levels (BAL) is a classification system used to guide residential design based on the likelihood and potential severity of bushfire exposure in a given location. The BAL helps to determine appropriate fire-resistant materials and construction techniques to minimise risk of fire damage.
Complete Application	One single & consolidated application, containing all required documentation, including completed application forms, colour schedules, in the required format to enable assessment.
Corner Lot	A Lot located on two intersecting streets; or a Lot that has the physical characteristics of a Corner Lot regardless of the street name or location within a concrete cul de sac, or as determined by the Design Assessment Panel to be a Corner Lot.
DAP	Kingston Haven Design Assessment Panel, which has full authority and discretion on assessing and rejecting or approving submissions for compliance to the BIDG.
Dominant Form	A form that is commanding hierarchy over the streetscape and/or façade design.
Dwelling	Class 1 residence (excludes Garage) as described in the National Construction Code.
Generic Design	Lacking in original design, individuality, repetitive in nature & lacking unique qualities
Lightweight Cladding	Cladding or veneers other than masonry or rendered finish. Typically weatherboards, painted cement sheet, composite panels.
Lot	Means any relevant Lot on the relevant Plan of Subdivision.
Multi-Storey	A Dwelling consisting of two or more levels, not including a basement or cellar. For the purposes of this document a Dwelling that consists of a ground floor and any further levels.
Monolithic	Large, solid structures with a seamless, continuous appearance, characterised by grand, unbroken forms, often resembling masonry.
Monotone	A single tone of colour. This applies to shades of single tones of colour.
National Construction Code	A mandatory set of building standards and regulations in Australia that governs the design, construction and performance of buildings. It ensures safety, health and sustainability and is adopted by all states and territories, applying to all new buildings and major renovations.
Natural Ground Level	Is the finished surface level following completion of works associated with the subdivision.
Occupancy Certificate	A certificate issued by the relevant local authority or building surveyor, confirming that a building has been completed in accordance with the approved plans and complies with the relevant codes and regulations. It certifies that the building is safe and suitable for occupancy.
Planning Scheme	A legal document established under state legislation that outlines land use and development rules for a specific area. It combines state-level policy with local council regulations. Local councils administer and enforce the Planning Scheme within their respective jurisdictions.
Plan of Subdivision	A legally registered document with the relevant land titles office that defines property boundaries, easements, restrictions and covenants. It establishes the legal framework for land ownership, land use, and development.
Primary Frontage	Unless otherwise noted in the relevant Plan of Subdivision or as determined by the DAP, the Primary Frontage is the shortest boundary of that Lot which abuts a street, or in the case of a Corner Lot shall be the boundary that faces the pedestrian entrance to the Dwelling.
Rescode	Residential design standards in Victoria that guide aspects including but not limited to building heights, Setbacks, site coverage and permeability, and privacy to ensure good urban planning and to protect neighbourhood amenity.
Reserve Lots	Lots abutting a municipal reserve.
Single Storey	Dwelling that consists of one level.
Secondary Frontage	Means the boundary of a Lot (other than the Primary Frontage) which abuts a street.
Setback	Unless otherwise noted in the relevant Plan of Subdivision or MCP, or these guidelines, Setback means the required distance between the relevant boundary and the building line or building feature as applicable. A Setback of 150 millimetres or less from a title boundary is deemed to be on the boundary.
Urban Design	A built form style with flat, boxy facades and minimal articulation and detail, typical of suburban areas, contrasting with coastal design that emphasises natural forms and materials.

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1. Executive summary

- a) The Building Information & Design Guidelines (BIDG) outline the design requirements for all proposed Dwellings within the Estate.
- b) The aim of the BIDG is to maintain a high standard of development, ensuring a quality neighbourhood character that protects the amenity of the estate for the benefit of all residents and owners.
- c) Design Approval from the Design Assessment Panel (DAP) is required before the construction of any Dwelling, outbuildings, pools, or spa baths.
- d) These guidelines are enforced via a restriction on the Plan of Subdivision.
- e) It is the applicants responsibility to ensure compliance to the National Construction Code (NCC) and the local Planning Scheme. The DAP does not assess compliance with the NCC or Planning Scheme requirements.

2. Introduction

2.1 Purpose of the Building Information & Design Guidelines (BIDG)

- a) The BIDG promotes building designs that respect and enhance the contemporary coastal character of Ocean Grove and the greater Bellarine Peninsula.
- b) The BIDG aims to create a consistent architectural theme that contributes to a balanced community aesthetic, while allowing individuality and diversity in the streetscape.
- c) Design applications will be considered on merit by the DAP. The DAP reserves the right to approve designs at its absolute discretion, without setting precedence.
- d) The BIDG is not a prescriptive design standard, but encourages a cohesive contemporary coastal neighbourhood character, without promoting Generic Design.
- e) The BIDG seeks to restrict designs that do not align with the estates character, such as Generic Design, Urban Design, Monolithic or overly standardized homes, as they do not meet the objectives of the guidelines.

2.2 Design Application Procedure

Design applications for all proposed Dwellings, outbuildings, pools or spas must be submitted for approval by the DAP prior to obtaining any building or planning permits, and prior to commencing any construction activity on the Lot.

- a) Submission
 - I. Submissions must include a completed application form (signed by the landowner, or agent acting on behalf of the owner), along with all required documentation outlined in section 2.3, in order to be considered a Complete Application. Incomplete or piecemeal applications will not be assessed.
 - II. Applications are to be made via email to the DAP point of contact, as follows:
Kingston Haven DAP
C/O James Deans & Associates P/L
Ph. (03) 52 219 564
Email: admin@jdarchitects.com.au
- b) Initial Review
 - I. Upon receipt of an application, the DAP will conduct an initial review to ensure it has been submitted in accordance with the guidelines and with all required documentation. Whilst it is the responsibility of the applicant to provide a Complete Application for review, the DAP will endeavour to notify the owner as soon as possible if there is any missing information.
 - II. If it is deemed that information is missing, or the application is piecemeal, the DAP will not commence their assessment until one single and Complete Application has been received.
- c) Design Assessment
 - I. Upon receipt of a Complete Application, the DAP will assess the design against the guidelines. The DAP will endeavour to provide a written response with their assessment within twenty (20) working days.
 - II. Further information, if required, will be requested in writing and should be attended to promptly, in order to avoid delays in processing the application.
 - III. If the DAP is unable to respond within the twenty (20) day period, this does not constitute automatic approval.
 - IV. The applicant will be notified in writing as to the outcome of the assessment of the application.

