



Building Information & Design Guidelines

Version 2 – January 2022



Kingston Coast Building Information & Design Guidelines

Version 2 - January 2022

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1. EXECUTIVE SUMMARY

- a) Kingston Coast Building Information & Design Guidelines (BIDG) set out the design requirements of proposed dwellings within the Kingston Coast Estate.
- b) The aim of the BIDG is to maintain the standard of development in order to achieve a high-quality neighborhood character protecting the amenity of land subdivided for the benefit of residents and owners.
- c) Design Approval is required from Kingston Coast Design Assessment Panel (DAP) prior to the construction of a dwelling and any associated outbuildings and or pools, spa baths on a lot.
- d) These BIDG's are enforced via a Restriction on the Plan of Subdivision.
- e) Please note that all dwellings are required to achieve a minimum 6-star energy rating for compliance with the Building Code of Australia. To achieve this, the design process should give due consideration to elements such as solar orientation, external materials, substantial eaves and sunscreens, glazing location and design, thermal insulation, solar hot water and rainwater tanks.



2. INTRODUCTION

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

- a) The Kingston Coast BIDG's intend to encourage building designs that are considerate to the contemporary coastal context of Ocean Grove and greater Bellarine Peninsula.
- b) It is the objective of the BIDG to foster a 'common thread' that will create a cohesive and balanced blend of residences whilst encouraging individuality & unique design
- c) Kingston Coast BIDG encourages unique architecturally designed homes. Design applications will be considered on merit by the Design Assessment Panel (DAP). Kingston Coast DAP reserves the right to approve designs in its absolute discretion without precedent or prejudice
- d) The requirements of the BIDG are not intended to be onerous or excessive. They intend not to stifle design or impose a standard solution for every Lot.
- e) Designs that do not reflect the coastal context encompassing generic, urban, monolithic or standardized aesthetics do not satisfy the objectives of the Kingston Coast BIDG.

2.2 Design Application Procedure

- a) Design applications must be made to the Kingston Coast DAP for all dwellings outbuildings and or pools, spa baths prior to obtaining building permits.
- b) Further information, if required, will be requested in writing and should be promptly attended so as to avoid delays in processing the application.
- c) Approved plans will be endorsed by the Kingston Coast DAP within approximately (20) twenty working days of receipt of all documents being compliant with the guidelines.
- d) Once a design is approved by the Kingston Coast DAP, documentation will be returned with a letter of approval within (5) five business days.
- e) Once a design is approved by the Kingston Coast DAP, any variations to plans must also be submitted for approval. A re submission fee will apply. The above time frames apply to all re submissions and requested amendments.
- f) Plans must be accompanied by a completed application form and relevant information. Incomplete or piecemeal applications will not be assessed. All applications must be signed by the land owner.
- g) Deliberately misleading or under documented applications will not be assessed.
- h) Precedents upon existing approved applications will have no weighting upon future applications.

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- i) Applications are to be made to Kingston Coast Design Assessment Panel.

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Email: admin@jdarchitects.com.au
- j) Where the DAP approves proposed buildings and works, the owner must construct those buildings and works strictly in accordance with the terms of that consent, including any conditions. All building works must be completed within twelve months of actively commencing excavation or earth works on the lot.
- k) Works indicated to be completed by owner 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 Coast which will be returned in full on completion and assessment of the documented works. Applications will not be approved without bond payment in advance. Approval will be at the discretion of the DAP.
- l) An owner must not vary the plans and materials approved by the Kingston Coast Developer without the further prior written approval of the Kingston Coast DAP.
- m) General advice may be sought as to the interpretation of a guideline. The owner is offered a consultation with the Kingston Coast DAP representative prior to submitting an application to discuss their design & design guidelines in full. The intention of this consultation is to provide the owner with advice & direction in relation to their application. This consultation should not be considered pre-approval or forms basis for approval. This consultation is offered at no charge. This does not constitute pre approval or guarantee approval by the DAP.
- n) It is the responsibility of each owner to also obtain all requisite licenses, permits and approvals from all relevant authorities (including the City of Greater Geelong) in respect of any development and use of land within the estate.
- o) The consultant and its members who approve plans under these BIDG 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.
- p) At its sole discretion, the Kingston Coast DAP may vary the BIDG at its own discretion anytime as required, to further improve the development and protect the amenity of all lot owners.
- q) At all times the DAP reserves the right to approve designs/colours/materials that are deemed architecturally inspired or of high quality architectural innovation. Irrespective and independently of the BIDG. The DAP also reserves the right to reject designs that may otherwise be deemed approvable within the BIDG in the best interests of the cohesive and coastal principles of the BIDG.

