

# Building Information & Design Guidelines

Updated 1 April, 2022





## Guideline Aims

The aims of the Kingston Ocean Grove building design guidelines are to ensure that the quality, sustainability and variation of home designs are nurtured and encouraged.

The style is directed towards encouraging building design to reflect the unique urban coastal atmosphere of the location. The fundamental principle of the coastal urban theme is the variety and mix of materials.

Some of the specific guidelines will also help to reduce energy costs for occupants and contribute to a better environment. Some will minimise negative visual impacts for neighbours.

This enhances and protects the value of homes in Kingston and also ensures privacy for existing and new residents.

These guidelines will produce practical and positive outcomes, contributing to a better way of living, Kingston style.

### BENEFITS

Kingston welcomes individuality, however this must be seen in the context of a total approach, sympathetic to the neighbourhood ambiance.

This will:

- Enhance and protect the value of homes in Kingston.
- Help reduce energy costs and reduce carbon footprint.
- Ensure privacy for existing and new residents.



GJ Gardner Homes



Hamlan Homes



All Submission and Enquiries to the  
Kingston Ocean Grove Design Consultant  
**James Deans & Associates**  
PO Box 4278, Geelong 3220.  
Ph. (03) 52 219 564 Email: [admin@jdarchitects.com.au](mailto:admin@jdarchitects.com.au)

# Contents

	Page
<b>1.0 KINGSTON OCEAN GROVE APPROVAL PROCEDURE</b> .....	4
1.1 Application for Approval Procedure	
1.2 Requirements for Formal Application	
1.3 Contact Details for Submission and Enquiries.	
<b>2.0 KINGSTON OCEAN GROVE APPLICATION FEES</b> .....	5
<b>3.0 STATEMENT OF DESIGN PHILOSOPHY</b> .....	7
<b>4.0 DESIGN GUIDELINES</b> .....	8
4.1 FAÇADE .....	8
4.2 MATERIALS .....	8
4.3 COLOURS .....	9
4.4 COVENANTS & LOT RESTRICTION.....	9
4.5 DWELLING SIZE.....	9
4.6 BUILDING SETBACKS .....	10
4.7 CORNER ALLOTMENTS.....	12
4.8 DOUBLE STOREY .....	12
4.9 GARAGES .....	12
4.10 FENCES .....	13
4.11 POOLS.....	14
4.12 PRIVACY .....	14
4.13 DWELLING CONSTRUCTION REQUIREMENTS .....	14
4.14 OUTBUILDINGS, EXTERNAL FIXTURES, CHILDRENS' PLAY EQUIPMENT .....	15
4.15 ACCESS AND DRIVEWAYS.....	15
4.16 LANDSCAPING .....	16
4.17 NATIONAL BROADBAND NETWORK INSTALLATION.....	16
<b>5.0 GENERAL</b> .....	17
5.1 BUILDING PERMIT APPROVAL PROCEDURE .....	17
5.2 COMPLIANCE WITH THE LAW .....	17
5.3 KINGSTON OCEAN GROVE DESIGN CONSULTANT .....	17
5.4 COMPLY WITH CONDITIONS .....	18
5.5 FURTHER APPROVAL OF VARIATION .....	18
5.6 OTHER APPROVALS .....	18
5.7 CONSULTANT NOT LIABLE .....	18
5.8 VARIATION OF GUIDELINES .....	18
5.9 DEFINITIONS .....	18
<b>6.0 APPROVAL SUBMISSION</b> .....	19
6.1 APPLICATION DETAILS	
6.2 SUBMISSION REQUIREMENTS CHECK LIST.....	20
6.3 COMPLIANCE CHECK LIST .....	20
6.4 CLIENT ACCEPTANCE OF GUIDELINE CONDITIONS .....	23
6.5 APPROVAL RECOMMENDATION (OFFICE USE ONLY) .....	23

## 1.0 Kingston Ocean Grove Approval Procedure

### 1.1 APPLICATION FOR APPROVAL PROCEDURE

1.1.1 Design plans for Residences must be submitted to the Kingston Ocean Grove Design Consultant for consideration and approval.

1.1.2 If a design is not approved, the applicant will be required to address the areas of concern and re-submit amended plans.

1.1.3 Further information, if required, will be requested in writing and should be promptly attended to so as to avoid delays in processing the application.

1.1.4 Approved plans will be endorsed by the Kingston Ocean Grove Design Consultant and returned with a letter of approval within approximately (7) working days of receipt of all documents being compliant with the guidelines.

1.1.5 Once a design is approved by the Kingston Ocean Grove Design Consultant, any variations to plans must also be submitted for approval. A re-submission fee will apply.

### 1.2 REQUIREMENTS FOR FORMAL APPLICATION

1.2.1 Three copies of the site plan to include the following:

- a) Adjoining property building locations, if any, including private open space and all window locations.
- b) Site information including lot number, boundary dimensions and angles, and contours with reduced levels.
- c) Proposed building and garage footprint dimension to all boundaries.
- d) Nominate private open space service yards etc.
- e) Show driveway, all paved surfaces and indicate garden bed and lawn areas.
- f) Indicate location and type of all screen fencing, service equipment, water tanks, clothes lines, hot water services, A/C units, etc.

1.2.2 Three copies of house plans to include the following

- a) Site Plan to a scale of 1:100.
- b) Floor plans to a scale of 1:100.
- c) Elevations to a scale of 1:100
- d) Sections to a scale of 1:100.
- e) 3D Visualisation (Highly Recommended & must be provided if requested)
- f) Schedule of materials and colours

1.2.3 Plans are to be dimensioned and all treatments and materials listed.

1.2.4 Provide maximum height limits to Natural Ground Levels.

Submission packages, if possible, are to be a maximum of A3 and accompanied with a PDF electronic copy.