d) Approval

- I. Upon approval of an application, the DAP will formalise the approval and provide a copy of the approved plans via email.
- II. If any amendments are proposed to approved plans, a formal re submission is required. Any resubmissions proposing to alter previously-approved plans must be submitted in accordance with section 2.3, as though it is a new and Complete Application. In this instance, re submission fees apply and the review periods will re-start.

e) Rejection and re submission

- I. If the DAP determines that an application is non-compliant (i.e. does not satisfy the BIDG), the applicant will be notified in writing via a formal rejection letter. The rejection letter will provide details as to the reasoning for the rejection.
- II. If a formal rejection letter is issued, a new Complete Application must be submitted in accordance with the requirements of section 2.3. All non-compliant items outlined in the rejection letter must be remedied to demonstrate compliance to the BIDG. The DAP will review the re submission whollistically.
- III. The DAP may, at its absolute discretion, request a re-submission rather than issue a formal rejection letter, if it is deemed that only minor amendments are required. In such instances, any re-submission must still be provided in full, as a Complete Application as per the requirements outlined in section 2.3.
- IV. In the event of any re submission or an amendment of a previously-approved application, re submission fees will apply and review periods will re-start.

f) Owner-completed works and bond requirement:

- i. If any works are noted as “by owner” on the approved plans and are considered essential to the completion of the Dwelling’s construction as per the approved plans, a bond must be provided to the DAP before formal approval of the application.
- ii. The bond shall be 2% of the Lot’s market value, as assessed by the DAP at the time of application (this may differ from a contract price shown in the relevant land sale contract).
- iii. The owner must complete these works within six (6) months of the Occupancy Certificate date. Upon completion, the owner must request a final inspection by the DAP.
- iv. If further work is required to ensure compliance with the approved plans, the owner must rectify this immediately. If the DAP confirms compliance, the bond will be refunded within 30 days.

g) General notes

- I. The DAP may adjust the BIDG anytime at its own discretion, to further enhance the development and protect the amenity of all Lot owners.
- II. The DAP reserves the right to approve architecturally inspired or innovative designs, independent of the BIDG. Further, the DAP also reserves the right to reject designs that may meet the BIDG but compromise aesthetic cohesion, or are deemed ‘repetitious’ when compared to other pre-existing applications (whether approved or not) or Dwellings constructed in visual proximity of the application.
- III. Approved plans cannot be altered without formal re submission and payment of re submission fees.
- IV. Deliberately misleading or under-documented applications will not be considered.
- V. Existing approved applications do not set a precedence for future approvals.
- VI. Owners must construct approved buildings strictly in accordance with the DAP’s consent including any conditions imposed on that consent.
- VII. All building works must be completed within twelve (12) months of commencement of any excavation on the Lot.
- VIII. Applicants, owners, or agents acting on their behalf, may seek clarification of design guidelines through a consultation meeting with the DAP representative before finalising façade design and material and colour selections. This consultation is highly encouraged and is offered free of charge to the applicant.
- IX. Applicants, owners, or agents acting on their behalf, are responsible for obtaining all necessary permits and approvals from the relevant authorities in relation to the development and use of the Lot.
- X. The DAP and its consultants are not liable or responsible if the plans or the works carried out pursuant to them, fail to receive any other approval, are not suitable for the intended purpose, or are defective in any way.
- XI. The design approval process does not assess compliance to covenants and restrictions, building regulations, Rescode requirements, Bushfire Assessment Levels or override their requirements. Further, the process does not assess items which require Council approval, for example, relocation of constructed crossovers, or removal and/or relocation of street trees.

- XII. Applications are to be provided as one Dwelling upon one Lot. If an application includes a proposal to consolidate two Lots, it will not be assessed. If two Lots have been consolidated, the application must provide a copy of the registered Plan of Consolidation as part of the application.
- XIII. Endorsed applications as one Dwelling upon one Lot are void should the owner seek to consolidate a neighbouring Lot after DAP approval. It is prohibited to consolidate a neighbouring Lot to a constructed Dwelling upon one Lot.

2.3 Design Application Requirements

In order for an application to be assessed by the DAP, a Complete Application must be received.

The following must be adhered to in order to be considered a Complete Application.

- a) Applications can be submitted via email, to the relevant address.
- b) Applications submitted via email must clearly reference the Lot number in the subject line or body of the email. These applications must be in PDF format, with a maximum file size of 7MB.
- c) Applications must be submitted 'per Lot'. That is, clustered applications of multiple different Lots will not be assessed.
- d) Applications must be submitted with all information in one single consolidated submission. Piecemeal applications will not be assessed.
- e) Applications must include the following documents:
 - I. A fully completed application form, signed by the owner. Applications signed by the builder will not be assessed.
 - II. Material and colour schedule within the application form completed
 - III. Site Plan (1:100 scale)
 - IV. Floor plans (1:100 scale)
 - V. All elevations (1:100 scale)
 - VI. Sections (1:100 scale)
 - VII. Landscape plan (1:100 (scale)

3D visualisation is not essential in the first instance, however is highly recommended. If the DAP requests 3D visualisation in order to assist with the assessment of an application to provide clarity, it must then be provided.
- f) The submitted plans must include:
 - I. Adjoining property information (e.g. locations of buildings including windows, neighbouring property open space).
 - II. Lot dimensions, boundaries, contours, finished surface levels.
 - III. Proposed building/garage footprint and dimensioned boundary Setbacks
 - IV. Elevations and sections indicating proposed façade treatments as well as roof profile, and dimensioned total building heights
 - V. Private open spaces, paved areas and service yards
 - VI. Locations and type of screen fencing, service equipment, downpipes, water tanks, clotheslines, hot water services, A/C units etc to confirm compliance with section 6.4.
- g) Incomplete applications will be returned to the applicant without assessment.