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2.3 Design Application Requirements

- a) Applications shall be in PDF format no greater than 7mb or physical copies no greater than A3. Photos or screenshots of an application will not be accepted.
- b) Reference to lot number should be evident within body or subject of email.
- c) The application form must be completed in full with the land owners details and signature of acceptance. Applications signed by the builder on behalf of the client will not be accepted
- d) Applications must be made per each individual Lot. Clustered applications will not be accepted.
- e) Applications subject to the Prescribed fees will not be accepted without proof of payment attached.
- f) Applications must include the following:
 - I. Complete Application form
 - II. Completed Colour Schedule
 - III. Proof of payment of prescribed fee (if applicable)
 - IV. Site Plan to a scale of 1:100
 - V. Floor plans to a scale of 1:100
 - VI. Elevations to a scale of 1:100
 - VII. Sections to a scale of 1:100
 - VIII. 3D Visualization (Highly Recommended & must be provided if requested)
- g) Documentation shall include for the following information:
 - I. Adjoining property building locations, if any, including private open space and all window locations.
 - II. Site information including, lot number, boundary dimensions and angles and contours with reduced levels.
 - III. Proposed building and garage footprint dimension to all boundaries.
 - IV. Nominate private open space service yards etc.
 - V. Show driveway, all paved surfaces and indicate garden bed and lawn areas.
 - VI. Indicate location and type of all screen fencing, service equipment, water tanks, clothes lines, hot water services, A/C units, etc.
- h) Applications will not be assessed if the above requirements are not met. Incomplete applications will be returned to the applicant.

2.4 Design Approval / Rejection Requirements

- a) Kingston Coast design process does not assess building regulations, Rescode requirements, Bushfire Assessment Levels or over ride their requirements.
- b) There is no charge for the initial application approval. Subsequent applications are to be paid for by the client at time of submission.
- c) If a design is not approved, the applicant will be required to address the areas of concern and resubmit amended plans.
- d) Applicant will be notified in writing as to outcome of application. Accompanied by application form processed by DAP.

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- e) If application has been successful and subsequent resubmission is applied for, the following fees will 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.
- f) If application has been deemed not successful and a formal rejection is issued resulting in a resubmission, the following fees will apply:
 - I. Alternate new home design, a charge of \$520 per submission will apply.
- g) Prescribed fees will be payable prior to re-submission being assessed.
- h) Applications that require re-submission will not be expedited above other applications and are subject to the standard approval timeframes.
- i) Payments of fees can be by Direct Deposit or Cheque payable to Shell Road Development Pty Ltd.
All payments are to be referenced with the Lot number of the property concerned.
For payment details, please contact our office directly.



3. LOT CLASSIFICATION

3.1 Lot Restrictions

- a) Please refer to Plan of Subdivision for any restrictions that may impact on the lot & its use.
- b) Please refer to the Contract of Sale for any covenants and special conditions that may impact on the lot & its use.

3.2 Dwelling Restriction

- a) Please refer to Plan of Subdivision for any restrictions that may impact on the lot & its use.
- b) Please refer to the Contract of Sale for any covenants and special conditions that may impact on the lot.

4. SITING

4.1. Building envelopes

- a) Building Envelopes are determined by the relevant Plan of Subdivision, please refer to this to ensure any building envelopes that may be relevant to the lot have been applied.
- b) Primary frontage shall be considered the shortest boundary which abuts a street, or in the case of a Corner Lot shall be the boundary that faces the pedestrian entrance to the dwelling.
- c) Where ambiguity occurs as to the location of primary and secondary frontages, Kingston Coast DAP will maintain discretion in nominating primary and secondary frontages.