## 1.3 CONTACT DETAILS FOR SUBMISSION AND ENQUIRIES.

All Submission and Enquiries to the  
Kingston Ocean Grove Design Consultant

**James Deans & Associates**

PO Box 4278, Geelong 3220.

Ph. (03) 52 219 564 Email: [admin@jdarchitects.com.au](mailto:admin@jdarchitects.com.au)

## 2.0 Kingston Ocean Grove Application Fees

- 2.1.1 There is no charge for the initial application approval.
- 2.1.2 If initial plans are approved and a subsequent re-submission is applied for, the following fees will apply:
  - a. Alternate new home design, a charge of \$520 per submission will apply.
  - b. Alterations to an existing application a charge of up to \$300 per submission will apply, depending on the extent of change requested.
- 2.1.3 The fee will need to be paid prior to the approval being granted. All fees payable are to be paid to: "Shell Road Development Pty Ltd" as prescribed in 2.1.4
- 2.1.4 Payments of fees can be by Direct Deposit or Cheque payable to Shell Road Development. All payments are to be referenced with the Lot number of the property concerned.

For payment details, please contact our office directly.



# KINGSTON OCEAN GROVE BUILDING INFORMATION & DESIGN GUIDELINES

---



## 3.0 Statement of Design Philosophy

3.1.1 The design philosophy has been produced, in association with the design guidelines, to help owners and designers develop residences with a common theme pertaining to the vision for the Kingston Ocean Grove residential development.

3.1.2 The philosophy has been based around a style to be of Contemporary Australian Architectural design, with influences of coastal themes associated. The style is directed towards encouraging building design to reflect the unique urban coastal atmosphere of the location.

3.1.3 This definition is not meant to be prescriptive, but a directive so that individualism and uniqueness can be established, based on a common theme that will create a cohesive and balanced blend of residences.

3.1.4 Consideration should be given to the principles of passive solar design in orientation and material use.

Respect for potential or existing neighbouring residences, in particular with regard to overlooking and overshadowing must be demonstrated. In particular, two storey homes should address this and provide increased solar access zones (refer to SAL Guidelines). The philosophy seeks to achieve a relaxed urban coastal atmosphere to avoid the development of an estate that creates a mass, inner suburban style, typical development.

3.1.5 The residential gardens of Kingston Ocean Grove are to have a “common thread” which allows individual gardens to sit comfortably within the broader landscape. Consistent landscape elements are to be incorporated into residential gardens to facilitate the harmonious integration of the built environment with the natural environment. Within this natural setting objective, the imaginative use of landscape materials and the expression of the garden as an extension of the built form are encouraged.

- 3.1.6 Intention of these Design Guidelines is to:
- a) Create parameters which encourage harmonious residential (and related) development but which do not stifle legitimate creativity or flexibility for owners; and
  - b) Provide details, which the Kingston Ocean Grove Design Consultant will take into account in determining whether to recommend approval of buildings and works.



## 4.0 Design Guidelines

### 4.1 FAÇADE

Street façade design must show:

- a) Variation in form and materials, with the addition of porches, verandahs, pergolas or arbors.
- b) Interesting and varying use of glazing to create a contemporary modern feel.
- c) Repetition of designs are not permitted. They will be rejected unless clearly shown they have unique, individual qualities that distinguish them from similar residences. Or they are significantly separated by other homes so as not to be visually associated.
- d) Mock "Georgian" Victorian and Federation styles or similar traditional designs will not be approved.
- e) Variation of roof forms is required. Flat parapet design is not permitted. Traditional hip roof forms must show variation in the roof line & significant articulation to the façade of the property is mandatory. Repetition of the hip roof line within the street will not be permitted. Colorbond roofing is recommended.
- f) Verandahs or an eave of at least 450mm is required on the facade of the dwelling and/or both street frontages, in the case of corner allotments.
- g) Exposed stump and pole house designs will not be approved

Exception may be granted if the facade design displays high quality architectural innovation.

### 4.2 MATERIALS

4.2.1 The fundamental principle of the coastal urban theme is the variety and mix of materials. Careful consideration should be given to the percentage and proportion of alternate external materials to provide a balanced mix. Mix of materials is considered to be more than two (2) different materials used within the façade not including garage doors, windows & entry door & roof materials. The mix must be balanced and complement the home. Exception may be granted if the material usage shows high quality architectural innovation in how the product is used

- a) A minimum requirement for the dwelling (exclusive of windows and doors) is to have 50% brick or rendered masonry or stone.
- b) Cement sheet products may be used. Express joint cement sheet, weatherboards and rendered flush joint cement sheets are permitted when used in small quantities as feature elements. Exception maybe granted if the usage shows high quality architectural innovation in how the product is used.
- c) Roofs must be colorbond material or matt finish shingle style terracotta or concrete tiles or matt finished low profile or slim line terra cotta or concrete tiles. Zincalume or galvanized finished roofs are not permitted.
- d) Facades of full brick, or full render, or one material, will not be permitted

4.2.2 Examples of Appropriate materials:

BRICK	PROFILED BLOCK
RENDERED MASONRY	NATURAL STONE
TIMBER	WEATHERBOARDS
GLASS	VENEERED BOARDS SEALED

## 4.2.3 Examples of Appropriate finishes:

RENDER: Paint, Coloured Render.

NATURAL PRODUCTS: Stain, Oil, Left to Weather.