2.4 Design Application Fees

- a) There is no charge for the initial application approval.
- b) If an application has been approved and subsequent changes are requested via a new application, the following fees apply:
 - I. Alternate new home design, a charge of \$520 per submission will apply.
 - II. Alterations to an existing application a charge of up to \$300 per submission will apply, depending on the extent of change requested.
 - III. Minor alterations to an existing application a charge of up to \$100 per submission will apply, depending on the extent of change requested
- c) If an application has been formally rejected in accordance with section 2.2 e), a charge of \$520 per submission will apply.
- d) Fees are payable prior to a re-submission being assessed
- e) Applications that require re-submission will not be expedited above other applications and are subject to the standard approval timeframes.

- f) Payment of fees must be by Direct Deposit to Shell Road Development Pty Ltd. The relevant Lot number must be referenced when making payment, see below direct deposit details:

BY DIRECT DEPOSIT:

Bendigo Bank
 Acc Name. Shell Road Development Pty Ltd
 BSB. 633 000
 Acc. 110466620

3. Lot Classification

3.1. Lot Restrictions

- a) Please refer to the relevant Plan of Subdivision and Memorandum of Common Provisions for any restrictions, encumbrances and/or covenants in relation to the use and development of the Lot.
- b) Please refer to the contract of sale for the relevant Lot to review any contractual obligations that may affect the use and development of the land.

3.2. Dwelling Restriction

- a) Please refer to the relevant Plan of Subdivision and Memorandum of Common Provisions for any restrictions applicable to design and construction of a Dwelling on the Lot. This may include a restriction against building more than one Dwelling on a single Lot, as well as other restrictions including but not limited to, minimum Dwelling size.
- b) Please refer to the contract of sale for the relevant Lot to review any contractual obligations that may affect the use and development of the land.

4. Siting

4.1. Building Envelopes

Please refer to the relevant Plan of Subdivision and Memorandum of Common Provisions for any Building Envelopes that may have been applied.

4.2. Primary Frontage Setbacks

a) Dwelling Setbacks

- I. The main building line of the Dwelling must be set back a minimum of 4.0 metres and maximum of 6.5 metres from the Primary Frontage, unless stated otherwise in the relevant Plan of Subdivision or Memorandum of Common Provisions. The garage must also be further Setback a minimum 1.0 metre from the building line.
- II. Multi-Storey Dwellings must have a minimum 5.5 metres from the Primary Frontage to the building line of the first floor, unless stated otherwise in the relevant Plan of Subdivision.

b) Setback encroachments

- I. Entry porticoes and verandahs less than 3.6 metres from Natural Ground Level in height may encroach up to 1.0 metre into the minimum Primary Frontage Setback. Irregular or sloping sites may be granted dispensation from this clause, such that the overall height of a portico may exceed 3.6 metres. However, supporting evidence must be provided as part of

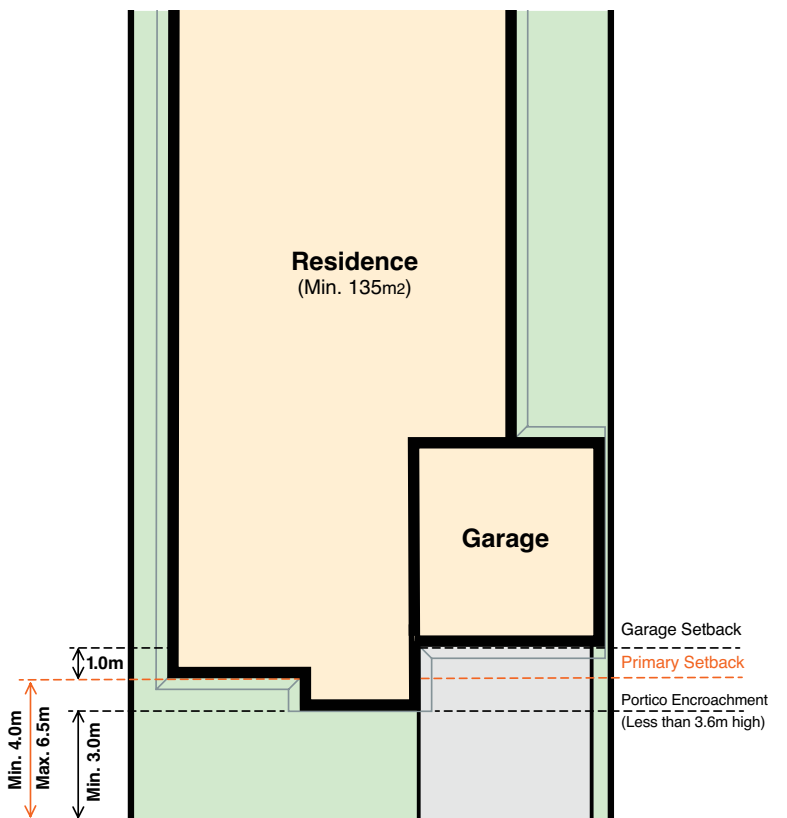


Figure 1. Primary Frontage Setbacks (Single Storey Dwelling)

the application to justify such dispensation, which shall only be granted at the absolute discretion of the DAP. Precedence will not be accepted as supporting evidence.

- c) General requirements
 - I. Please refer to the relevant Plan of Subdivision and relevant Memorandum of Common Provisions in relation to the Lot, for any restrictions that may impact the Lot and its use.
 - II. Please refer to the contract of sale for the relevant Lot to review any contractual obligations that may affect the use and development of the land.
 - III. Designs must be in accordance with Rescode and any other relevant authority requirements.

4.3. Secondary Frontage Setbacks

- a) Single Storey Dwellings must be Setback a minimum of 2.0 metres from the Secondary Frontage. (Ref. Figure 2.)
- b) Please refer to the relevant Plan of Subdivision and relevant Memorandum of Common Provisions in relation to the Lot, for any restrictions that may impact the Lot and its use.
- c) Please refer to the contract of sale for the relevant Lot to review any contractual obligations that may affect the use and development of the land.

4.4. Corner Lots

- a) Single Storey Dwellings on a Corner Lot will be viewed as having 2 street frontages to the 10.0 metre mark from the point of intersection of the Primary and Secondary Frontage boundaries. The Dwelling façade must address BIDG requirements within the 10.0 metres zone. (Ref. Figure 2.)
- b) Where ambiguity occurs as to the location of Primary and Secondary Frontages, the DAP will maintain discretion in nominating Primary and Secondary Frontages.
- c) Multi-Storey Dwellings are not permitted to be constructed on Corner Lots.
- d) Corner Lots may have one driveway per street frontage, subject to Council approval.