4.2. Primary frontage setbacks

- a) Townhouse Lot setbacks
 - I. A minimum of 3.0m (providing the garage is setback a minimum of 4.0m), and a maximum of 6.5m from the primary frontage, unless stated otherwise in the relevant Plan of Subdivision.
 - II. Multi storey dwellings must have a minimum of 4.5 metres from the primary frontage to the building line of the first floor, unless stated otherwise in the relevant Plan of Subdivision or as deemed acceptable by the Design Assessment Panel.
- b) Residential Lot setbacks
 - I. A minimum of 4.5m and maximum of 6.5m from the primary frontage, unless stated otherwise in the relevant Plan of Subdivision.
 - II. Multi storey dwellings must have a minimum 6 metres from the primary frontage to the building line of the first floor, unless stated otherwise in the relevant Plan of Subdivision.
- c) Lifestyle Lot setbacks
 - I. A minimum of 5.5m and maximum of 6.5m from the primary frontage; unless stated otherwise in the relevant Plan of Subdivision
 - II. Multi storey dwellings must have a minimum 6 metres from the primary frontage to the building line of the first floor, unless stated otherwise in the relevant Plan of Subdivision.
- d) Setback encroachments
 - i. Entry porticoes and verandahs less than 3.6m from natural ground level in height may encroach up to 1m into the minimum primary frontage setback at ground level. Irregular or sloping sites may be granted dispensation from this clause such that the overall height of a portico may exceed the 3.6m. However, supporting evidence must be provided to justify such dispensation, which shall only be granted at the absolute discretion of the Design Assessment Panel. Precedence will not be accepted as supporting evidence.
 - ii. Multi story dwellings may have up to a 1.0m encroachment into the minimum first floor setback for eaves, balconies and associated balustrades. However, all other building elements including but not limited to walls, posts, piers, pillars, screens, or roofs and the like are not permitted to encroach into the minimum first floor setback.

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- e) General requirements
 - I. Please refer to Plan of Subdivision for any restrictions that may impact on the lot & its use.
 - II. Please refer to the Contract of Sale for any covenants that may impact on the lot & its use.

4.3. Secondary frontage Setbacks

- a) Single storey dwellings on Corner Lots must be setback a minimum of 2 metres from the secondary frontage.
- b) Multi storey dwellings on Corner Lots must have a minimum 2 meter setback for the ground floor on the secondary frontage. First floor setback must be minimum 4 meters on the secondary frontage.
- c) Please refer to Plan of Subdivision for any restrictions that may impact on the lot & its use.
- d) Please refer to the Contract of Sale for any covenants and special conditions that may impact on the lot & its use.

4.4. Corner Lots

- a) Multi Storey dwellings on a Corner Lot will be viewed as having 2 street frontages. Both street frontages will be reviewed in relation to their compliance with BIDG & must comply with the façade requirements on both street frontages irrespective of fencing
- b) Single Storey dwellings on a Corner Lot will be viewed as having 2 street frontages to the 10metre mark of the intersecting boundaries on the secondary boundary and therefore must address the façade requirements to this point.

5. DWELLING DESIGN REQUIREMENTS

5.1. Façade

It is the intent of the Kingston Coast DAP to create a ‘common thread’ of homes that will encourage 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 facades in relation to the neighborhood character and coastal context. It is considered that a fundamental principle of the coastal context is that the built environment generally comprises dwellings that have a variation/mix of design and lightweight materials. 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 neighborhood character.

Proposed façades **must** show:

- a) Articulation of Materials.
 - I. Visual interest must be shown and can be achieved with the use of lightweight materials, 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 materials overall. Dominance of predominantly masonry, brick and/or render type materials is not permitted. 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 more than two (2) materials however, facades consisting predominantly of lightweight materials or showing architecturally influenced material placement are highly encouraged. Exception may be granted if the material in conjunction with the design shows high level architectural influence.

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- III. Facades consisting only of brick and/or render will not be permitted. Exception may be granted if the material usage shows high quality architectural innovation in how the material is used.
- IV. Interesting and varying use of glazing to create a contemporary modern feel. Glazing can be deemed to replace material if the glazing is extensive and architecturally inspired. Standard windows are not considered as such.
- V. Requirement of 30% brick, rendered masonry or stone as required by covenants and restrictions on title must be met. This is not limited to front façade. The compliance to covenants and restrictions is not assessed by the Kingston Coast DAP.

b) Facade Elements

- I. Highly encouraged are creative elements of the façade by means of pergolas, arbors, porticos, parapets, and plinths, etcetera that are detailed to be reflective of the coastal context. However, features that are dominant in nature must be addressed to reduce their dominance overall. Dominant and/or raised porticos, for example, must be balanced by other features. Dominant elements are considered ‘urban’ in design and must be addressed within the context of the coastal ethos and expectations of the guidelines.
- 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 level homes.

c) Variation on Roofline

- I. Traditional hip rooflines are not permitted without significant variation. Permitted rooflines include; parapet, skillion and gabled that are detailed to be reflective of the coastal context. Gabled designs must not be minimal to be considered to have addressed the roofline in a significant way.
- II. Verandahs or an eave of at least 450mm is required on the front façade of the dwelling and/or both street frontages, in the case of Corner Lots. Exception will be made for parapet design façade, rooflines and features at the discretion of the DAP.
- III. Repetition of the roofline within the streetscape will be assessed.
- IV. Colourbond roofing is highly recommended and preferred by the DAP. Refer to 5.2 for guidelines in relation to tiled roofs.