PAINT: Textured

## 4.3 COLOURS

- a) Colours should be a mixture, with darker end of the spectrum colours offset with lighter tones introduced to soften the form. Monotone colours will not be approved unless offset with extensive material use.
- b) Colours should be used to create variation and highlights.
- c) Careful consideration should be given to colour choices, which avoid bright primaries, masses of bright contrasts & attention seeking features.
- d) Consideration should be given to neighbouring properties with a view to blending in with the developing environment.
- e) Dark roofs are strongly discouraged. High profile, dark tiled, hip roofs will not be approved. In keeping with energy efficiency and environmental benefits the use of lighter coloured roofs is encouraged.

## 4.4 COVENANTS & LOT RESTRICTION

4.4.1 As stated in section 5.1.5, it should be clearly understood that the Kingston Ocean Grove approval process does not assess building regulations, ResCode requirements, Bushfire Assessment Levels or override their requirements.

4.4.2 Please refer to the Plan of Subdivision in relation to the lot for any restrictions that may impact on the lot and its use.

4.4.3 Please refer to the Contract of Sale in relation to the lot for any covenants that may impact on the lot and its use.

## 4.5 DWELLING SIZE

4.5.1 Please refer to the Plan of Subdivision in relation to the lot, for any restrictions that may impact on the lot and its use.

4.5.2 Please refer to the Contract of Sale in relation to the lot, for any covenants that may impact on the lot and its use.

## 4.6 BUILDING SETBACKS

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.

For dwellings, carports and garages, such structures must be set back at:

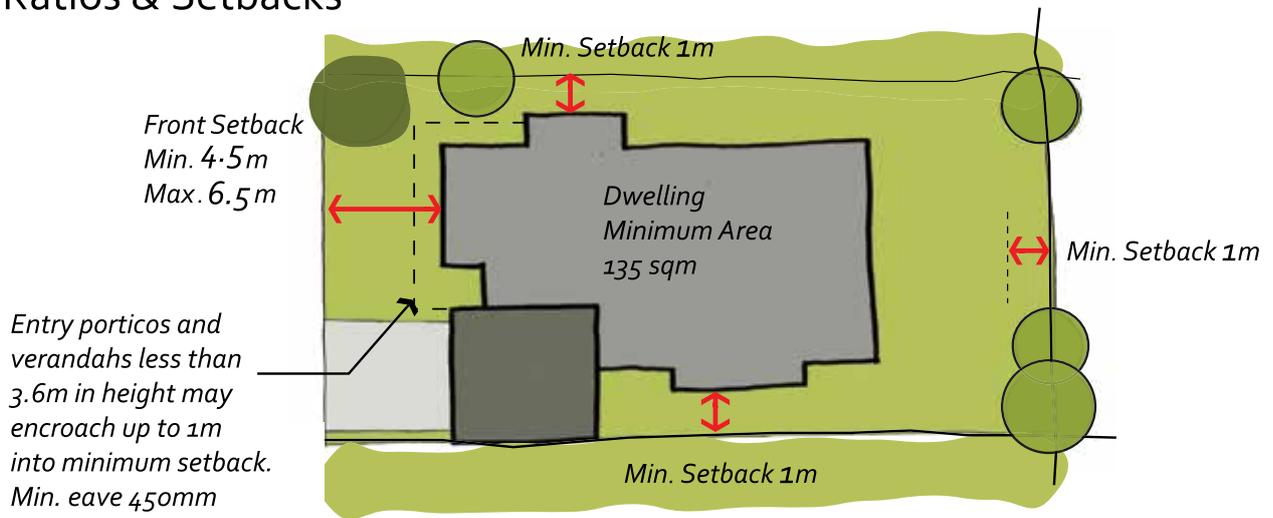
### 4.6.1 MAIN STREET SETBACKS

- a) SINGLE STOREY
  - a minimum of 4.5m and maximum of 6.5m from the front boundary, unless stated otherwise in the relevant Plan of Subdivision
  - must be in accordance with ResCode and any other regulatory authority.
  - corner allotments must be set back from the main street, as per above.
- b) DOUBLE STOREY
  - Ground Floor: a minimum of 4.5m and a maximum of 6.5m from the front boundary on the main street frontage.
  - First Floor: a minimum 6 metres from the main road frontage.
  - must be in accordance with ResCode and any other regulatory authority requirements.
- c) Please refer to the Plan of Subdivision in relation to the lot, for any restrictions that may impact on the lot and its use.
- d) Please refer to the Contract of Sale in relation to the lot, for any covenants that may impact on the lot and its use.

### 4.6.2 SECONDARY STREET SETBACKS (*on corner allotments*)

- a) SINGLE STOREY
  - must be setback a minimum of 2 metres from the secondary street boundary.
- b) DOUBLE STOREY
  - Ground Floor: must have a minimum 2 meter setback for the ground floor from the secondary street frontage.
  - First Floor : must be minimum 4 meters from the secondary street frontage.
- c) Entry porticos and verandahs less than 3.6m in height may encroach up to 1m into the minimum front setback.
- d) Please refer to the Plan of Subdivision in relation to the lot for any restrictions that may impact on the lot & its use.
- e) Please refer to the Contract of Sale in relation to the lot for any covenants that may impact on the lot and its use.