4.5. Reserve Lots

- a) Dwellings on Lots abutting a municipal reserve (i.e. Reserve Lots) must be set back a minimum of 1.0 metre from the side boundary which abuts the municipal reserve. (Ref. Figure 3.)

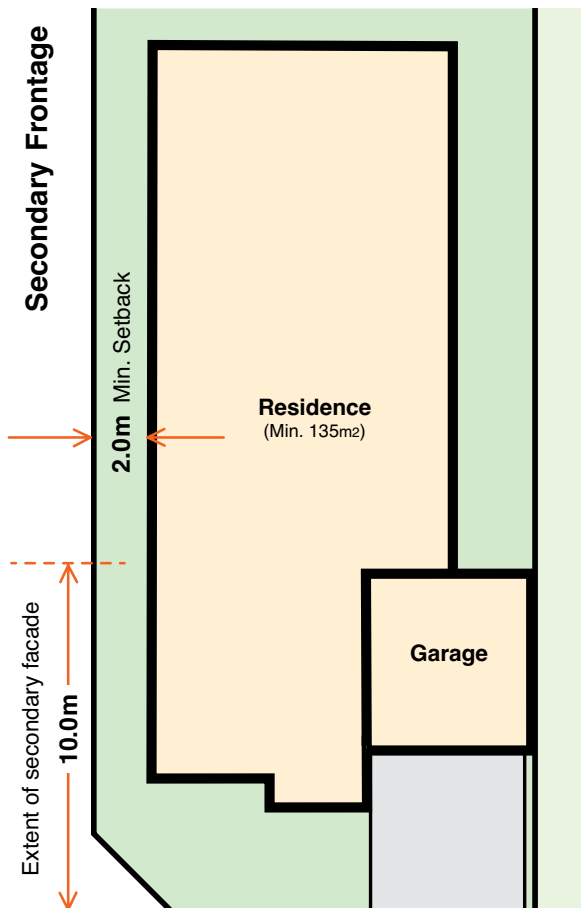


Figure 2. Corner Lot

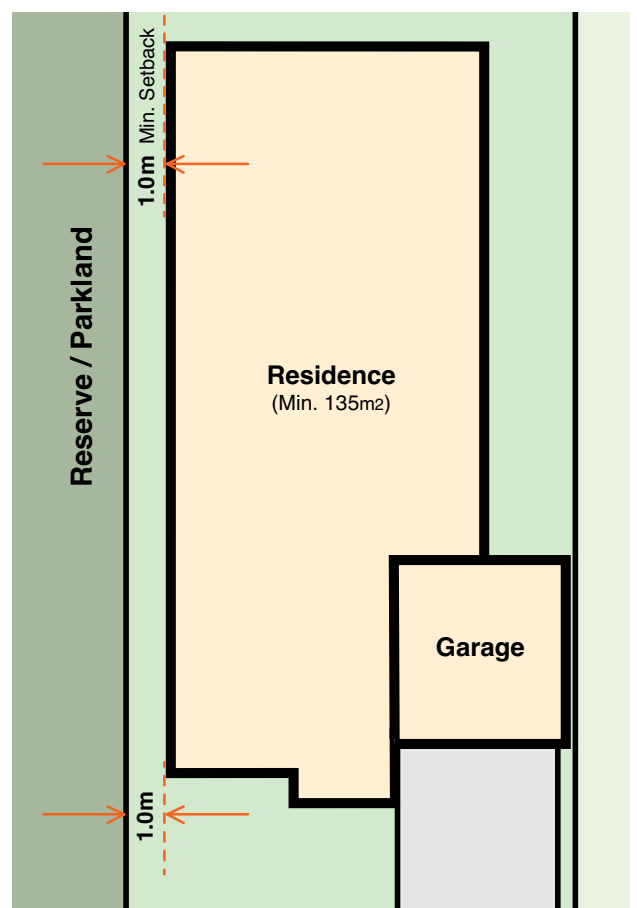


Figure 3. Reserve Lot

5. Dwelling Design Requirements

5.1. Façade

It is the intent of the DAP to create a cohesive and balanced blend of residences that reflect the contemporary coastal context, whilst enhancing the streetscape. Designs must consider the variation and articulation of forms and materials of proposed façades in relation to the neighbourhood character and coastal context. The DAP considers that a fundamental principle of the coastal context, is a built environment comprising of Dwellings that have a variation/mix of design and Lightweight Cladding. Therefore, careful consideration should be given to the percentage and proportion of alternate external materials to provide a balanced façade that is sympathetic to context and neighbourhood character.

Proposed façades must show:

- a) Articulation of materials.
 - I. Visual interest must be shown and can be achieved with the use of Lightweight Cladding, and innovative & creative use of materials.
 - II. A balanced mix of materials must be achieved. Materials such as brick/render or masonry-like materials must be balanced by Lightweight Cladding overall. The balance must be visible & determinable from the street frontage and does not include roofline infills, garage doors, window frames or entry door materials. A balanced mix is considered to be a minimum of two (2) or more materials, however, façades consisting predominantly of Lightweight Cladding or showing architecturally influenced material placement are highly encouraged.
 - III. A dominance of masonry-like materials, or façades consisting only of brick and render will not be permitted and are not deemed to be a balanced mix.
 - IV. Interesting and varying use of glazing to create a contemporary feel. Glazing can be deemed to replace material if the glazing is extensive and architecturally inspired. Standard windows are not considered as such.
 - V. In accordance with the relevant Memorandum of Common Provisions, the external facade of a Dwelling must be comprised of a minimum of 30% brick, rendered masonry or stone. The 30% requirement is not limited to the front facade and must be clearly demonstrated on the application.
 - VI. At its sole discretion, the DAP may grant exceptions to the above, in cases where a design is deemed to have architectural merit or achieves the contemporary coastal aesthetic.
- b) Facade elements
 - I. Façade elements such as pergolas, arbors, porticos, parapets and plinths are highly encouraged. Facade elements such as these should be detailed to be reflective of the coastal context, i.e. with natural timbers, muted earthy tones and the like. Features that are considered dominant in nature that use Monolithic and Urban Design detailing not reflective of coastal context or the intent of the BIDG, are prohibited.
 - II. Elements used on the façade which are considered 'mock' heritage or period design will not be permitted.
 - III. Dominant forms are prohibited within the estate. This includes raised porticos and elements which increases the dominance of rooflines. This includes both single and Multi-Storey homes.