5.2. Colours

The use of colour in design can greatly impact and influence the design and presence of a home. The coastal environment lends itself to lighter colours whilst the overall goal of the guidelines is towards encouraging the use of varying colour palettes and tones to produce a modern coastal home that is both in keeping with the surroundings whilst being innovative and creative in its presence. By discouraging the use of dark, monotone, industrial or suburbanized colour palettes the ‘urban’ feel is minimized and the outcomes of the BIDG have been achieved.

Proposed façades **must** show:

- a) Variation in Colors.
 - I. Facades must show a use of colour that reflects the surrounding coastal environment as well as 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 & material articulation in conjunction with the colour palette reflect a modern 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 materials.
 - VI. Monotone colour palettes will be considered if they display a highly reflective coastal influence.
 - VII. Dark monotone will not be permitted.
 - VIII. Multi Storey dwellings must not show high contrast between levels. The colour selection must balance the design.
 - IX. Dark roofs are not permitted. Shades permitted are those which fall in the middle of the shade spectrum or lighter.
 - X. Dark tiled roofs of any design are not permitted. ‘Dark’ is determined by the DAP as being shades of grey, black or any other colour that produces or reflect the likeness of black.
 - XI. Tiled roofs must be light in colour.
 - XII. Dominant forms are prohibited within the estate



5.3. Prohibited items are:

- 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 of any material
- f) 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, fully monolithic, urban or standardized aesthetics.
- i) Repetition of facades within visual proximity to the design submitted.
- j) Excessive repetition of roof forms within the streetscape.
- k) Mock “heritage” styles or similar traditional designs and elements
- l) Traditional hipped rooflines without significant variation
- m) Exposed stump and pole house designs.
- n) Facades showing limited articulation material and building elements.
- o) Facades that address the street as a dominant form.

5.4. 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. Repetition of design will not be permitted within close proximity this includes multiple multi storey homes in one street within close proximity with similar rooflines & façade elements.
 - III. Mix of materials is required & must show a balanced mix. As above, dominating render or brick will not be permitted.
 - IV. 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.
 - V. Multi storey applications on Corner Lots will be viewed as having 2 street frontages. Both street frontages will be subject to the primary street façade requirements.
- b) Corner Lot Applications
 - I. Corner Lot applications will be viewed as having 2 street frontages. Both street frontages will be subject to the primary street façade requirements.

6. DWELLING CONSTRUCTION REQUIREMENTS

6.1. Garages

- a) Carports and garages must be designed to complement the design of the dwelling.
- b) The garage designs must be designed to minimize their visual dominance. This can be achieved either by recessing them behind the main residence or designing innovative garage doors and facades.
- c) Garage doors may be tilt panel bifold or powder coated roller doors. Galvanized or zincalume garage roller doors are not permitted.

6.2. Fences

- a) Refer to Plan of Subdivision. Fencing must comply with Plan of Subdivision restrictions.
- b) Fencing to reserves and public walkways etc. are to be to council requirements, as nominated on the Plan of Sub Division, must have palings facing the reserve areas.
- c) Palings must be installed on southern & western faces typically.
- d) No fencing is allowed forward of the front façade of the dwellings except for side boundary fencing.
- e) Side wing fencing and gates maybe constructed with alternate design. Design must be included upon landscape plan and appropriately detailed to complement the residence.
- f) The Kingston Coast developer will not contribute to any boundary fence adjoining their future development land.
- g) On Corner Lots with a secondary street, boundary fences must commence a minimum of 10m back from the front corner intersection, as applicable to any other authority's regulations.
- h) All fencing on the property must be completed within thirty days of the date of the issue of the certificate of occupancy. Including any boundary fence adjoining the vendor's future development land.

6.3. Pools & Spa Baths

- a) Pools & Spa baths must comply with all statutory regulations.
- b) Pools & Spa baths must comply with design guidelines.
- c) Pools & Spa baths are not permitted within minimum setback from primary street.
- d) Pools & Spa baths must be screened as to not be visible from neighboring property.
- e) Pools, Swim Spas & Spa baths must not be higher than 300mm above natural ground level at any point.