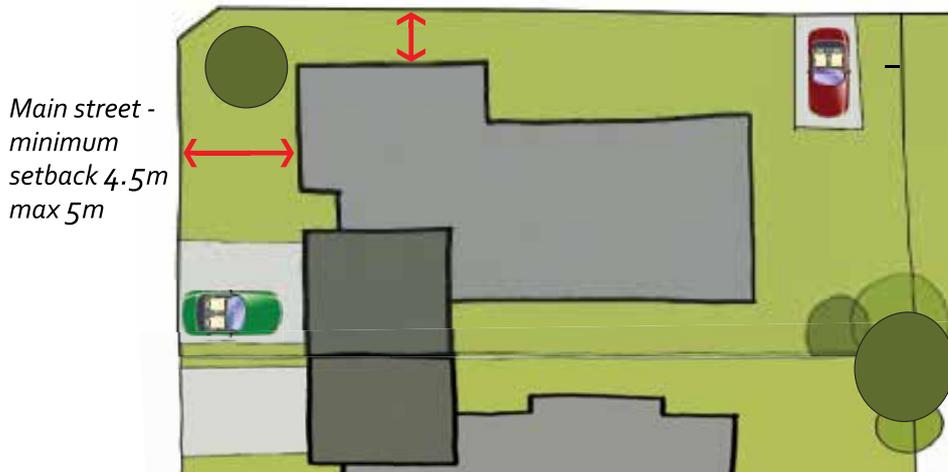
## Ratios & Setbacks



## Corner Allotments

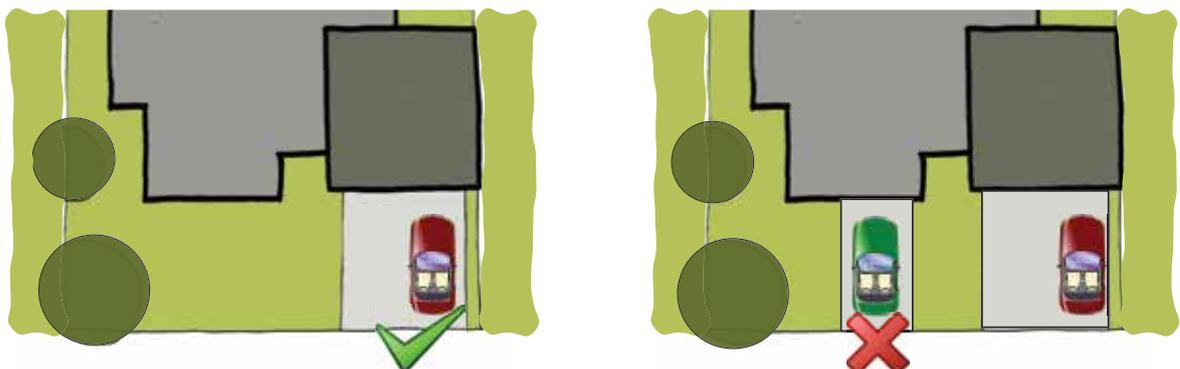
*Quality facades addressing both street frontages*

*Secondary street - minimum setback 2m (first floor 4m)*



## Driveways

*There is to be only one driveway entering the site. Driveway texture and color must complement main colours of house and surroundings.*



## 4.7 CORNER ALLOTMENTS

- a) A verandahs, or an eave of at least 450mm, is required on the facade of the dwelling and/or the street frontage in the case of corner allotments.
- b) Double storey homes on corner allotments will be viewed as having (2) street frontages. Both street frontages will be reviewed in relation to their compliance with the design guidelines and must comply with the façade requirements on both street frontages.
- c) Double Storey homes, refer to section 4.6
- d) Corner allotments may have one driveway per street frontage.
- e) Corner Allotment single storey homes must be set back to the main street as per 4.6

## 4.8 DOUBLE STOREY

Double storey dwellings must comply with all requirements under 4.0 Design Guidelines and in addition are affected by the following:

- a) Double storey homes must show significant articulation and design to the façade. Repetition of design will not be permitted within close proximity this includes multiple double storey homes in one street within close proximity with similar roof lines and façade elements.
- b) Mix of materials will be of significance and must show a balanced mix.
- c) Street dominance will be assessed. Efforts to soften street dominance must be applied.
- d) Double storey dwelling setbacks must be as per 4.6.
- e) Double storey homes on corner allotments will be viewed as having (2) street frontages. Both street frontages will be reviewed in relation to their compliance with the design guidelines and must comply with the façade requirements.

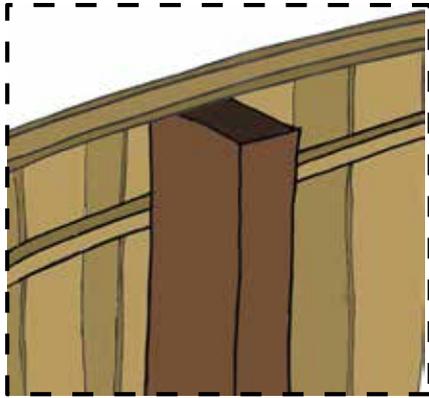
## 4.9 GARAGES

- a) Carports and garages must be designed to complement the design of the dwelling.
- b) 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 maybe tilt panel bifold or powder coated roller doors. Zinalume garage roller doors are not permitted.

## 4.10 FENCES

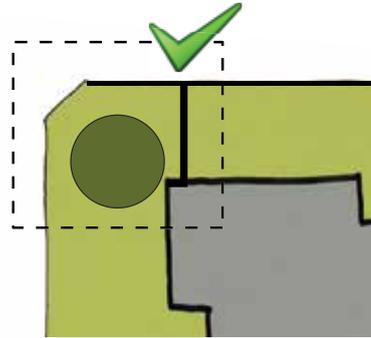
- 4.10.1 a) Fencing must comply with Plan of Subdivision.
- b) Fencing to reserves and public walkways etc. are to be constructed to council requirements and must have palings facing those areas.
- c) Palings must be installed on southern & western faces except when section 4.10.1 applies.
- d) No fencing is allowed forward of the front façade of the dwellings except for side boundary fencing.