Figure 4. Example Facades

5.2. Roof

Roof form is considered part of the primary façade. The design of the roof therefore must consider the objective of the contemporary coastal aesthetic, as well as the cohesive integration of the roof into the façade as a whole.

a) Roof design

- I. Colorbond (or equivalent) sheet metal roofing is mandatory in. Tiled, Zinalume or galvanized roofing materials are prohibited.
- II. The DAP considers that parapets, skillion and gabled roof designs (or a combination thereof) achieve the desired contemporary coastal aesthetic.
- III. An eave or verandah of at least 450mm is required on the front facade of the Dwelling and must return a minimum 3.0m along the connecting return wall, except if the return wall is located within 450mm of the side boundary. The roof, gutters, fascia and/or downpipes of a portico, providing the height is less than 3.6m from Natural Ground Level, may encroach 1.0m from the line 4.0m minimum Primary Frontage Setback line (i.e. edge of portico roof cannot be closer than 3.0m from the Primary Frontage). This is to be read in conjunction with section 4.2b) Setback encroachments.
- IV: Roof design for both Corner Lots and Reserve Lots, must also include a minimum 450mm eave to the walls facing the Secondary Frontage or the municipal reserve, whichever the case may be.

b) Variation in roofline for hipped roofs

- I. In order to promote architectural interest, designs proposing hipped roofs must be accompanied by additional façade design elements such as porticos, verandahs, pergolas, or other shade elements, that create significant variation in the roofline. These elements should enhance curb appeal and align with the contemporary coastal design objective.
- II. Traditional hipped roofs must include either porticos or other selected 'design elements' that introduce noticeable variation in the roofline.
- III. Acceptable 'design elements' include verandahs, pergolas, shading devices, or other features that soften the bulk of a hipped roof.
- IV. Porticos or other 'design elements' may be hipped, gable, skillion, or flat roof (with parapet) roof forms.
- V. These elements must be distinct from the main roof and should be raised, or lowered, or otherwise offset to add visual interest.
- VI. They must project outward from the façade to create a visual break of the horizontal line of the hipped roof.
- VII. Detailing should align with the coastal aesthetic, preferably by incorporating natural materials & finishes.

c) Aesthetic compatibility

- I. The roof form should complement the primary façade, and its proportions should create balance in the overall design. It should not dominate the streetscape.
- II. Hipped roofs must complement the coastal-inspired palette of the estate, favouring soft neutrals and mid-earthly tones. Dark or highly contrasting colours will not be approved.
- III. Ornate or traditional embellishments that conflict with a coastal aesthetic are prohibited.

d) Proportion and scale

- I. The size of the portico or 'design element' must be proportionate to the overall design of the Dwelling, avoiding oversized or undersigned structures that detract from the balance of the overall form of the Dwelling.
- II. Porticos, or other selected 'design elements', should span at least 25% of the front façade to ensure that it contributes significantly to the visual interest of the roofline. (Ref. Figure 5.)

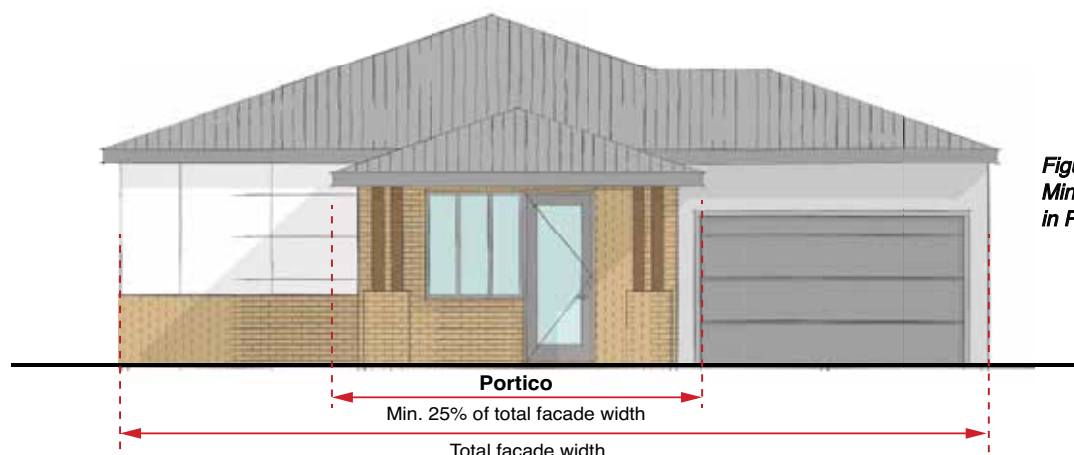


Figure 5.
Min. Variation
in Roofline

e) Materials and Finishes

- I. Roofing material for the portico or other element must match the main roof, to maintain consistency.
- II. Support structures for porticos or other elements should use lightweight materials with a light or natural colour tone, for example exposed timber, in order to reflect the desired contemporary coastal style.

The DAP (at its absolute discretion) may consider alternative solutions that may not strictly comply, but it deems meet the contemporary coastal objective.

5.3. Colours

Whilst the overall goal of the BIDG is towards encouraging a diversity of colour palettes and tones, the DAP considers that the coastal aesthetic lends itself to lighter and earthy colours and tones. By discouraging the use of dark, Monotone, industrial or suburbanised colour palettes, the ‘urban’ feel is minimised and the outcomes of the BIDG will have been achieved.

Proposed façades must show:

a) Variation in Colours.

- I. Facades must show a use of colour that reflects a light and coastal colour palette and fits in with the intentions of the guidelines.
- II. Dark colour palettes will not be permitted. The use of a predominantly dark colour palette is discouraged unless the design and material articulation, in conjunction with the colour palette, reflect a contemporary architectural coastal influence.
- III. The use of black or similar colours is not permitted unless used to highlight feature timbers as permitted by the DAP where deemed appropriate.
- IV. Light colours are highly encouraged. Light colours may be of the same colour palette if used to highlight texture and form.
- V. Contrast of light and dark colours is permitted however colours must be cohesive and blended with mid tone colours and/or the use of natural materials.
- VI. Monotone colour palettes will be considered if they clearly demonstrate a coastal influence.
- VII. Multi-Storey Dwellings must not show high contrast between levels. The colour selection must balance the design.
- VIII. Dark-coloured roofs are prohibited. Acceptable roof colours include Colorbond Woodland grey (or an equivalent shade) and any lighter shades. Only shades that fall in the middle or lighter range of the colour spectrum are permitted.