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6.4. External Fixtures and Service Equipment

- a) Downpipes are located on the “side walls” of the dwelling
- b) External antennae and satellite TV dishes are located in an unobtrusive location and not be visible from road reserves.
- c) Mechanical equipment such as water heaters, ducted heating, air conditioners are not to be viewed from roadways.
- d) Solar panels are flush to the roofline & have no exposed brackets
- e) Rainwater tanks are to be concealed from view from the street.
- f) Children’s play equipment is to be concealed from view from the street.

6.5. Access & Driveways

- a) There is to be only one driveway per street frontage.
- b) Driveways are not permitted to be plain concrete as per Plan of Subdivision restrictions
- c) Colour and texture of the paving material to be nominated upon landscape plan.

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 Kingston Coast must be approved and endorsed by the Kingston Coast 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

- a) Any works to be undertaken by Owner, or as an Owner Builder. Including significant hard landscaping is to be undertaken prior to occupation. Refer to 2.2(k)

7.2. Building Permit Approval Procedure

- b) A Building Permit will need to be applied for once the Kingston Coast DAP has approved the plans.
- c) Kingston Coast DAP does not assess building regulations, Rescode requirements, Bushfire Assessment Levels or override their requirements.
- d) Kingston Coast approval process does not assess restrictive covenants or restrictions included in the Plan of Subdivision in relation or override these.

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 neighboring 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



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- 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 prevents 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, kerbing, crossovers, street trees and landscaping during construction is the responsibility of the owner to have rectified to the Kingston Coast DAP satisfaction.



8. GLOSSARY

Term	Description
BIDG	Building Information & Design Guidelines
Corner Lot	A lot located on the intersection of two 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.
DAP	Design Assessment Panel
Dominant Form	A form that is commanding hierarchy over the streetscape and/or façade design
Dwelling	Class 1 residence (excludes Carport/Garage)
Generic Design	Lacking in original design, individuality, repetitive in nature & lacking unique qualities
Lifestyle lot	Means any Lot with a land area of 800m ² or greater on the relevant Plan of Subdivision, and requires a minimum dwelling floor area of no less than 200m ²
Lightweight Cladding	Cladding or veneers other than masonry or rendered finish. Typically weatherboards, painted cement sheet, composite panels.
Multi Storey	Dwelling consisting of two or more levels. For the purposes of this document a dwelling that consists of a ground level & any further levels
Monolithic	Large masonry or masonry looking construction. Characterized by solid unbroken forms.
Monotone	A single tone of colour. This applies to shades of single tones of colour,
Primary frontage	Means for each Lot, unless otherwise noted in the relevant Plan of Subdivision or as determined by the Design Assessment Panel, the shortest boundary of that Lot which abuts a street
Residential Lot	Means any Lot with a land area between 381m ² and 799m ² on the relevant Plan of Subdivision, and also requires a minimum dwelling floor area of no less than 135m ² .
Single Storey	Dwelling that consists of one level.
Setback	Means the required distance between the relevant boundary and the building line, unless otherwise noted in the relevant Plan of Subdivision. A setback of up to 150 millimetres from the lot boundary is deemed to be on the boundary
Townhouse Lot	Means any Lot with a land area 380m ² or less on the relevant Plan of Subdivision, and requires a minimum dwelling floor area of no less than 115m ² .
Urban Design	Showing characteristics of suburban/city design.

9. APPROVAL SUBMISSION

9.1. 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"/>
Prescribed Fee Paid (where applicable)	<input type="checkbox"/>		

9.2. OWNER WORKS BOND As per 2.2(k)

Works indicated to be completed by owner 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 Coast 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

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9.3. External Materials Schedule

Please complete specification details as requested. Insert as appropriate

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

* Denotes minimum requirement without request for exemption ** Applies to corner lot applications

Kingston Coast Building Information & Design Guidelines

9.4 SUBMISSION REQUIREMENTS

PLEASE REFER TO SECTION 1.2 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.

9.5 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 Ocean Grove Design Consultant. We agree to construct the dwelling in accordance with the approved submitted drawings. We agree that if changes or alterations are required, we will apply for an amendment to the current approval.

Name:

Signed: Dated:

9.6 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 Ocean Grove Design Consultant:

James Deans & Associates

Name:

Signed: Dated:



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