## Fences Types

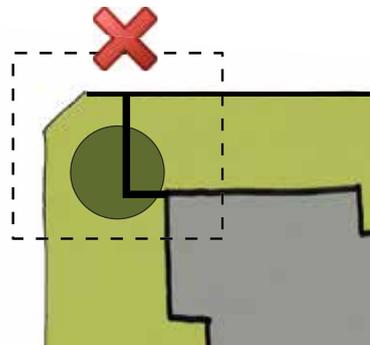


All fencing to have lapped timber palings and timber capping. Fencing to reserves, street boundaries and public walkways must have palings facing those areas and with timber capping.

## Wing Fences

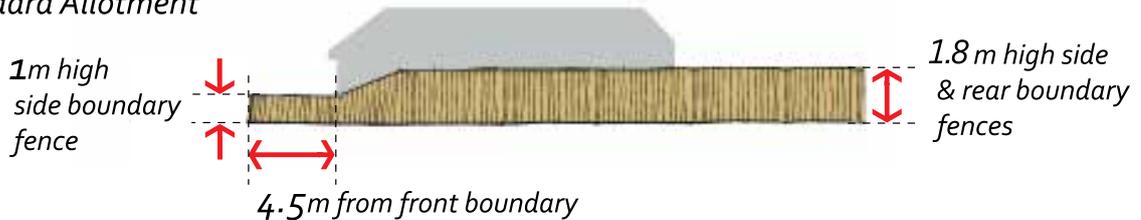


No side wing fences and gates are allowed forward of the front facade

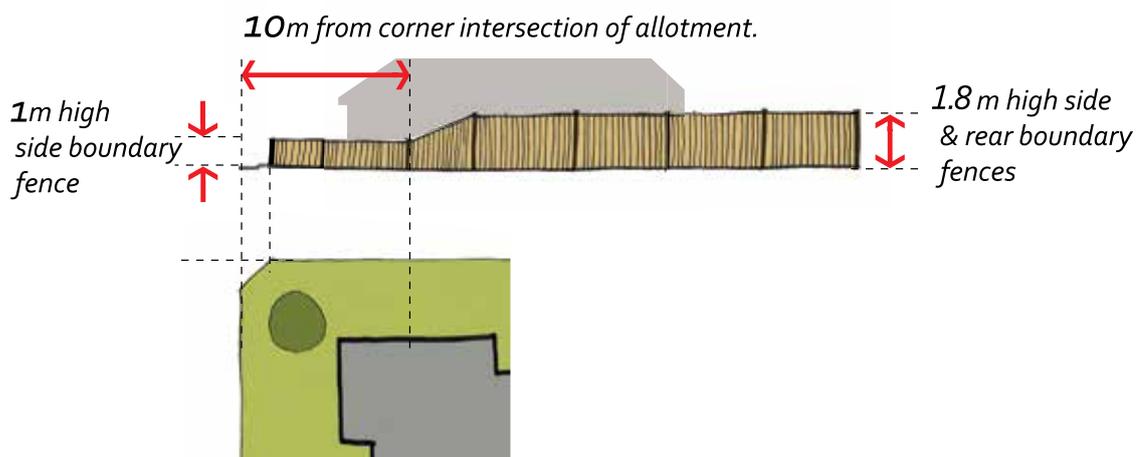


## Fence Heights

### Standard Allotment



### Corner Allotment



4.10.2 Side wing fencing and gates may be constructed with an alternate design, but must be appropriately detailed to complement the residence.

4.10.3 Owners of adjoining lots must contribute to the cost of shared fencing equally, unless otherwise agreed. The Kingston Ocean Grove Developer will not contribute to any boundary fence adjoining their future development land.

4.10.4 On corner allotments 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. Fences to be constructed as per side fencing requirements.

4.10.5 All fencing on the property must be completed within 30 days of the date of the issue of the certificate of occupancy. This includes any boundary fence adjoining vendor's future development land.

### **4.11 POOLS**

Pools are not permitted within the front setback to the street boundaries. Pools must be screened and not project more than 300mm above natural ground level at any point.

Pools must comply with all statutory regulations.

### **4.12 PRIVACY**

A habitable room window, balcony, terrace, deck or patio must be located and designed to avoid direct views into secluded private open space and habitable room windows of an adjoining, existing dwelling.

### **4.13 DWELLING CONSTRUCTION REQUIREMENTS**

4.13.1 Further to controls included within these Design Guidelines, buildings should be designed to comply with the ResCode.

4.13.2 A lidded skip and toilet must be provided on site prior to construction. The skip must be emptied whenever it becomes full.

4.13.3 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 accordingly. It is also 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 accordingly.

4.13.4 Prior to the commencement of any building work an owner's builder must ensure that a site fence is erected on each individual site and complies with the following requirements:

4.13.5 The site fence must:

- a) Be not less than 1500mm in height; and
- b) Be capable of preventing litter from being transported from the site by wind; and
- c) Have not more than one access opening to the site which is:
  - i. Not greater than 2800mm in width;
  - ii. Fitted with gates not less than 1500mm in height that prevents litter from being transported from the site by wind;
  - iii. 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.

4.13.6 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.

4.13.7 If a builder has more than one adjoining site then the site fencing may enclose all of the sites under the builder's control.

4.13.8 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.

4.13.9 All damage to roads, kerbing, crossovers, street trees and landscaping during construction is the responsibility of the owner to have rectified to the Kingston Ocean Grove Developer's satisfaction.