Figure 6. Sample Colours

5.4. Repetition in the streetscape

The DAP aims to foster a diverse coastal aesthetic, by encouraging unique design solutions for each home. To prevent the appearance of repetitive facades in the streetscapes, the DAP will compare each design application against previously submitted or approved applications in visual proximity to the application.

This review will assess:

- Repeated use of identical or highly similar façade elements.
- Recurring roof forms without sufficient variation.
- Overuse of similar or identical colour schemes.

Where repetition is identified, the DAP may require alterations to façade elements, roof forms, and / or colour schemes, to ensure sufficient diversity and visual interest. Designs should aim to reflect the coastal theme through a balance of consistency and architectural diversity, promoting individual expression while complementing the streetscape.

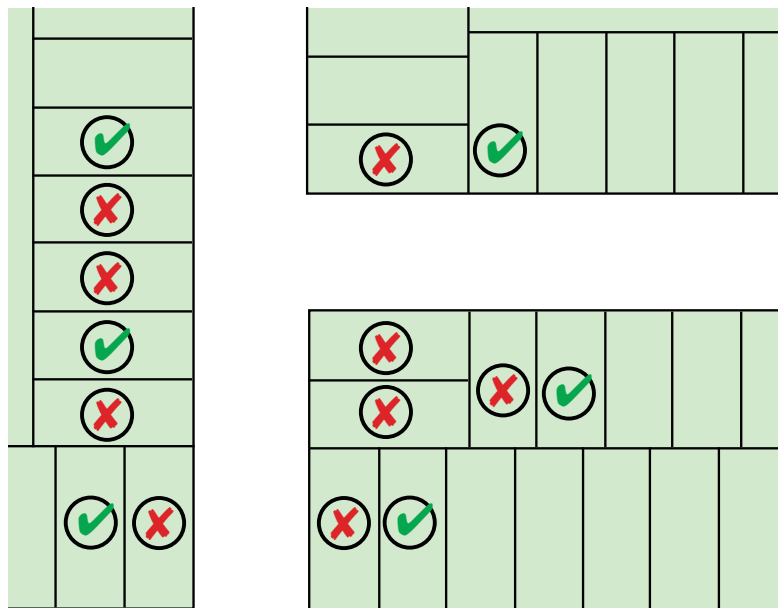


Figure 7: Facade Repetition Assessment

5.5. Prohibited Items

Items which are prohibited in the estate include:

- a) Dark material/colour palette
- b) Usage of black or similar colours
- c) Dark Monotone colour palettes
- d) Primary colours or masses of bright contrasting colours
- e) Dark roofs
- f) Tiled, Zinalume or galvanized finished roofs.
- g) Facades showing limited material variation or dominance of masonry.
- h) Designs that do not reflect the coastal context encompassing those with Generic Design, fully Monolithic, Urban or standardised aesthetics.
- i) Excessive repetition of roof forms, façade elements, and similar colour schemes within visual proximity to the application.
- j) Mock “heritage” styles or similar traditional designs and elements.
- k) Traditional hipped rooflines without significant variation.
- l) Exposed stump and pole house designs.
- m) Carports
- n) Facades showing limited articulation material and building elements.
- o) Facades that address the street as a Dominant Form.

5.6. Additional Measures

- a) Multi-Storey applications
 - I. Multi-Storey applications must show significant articulation in materials and form to all visible facades within the public realm.
 - II. Mix of materials is required & must show a balanced mix. As above, dominating render or brick will not be permitted.
 - III. Dominant forms are prohibited within the estate. This includes raised porticos and elements which increases the dominance of rooflines. Efforts to soften street dominance must be applied.
- b) Corner Lot applications
 - IV. Corner Lot applications will be viewed as having two (2) street frontages to the 10.0 metre mark from the point of intersection of the Primary and Secondary Frontage boundaries, as indicated in Figure 2.0. Both street frontages will be subject to the Primary Frontage façade requirements.
 - V. Multi-Storey applications on Corner Lots are prohibited. Applications for a Multi-Storey Dwelling on any Corner Lot will be rejected.

6. Dwelling Construction Requirements

6.1. Garages

- a) Applications must include an enclosed and roofed garage, attached to the Dwelling.
- b) Garages must be designed to complement the design of the Dwelling.
- c) The garages must be designed to minimise their visual dominance. This can be achieved either by recessing them behind the main residence or designing innovative garage doors and facades.
- d) Garage doors may be tilt panel bifold or powder coated roller doors. Galvanized or Zinalume garage doors are not permitted.

6.2. Fences

- a) Refer to the relevant Plan of Subdivision and Memorandum of Common Provisions. Fencing must comply with any relevant requirements in these documents.
- b) Fencing to Council reserves and public walkways are to be constructed to Council requirements, as per the relevant Plan of Subdivision and/or Memorandum of Common Provisions.
- c) Palings must be installed on southern & western faces typically.
- d) No fencing is allowed forward of the front façade of a Dwelling, except for side boundary fencing.
- e) Side boundary fencing must taper from full height down to 1.0 metre in height at the building line, and extend to the Primary Frontage. (Ref. Figure 9.)
- f) The Kingston Haven developer / original subdividing land owner will not contribute to any boundary fence adjoining their future development land, or for any Lots still in the ownership of the developer / original vendor.
- g) Side wing fencing and gates may be constructed with alternate design. Design must be included on the landscape plan and appropriately detailed to complement the residence.

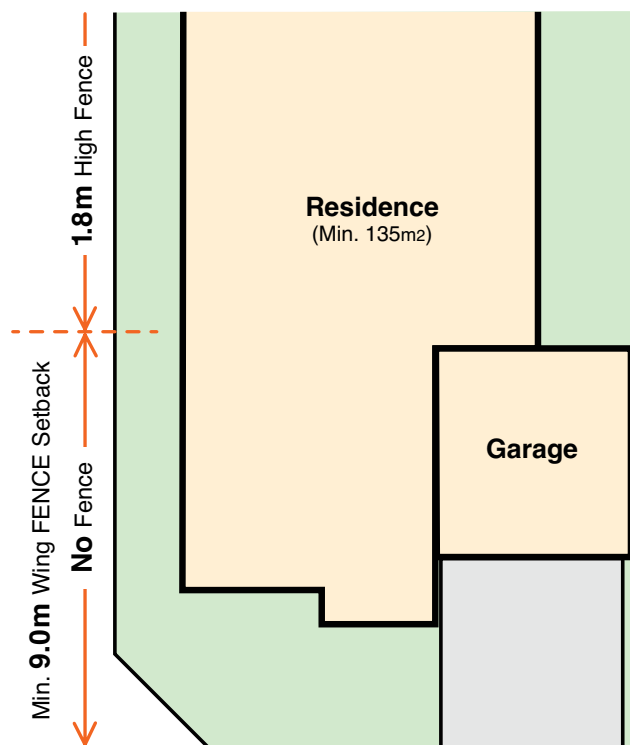
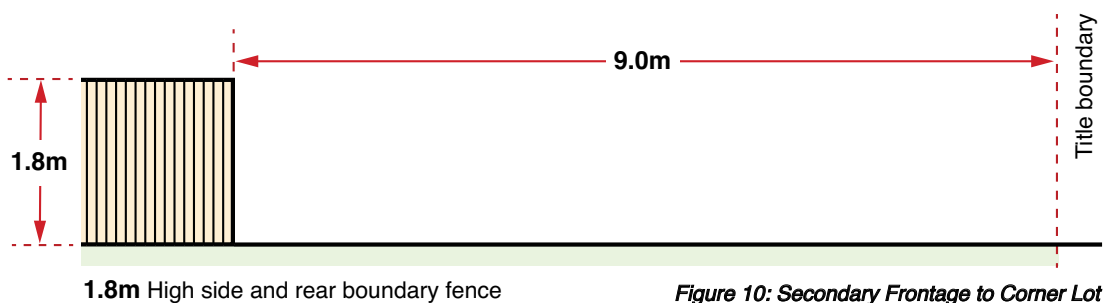
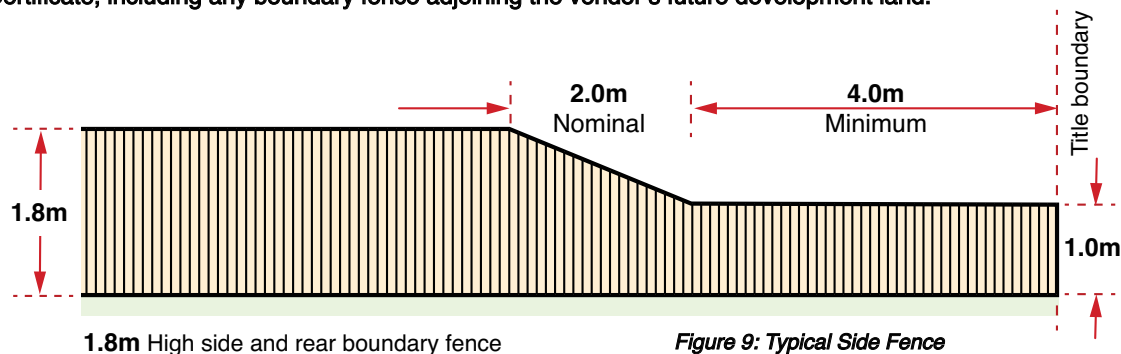


Figure 8: Fencing overview

- h) For Corner Lots, side boundary fences and gates on the Secondary Frontage are not permitted within 9.0 metres of the point of intersection of street alignments, as per Council requirements to ensure sightlines for traffic safety purposes. (Ref. Figure 8 and Figure 10.)
- i) All fencing on the property must be completed within thirty days of the date of the issue of the Occupancy Certificate, including any boundary fence adjoining the vendor's future development land.



6.3. Pools & Spa Baths

- Pools & Spa baths must comply with all statutory regulations.
- Pools & Spa baths must comply with design guidelines.
- Pools & Spa baths are not permitted within minimum Setback from Primary Frontage.
- Pools & Spa baths must be screened so as to not be visible from the neighbouring property.
- Pools, Swim Spas & Spa baths must not be higher than 300mm above Natural Ground Level at any point.

6.4. External Fixtures and Service Equipment

- Ancillary structures such as water tanks, air conditioning units, cubby houses, garden sheds, clothes lines, animal enclosures etc must not be forward of the building line, and must be screened from view from the street.
- It is not permitted to store or site on the Lot, or any vacant Lots, caravans or boats or any commercial motor vehicle having a registered carrying capacity of more than 1 tonne, unless within an approved building or screened from view from the street.
- Downpipes are to be located on the "side walls" of the Dwelling.
- External antennae and satellite TV dishes are to be located in an unobtrusive location toward the rear of the Dwelling.
- Mechanical equipment such as water heaters, ducted heating, air conditioners are not to be viewed from the street.
- Solar panels are flush to the roofline & have no exposed brackets.
- Rainwater tanks are to be concealed from view from the street.
- Children's play equipment must not be located forward of the Dwelling & must be concealed from view from the street.
- Bins must be screened appropriately so as not to be visible from the street.

6.5. Access & Driveways

- There is to be only one driveway per street frontage.
- Driveways are not permitted to be plain grey concrete. Driveways must be constructed of colour-through concrete, exposed aggregate concrete, stencilled or stamped colour-through concrete, permi-pavers or brick pavers.
- Colour and texture of the paving material to be nominated upon landscape plan.
- Driveways must be constructed prior to occupying the residence.
- If a driveway or crossover is proposed to be repositioned, the applicant must obtain Council approval. The existing layback must be replaced with new kerb to match the existing kerb in accordance with Council requirements.

6.6. Landscaping

- a) Front gardens are to be limited in hard paving and crushed rock or gravel. At least 25% must be soft landscape mulched beds, lawn or shrubs.
- b) Environmental and noxious weed plant species are not to be used.
- c) Garden areas visible from the street should feature indigenous and native plant species.
- d) Environmental and noxious weed plant species may not be used or propagated.
- e) Careful consideration is to be given to the selection and siting of trees with respect to structural implications and the visual amenity of neighbouring properties.