### **4.14 OUTBUILDINGS, EXTERNAL FIXTURES, CHILDRENS' PLAY EQUIPMENT**

4.14.1 Ancillary structures such as water tanks, air conditioning units, cubby houses, garden sheds, clothes lines, animal enclosures etc. may not be constructed, unless effectively screened from view from any road reserve or pedestrian thoroughfare reserve abutting such lot or lots.

4.14.2 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 any road reserve, by a solid screen structure that is in line with or behind the forward line of the building abutting any road reserve.

4.14.3 External antennae and satellite TV dishes are to be located in an unobtrusive location.

4.14.4 Solar voltaic and heating panels are only accepted on roofs, though they must be designed into the slope of the roof or concealed within the parapets. No visible open mount brackets will be approved.

4.14.5 Refuse bins must be screened appropriately in designed enclosures and landscaped into the surroundings.

4.14.6 Children's play equipment must not be located forward of the dwelling, stored in the front setback, outside the property boundary, on road reserves or public access reserves at any time.

4.14.7 Mail boxes are to be appropriately designed in keeping with the house design and to fit into the surrounds. They must also meet the requirements of Australia Post.

4.14.8 Downpipes (rainwater discharge) should preferably be located on the "side walls" of the dwelling rather than on the walls which front the street.

### **4.15 ACCESS AND DRIVEWAYS**

4.15.1 Each allotment may have only one driveway, per street frontage. Corner blocks, subsequently may have one on each street frontage. If a driveway is repositioned, the existing layback must be replaced with new kerbing to match the existing kerb.

4.15.2 The colour and texture of the paving material in the driveway must complement the main colour of the house and the surroundings and be of muted tones.

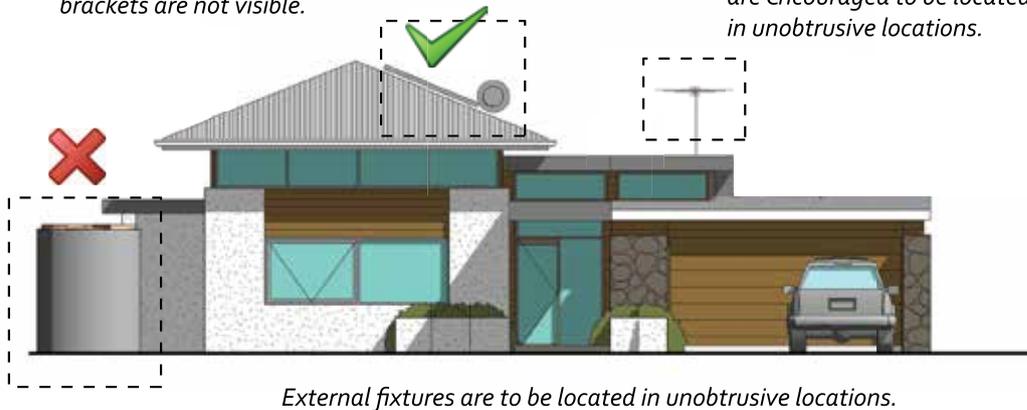
The driveway must be constructed of coloured concrete, exposed aggregate concrete, stencilled or stamped coloured concrete or brick pavers.

4.15.3 Driveways must be completed prior to occupying the residence.

## External Fixtures

*Solar Panels are acceptable if sloping with roof and mounting brackets are not visible.*

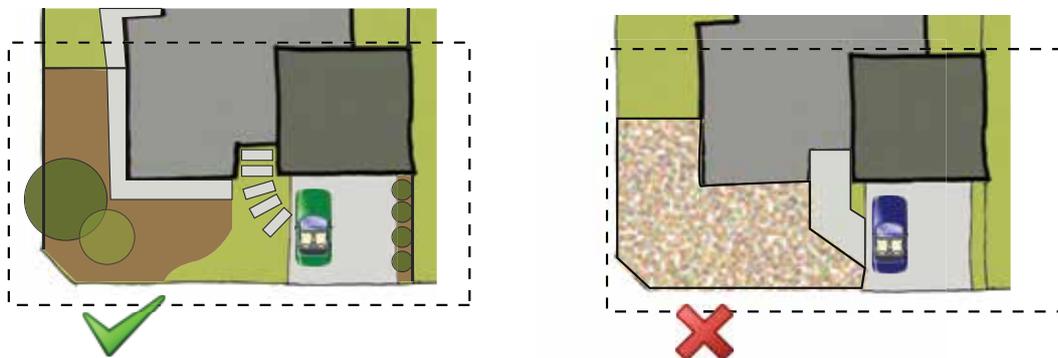
*Antenna & Satellite dishes are encouraged to be located in unobtrusive locations.*



*External fixtures are to be located in unobtrusive locations.*

## Landscaping

*Front gardens to have limited hard paving and crushed rock or gravel. Minimum of 50% soft landscaping, either mulched garden beds or lawn*



### 4.16 LANDSCAPING

- 4.16.1 Garden areas visible from the street should feature indigenous and native plant species.
- 4.16.2 Environmental and noxious weed plant species may not be used or propagated.
- 4.16.3 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.
- 4.16.4 Front gardens are to be limited in hard paving and crushed rock or gravel. At least 50% must be soft landscape mulched beds, lawn or shrubs.

### 4.17 NATIONAL BROADBAND NETWORK INSTALLATION

Please find below a link advising of requirements for new homes and the installation and requirements for conduit paths to and within the building and a GPO to support fibre reticulation. The full specification can be accessed at:

[www.nbnco.com.au/assets/documents/preparation-and-installation-guide-for-sdus-and-mdus.pdf](http://www.nbnco.com.au/assets/documents/preparation-and-installation-guide-for-sdus-and-mdus.pdf)

## 5. GENERAL

5.1.1 The construction of buildings and works at Kingston Ocean Grove must be approved and endorsed by the Kingston Ocean Grove Design Consultant and comply to all restrictions on the plan of subdivision on behalf of the Kingston Ocean Grove Developer, prior to any works on site commencing.