7. Construction Requirements

The construction of buildings and works at must be approved and endorsed by the DAP and comply to all restrictions on the Plan of Subdivision covenants and special conditions in the contract of sale, prior to any works on site commencing.

7.1. Works by Owner / Owner Builder

Any works to be undertaken by Owner, or as an Owner Builder, including significant hard landscaping, must be undertaken prior to occupation. Refer to section 2.2 f).

7.2. Building Permit Approval Procedure

- a) A Building Permit will need to be applied for once the DAP has approved the plans.
- b) DAP does not assess building regulations, Rescode requirements, Bushfire Assessment Levels or override their requirements.
- c) DAP does not assess, nor does any design approval override any restrictive covenants or restrictions included in the Plan of Subdivision.

7.3. Site Compound

- a) A lidded skip and toilet must be provided on-site prior to construction. The skip must be emptied whenever it becomes full.
- b) Site toilet and skip must be located upon site. Toilets and skips located upon nature strips will be cleared at the cost of the owner, without notice and an account for payment sent unless there is previous Building Regulation 604 consent.
- c) During construction neighbouring properties are not to be used for storage, overburden, access or car parking without their owner's written consent. Otherwise removal of debris will be done at the cost of the owner, without notice and an account for payment sent.
- d) It is the land owner's responsibility to maintain vacant blocks and adjacent nature strips by mowing and weeding regularly. Unmaintained blocks, will be cleared at the cost of the of the owner, without notice and an account for payment sent
- e) Prior to the commencement of any building work requires that the site be secured by allowance of a site fence. The site fence must:
 - I. Be not less than 1500mm in height
 - II. Be capable of preventing litter from being transported from the site by wind
 - III. Have not more than one access opening to the site
 - IV. Fitted with gates not less than 1500mm in height that prevent litter from being transported from the site by wind
 - V. Located to correspond with the location of the temporary vehicle crossing for the building site; and kept closed at all times when works are not in progress.
 - VI. The entire site fence is to be erected on the boundary of the site's property line and must not protrude in or on any land other than the building site directly on which the building work is occurring.
- f) If a builder has more than one adjoining site then the site fencing may enclose all of the sites under the builder's control.
- g) Each section of the entire fence is to be erected as close as practicable to vertical at all times and must remain erected until the completion of the building work.
- h) All damage to roads, kerbs, crossovers, street trees and landscaping during construction is the responsibility of the owner to have rectified to the DAP satisfaction.

8. Approval Submission

8.1. APPLICATION DETAILS

APPLICANTS

Applicant's Name: Date:

Address:

Postcode:

Phone: Mobile:

Email:

Lot Number: Lot Address:

DESIGNERS/BUILDERS

Designer/Builder:

Contact Person:

Address:

Postcode:

Phone: Mobile:

Email:

Approvals returned via email provided.

SUBMISSION REQUIREMENTS CHECK LIST

Minimum Requirement:	Tick box		Tick box
Site Plan	<input type="checkbox"/>	Elevations	<input type="checkbox"/>
Ground Floor Plan	<input type="checkbox"/>	Materials Selections & Colours.....	<input type="checkbox"/>
First Floor Plan.....	<input type="checkbox"/>	Landscape Concept Plan	<input type="checkbox"/>
Roof Plan.....	<input type="checkbox"/>	Additional Information.....	<input type="checkbox"/>

8.2. OWNER WORKS BOND As per 2.2 f).

Any works relating to the construction or completion of the Dwellings after Certificate of Occupancy, will require a bond of 2% of the current land value, irrespective of the level of works, to be paid and held by Kingston Haven which will be returned in full on completion and assessment of the documented works. Applications will not be approved without bond payment in advance.

Tick box if Applicable

8.3. EXTERNAL MATERIALS SCHEDULE

Please complete specification details as requested. Insert as appropriate

Item	Type / Material	Manufacturer	Selection / Colour
WALLS			
Type Example	<i>Timber Weatherboard</i>	<i>James Hardie</i>	<i>Dulux Whisper White</i>
* Type 1			
* Type 2			
* Type 3			
Type 4			
WINDOWS			
Type example	<i>Aluminium</i>	<i>Stegbar</i>	<i>Colorbond Woodland Grey</i>
Type 1			
Type 2			
DOORS			
Type example	<i>Timber Veneer</i>	<i>Corinthian Doors</i>	<i>Madison / Natural Oil</i>
Front Door			
Garage Door			
** Side Door			
ROOF PLUMBING			
Type example	<i>Sheet Metal</i>	<i>Colorbond</i>	<i>Surfmist</i>
Roof Type			
Gutters			
Down pipes			
Fascia			
MISCELLANEOUS Building Elements			
LANDSCAPE			
Type example	<i>Exposed aggregate</i>	<i>Boral</i>	<i>Elwood</i>
Driveway			

* Denotes minimum requirement without request for exemption ** Applies to Corner Lot applications

8.4 SUBMISSION REQUIREMENTS

PLEASE REFER TO SECTION 2.3 REQUIREMENTS FOR FORMAL APPLICATION

This section will provide detailed information on what must be included in the application.

Applications which do not include all items will not be assessed.

Additional information may be requested before approval is granted.

8.5 CLIENT ACCEPTANCE OF GUIDELINE CONDITIONS

I, the owner of Lot .. , will comply with all conditions as set out in the guidelines and as required by the Kingston Haven Design consultant. We agree to construct the Dwelling in accordance with the approved drawings. We agree that if changes or alterations are required, we will apply for amendment to the current approval, and acknowledge that additional fees may be applicable.

Name:

Signed: Dated:

8.6 APPROVAL RECOMMENDATION (OFFICE USE ONLY).

Tick box

The Dwelling is deemed to comply with the requirements of the guidelines

The Dwelling does not comply with the requirements of the guidelines

The Dwelling has received approval but with conditions as per notes below

The board has assessed each section of the application and has determined compliance/non-compliance based on the following:

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RECOMMENDATIONS:

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RE-SUBMISSION REQUIREMENTS

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Kingston Haven Design Consultant

James Deans & Associates

Name:

Signed: Dated:



KINGSTON
Haven