5.1.2 The Kingston Ocean Grove Developer has appointed the consultant James Deans & Associates to consider proposed plans for buildings and works in accordance with these Design Guidelines and to make a recommendation to the Kingston Ocean Grove Developer to:

- a) Approve the proposed buildings and works (with or without conditions); or
- b) Reject the proposed buildings and works.

### 5.1 BUILDING PERMIT APPROVAL PROCEDURE

5.1.1 A Building Permit will need to be applied for, once the Kingston Ocean Grove Design Consultant has endorsed the plans.

5.1.2 Three copies of full working drawings and specifications will need to be submitted to a Building Surveyor for the Building Permit application.

5.1.3 The Building Surveyor will advise on any other information that may be required, including the application fee.

5.1.4 The Building Surveyor can be an independent surveyor or from the City of Greater Geelong Building Department.

5.1.5 It should be clearly understood that the Kingston Ocean Grove approval process does not assess building regulations, ResCode requirements, Bushfire Assessment Levels or override their requirements. The Kingston Ocean Grove approval process does not assess restrictive covenants or restrictions included in the Plan of Subdivision in relation or over ride these.

### 5.2 COMPLIANCE WITH THE LAW

All buildings and works must comply with:

- a) The requirements of the City of Greater Geelong and any other relevant authority;
- b) Relevant Australian Standards (including, without limitation, Australian Standard AS 3959, 1991 "Construction of Buildings in Bushfire Prone Areas");
- c) The Building Code of Australia and ResCode;
- d) Energy Rating Requirements
- e) All other applicable laws and regulations.

### 5.3 KINGSTON OCEAN GROVE DESIGN CONSULTANT

5.3.1 For the purpose of these Design Guidelines, buildings and works includes any alteration or modification to existing improvements.

5.3.2 The Kingston Ocean Grove Design Consultant will endeavour to assess the plans and applications as soon as reasonably possible (generally within 21 days).

5.3.3 The Kingston Ocean Grove Design Consultant has absolute discretion in determining whether or not to recommend the approval of proposed buildings and if so, on what conditions.

## **5.4 COMPLY WITH CONDITIONS**

Where the Estate Developer 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.

## **5.5 FURTHER APPROVAL OF VARIATION**

An owner must not vary the plans and materials approved by the Kingston Ocean Grove Developer without the further prior written approval of the Kingston Ocean Grove Design Consultant.

## **5.6 OTHER APPROVALS**

It is the responsibility of each owner to also obtain all requisite licences, 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.

## **5.7 CONSULTANT NOT LIABLE**

The consultant and its members who approve plans under these Design Guidelines 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.

## **5.8 VARIATION OF GUIDELINES**

At its sole discretion, the Kingston Ocean Grove Developer may vary these guidelines at its own discretion anytime as required, to further improve the development and protect the amenity of all lot owners.

## **5.9 DEFINITIONS**

DWELLING – habitable rooms (excludes Carport/Garage)

SINGLE STOREY – dwelling that consists of one level.

DOUBLE STOREY – dwelling consisting of two levels. For the purposes of this document a dwelling that consists of a ground level & first level

CORNER ALLOTMENT –

- a) a lot located on the intersection of two streets,
- b) a lot that has the physical characteristics of a corner allotment regardless of the street name or location within a concrete cul de sac

## 6.0 Approval Submission

### 6.1 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:	<i>(Tick Box)</i>
Site Plan .....	<input type="checkbox"/>
Ground Floor Plan .....	<input type="checkbox"/>
First Floor Plan.....	<input type="checkbox"/>
Roof Plan.....	<input type="checkbox"/>
Elevations.....	<input type="checkbox"/>
Materials Selections & Colours.....	<input type="checkbox"/>
Landscape Concept Plan.....	<input type="checkbox"/>
Additional Information .....	<input type="checkbox"/>

## 6.0 Approval Submission

### 6.2 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.

### 6.3 COMPLIANCE CHECK LIST

- DOES THE PROPERTY COMPLY WITH THE FOLLOWING SECTIONS?
- PLEASE REFER TO THE RELEVANT SECTIONS AND TICK ONCE ALL CONDITIONS HAVE BEEN SATISFIED
- FOR DESIGN APPROVAL TO BE RECEIVED, ALL SECTIONS MUST BE SATISFIED

#### (3.0) STATEMENT OF DESIGN PHILOSOPHY

	YES	OFFICE
The front façade represents a quality design solution representing the described Kingston Ocean Grove character. ....	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of passive solar design in orientation and material use. ....	<input type="checkbox"/>	<input type="checkbox"/>

#### (4.0) DESIGN GUIDELINES

##### (4.1) FACADE

Variation in form and materials as described. ....	<input type="checkbox"/>	<input type="checkbox"/>
Repetition of design addressed . ....	<input type="checkbox"/>	<input type="checkbox"/>
Is not Mock "Georgian" Victorian and Federation, or similar traditional . ....	<input type="checkbox"/>	<input type="checkbox"/>
Roof form has been addressed (and is not a traditional hip without variation) . ....	<input type="checkbox"/>	<input type="checkbox"/>
Eaves have been addressed . ....	<input type="checkbox"/>	<input type="checkbox"/>

##### (4.2) MATERIALS

The design has a balanced variation and mix of materials as per the requirements described. ....	<input type="checkbox"/>	<input type="checkbox"/>
A minimum requirement of 50% brick or rendered masonry or stone. ....	<input type="checkbox"/>	<input type="checkbox"/>
Roofs materials & design have been addressed . ....	<input type="checkbox"/>	<input type="checkbox"/>
Facade is not full brick, or full render, or one material . ....	<input type="checkbox"/>	<input type="checkbox"/>

##### (4.3) COLOURS

The design has variation and mix of colours as per the requirements described . ....	<input type="checkbox"/>	<input type="checkbox"/>
Colours are a mixture and not monotone. ....	<input type="checkbox"/>	<input type="checkbox"/>
Colours show variation and highlights . ....	<input type="checkbox"/>	<input type="checkbox"/>
Roof colour has been used in keeping with the façade colour scheme . ....	<input type="checkbox"/>	<input type="checkbox"/>
It is not a dark tiled hip roof. ....	<input type="checkbox"/>	<input type="checkbox"/>

## (4.4) DWELLING & LOT RESTRICTION

YES

OFFICE

Plan of Subdivision specific to this lot has been reviewed and applied correctly .....  .....

Contract of Sale specific to this lot has been reviewed, covenants have been applied correctly .....  .....

## (4.5) DWELLING SIZE

Plan of Subdivision specific to this lot has been reviewed and applied correctly .....  .....

Contract of Sale specific to this lot has been reviewed, covenants have been addressed .....  .....

The lot is unrestricted and the Plan of Subdivision has been referred to in relation to dwelling size .....  .....

## (4.6) BUILDING SETBACKS

This is a single storey dwelling and the main street setbacks have been addressed .....  .....

This is a double storey dwelling and the main street setback has been addressed .....  .....

This is a corner allotment and the main street setback has been addressed .....  .....

This is a single storey dwelling on a corner allotment and the secondary street setbacks have been addressed .....  .....

This is a double storey dwelling on a corner allotment and the secondary street setbacks have been addressed .....  .....

## (4.7) CORNER ALLOTMENTS

Verandahs and /or eaves on both street frontages has been applied to this dwelling .....  .....

This is a double storey dwelling and both street frontage setbacks have been addressed .....  .....

This is a double storey dwelling and façade has been addressed on both street frontages .....  .....

Corner allotment setbacks have been applied correctly .....  .....

## (4.8) DOUBLE STOREY

Double storey dwelling setbacks have been applied .....  .....

This is a double storey dwelling on a corner allotment, both street frontages comply .....  .....

This is a double storey dwelling which shows significant articulation and design to the façade, with a balanced mix of materials used. ....  .....

# KINGSTON OCEAN GROVE BUILDING INFORMATION & DESIGN GUIDELINES

	YES	OFFICE
Street dominance has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
First floor setbacks have been applied correctly.....	<input type="checkbox"/>	<input type="checkbox"/>
Repetition of street design has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.9) GARAGES</b>		
Carports and garages complement the design of the dwelling.....	<input type="checkbox"/>	<input type="checkbox"/>
Garage is not visually dominating.....	<input type="checkbox"/>	<input type="checkbox"/>
Garage doors material complies.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.10) FENCES</b>		
Fencing height has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
Fencing material has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.11) POOLS</b>		
Pool complies with all statutory regulations.....	<input type="checkbox"/>	<input type="checkbox"/>
Pool complies with design guidelines.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.12) PRIVACY</b>		
Privacy has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.13) DWELLING CONSTRUCTION REQUIREMENTS</b>		
All requirements to the design guidelines have been implemented ..	<input type="checkbox"/>	<input type="checkbox"/>
This is a restricted lot and only one dwelling proposed.....	<input type="checkbox"/>	<input type="checkbox"/>
This is an unrestricted lot and will have two dwellings.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.14) OUTBUILDINGS, EXTERNAL FIXTURES, CHILDRENS' PLAY EQUIPMENT</b>		
Downpipes are located on the "side walls" of the dwelling.....	<input type="checkbox"/>	<input type="checkbox"/>
External antennae and satellite TV dishes are located in an unobtrusive location and not be visible from road reserves.....	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical equipment (such as water heaters, ducted heating, air conditioners) is not visible where overlooked by neighbours or from roadways.....	<input type="checkbox"/>	<input type="checkbox"/>
There is no roof mounted mechanical equipment.....	<input type="checkbox"/>	<input type="checkbox"/>
Solar panels are flush to the roofline and have no exposed brackets..	<input type="checkbox"/>	<input type="checkbox"/>
Rainwater tanks are concealed.....	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.15) ACCESS &amp; DRIVEWAYS</b>		
There is only one driveway entering onto the access road.....	<input type="checkbox"/>	<input type="checkbox"/>
Colour & texture of paving material in driveway has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>

	YES	OFFICE
<b>(4.16) LANDSCAPING</b>		
Front gardens have limited hard paving and crushed rock or gravel . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Minimum soft material requirements have been met . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Environmental and noxious weed plant species are not to used . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
<b>(4.17) NATIONAL BROADBAND NETWORK INSTALLATION</b>		
National Broadband Network requirements have been addressed . . . . .	<input type="checkbox"/>	<input type="checkbox"/>

**6.4 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: .....

**6.5 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:

.....

.....

.....

.....

**RECOMMENDATIONS:**

.....

.....

.....

.....

**RE-SUBMISSION REQUIREMENTS**

.....

.....

Kingston Ocean Grove Design Consultant: James Deans & Associates

Name: .....

Signed: ..... Dated: .....



Hamlan Homes



Hamlan Homes



Armistead Homes