



Australian Government
National Capital Authority



ACT
Government

NATIONAL CAPITAL DESIGN REVIEW PANEL

Documentation requirements for design review

This document provides guidance for project teams that are preparing for design review. It sets out the requirements leading up to a design review session and specific requirements for presentation material (ie. PDF or PowerPoint presentation) on the day of the session.

For questions about the session or for further guidance regarding what to include in the presentation material please don't hesitate to contact the NCDRP Secretariat at designreview@act.gov.au

NCDRP Presentation Package

The NCDRP Presentation Package comprises the following items:

1. **Proforma:** 'Project Information Form' or 'Response to the Panel's Advice'
2. **3D Model:** For use in the ACT Government's '3D Canberra' city model
3. **Digital Presentation:** For use at the design review session and to brief the Panel ahead of the session

Submission:

The NCDRP Presentation Package is due no later than ten (10) working days prior to the design review session, submitted via email to designreview@act.gov.au.

Completeness Check:

The NCDRP Secretariat will perform a completeness check of the submitted documentation and may request further information where appropriate to best enable a productive design review discussion.

NCDRP Session Formats

Virtual

- The session is held via Microsoft Teams meeting.
- The presenter uses the 'share screen' function to display the digital presentation.

Face-to-face

- The session is held in a large meeting room with projector screen. The presenter is provided a laser pointer on the day.
- The presentation material provided via email to the NCDRP Secretariat will be used. Any updates to the material must be provided at least one day prior to the design review session.

1. Proforma

The Proforma provides an opportunity for written explanation of the proposal's design response.

- **For proposals attending their first design review session:** Submit a completed [Project Information Form](#)
- **For proposals returning to design review for a subsequent session:** Submit a completed [Response to the Panel's Advice](#) (in the template issued by the NCDRP Secretariat)

2. 3D Model

The ACT Government has a 3D planning tool (3D Canberra) for some of Canberra's significant development areas across the city. 3D Canberra is often utilised for contextualising development proposals for consideration at design review.

FILE FORMAT PDF OR POWERPOINT PRESENTATION

File Format	SketchUp (.skp or .fbx file format)
File size	Maximum 150MB
Include	Exterior details, articulation, fenestration, materials, block boundary, and reference RL
Exclude	Internal walls, fixtures, furniture, neighbouring buildings, and ground plane

3. Digital Presentation

Proponents are encouraged to present a well-considered proposal that is underpinned by thorough analysis and design principles. The documentation required for design review should sufficiently illustrate the consideration of site context, site analysis, site design response and the intended design proposal. At early design review sessions proponents are also encouraged to present the exploration of design options for the scheme.

The Presentation Package (including the digital presentation) is to be provided to the NCDRP Secretariat for consideration no later than ten (10) working days prior to the design review session. The same digital presentation is then presented by the proponent at the design review session with the time allowance for the presentation at 20 minutes long. It is recommended that proponents complete a run-through prior to the session to ensure the time provision is met.

3.1 – Digital Presentation Format

FILE FORMAT PDF OR POWERPOINT PRESENTATION

Page layout	A3 Landscape
File size	Maximum 40MB (images flattened) – please use reduced file size where possible
Page amount	Recommend 20 - 40 pages
Include	Ensure drawings are at a screen-friendly scale, provide scales and north arrow where appropriate
Exclude	Inspirational imagery, limit the use of excessive text

3.2 – Digital Presentation Content

The following provides a guide for suggested drawings/diagrams to be included in the Digital Presentation. Presentations must address each Item included in the left column. Examples of how items can be addressed are provided in the right column. Note that presentations are not required to use every example as this is a guide only. This guide does not dictate the structure of the presentation.

ITEM	TO BE DEMONSTRATED THROUGH PRESENTATION OF
<input type="checkbox"/> Site Context	Setting the scene, consider including: <ul style="list-style-type: none"><input type="checkbox"/> Site location and broader context plan<input type="checkbox"/> Local site context plan (including aerial images where applicable)<input type="checkbox"/> Site survey plan where applicable<input type="checkbox"/> Streetscape elevations and sections
<input type="checkbox"/> General Site Controls	Explanation of relevant planning framework, consider including: <ul style="list-style-type: none"><input type="checkbox"/> Land use zoning/overlays<input type="checkbox"/> Planning framework controls and permissible building envelope<input type="checkbox"/> Solar access provisions<input type="checkbox"/> Heritage, protected trees, environmental assets (where applicable)
<input type="checkbox"/> Site Analysis	Identification and analysis of site opportunities and challenges must include: <ul style="list-style-type: none"><input type="checkbox"/> Site opportunities<input type="checkbox"/> Site challenges<input type="checkbox"/> Key views<input type="checkbox"/> Existing vehicular, pedestrian, and active travel networks<input type="checkbox"/> Physical site conditions (e.g. topography)<input type="checkbox"/> Existing trees and vegetation<input type="checkbox"/> Prevailing winds/breezes<input type="checkbox"/> Site servicing requirements
<input type="checkbox"/> Project Introduction	Details of the proposal, consider including: <ul style="list-style-type: none"><input type="checkbox"/> Project brief/program<input type="checkbox"/> Details of the project (e.g. number of units, GFA, GLA)

3.2 – Digital Presentation Content continued

ITEM	TO BE DEMONSTRATED THROUGH PRESENTATION OF
<input type="checkbox"/> Design Proposition	Explanation of project design principles and strategies, consider including: <ul style="list-style-type: none"><input type="checkbox"/> The design statement and place statement<input type="checkbox"/> Underpinning design principles<input type="checkbox"/> Landscape philosophy<input type="checkbox"/> Building massing studies, including analysis of design options<input type="checkbox"/> Public domain outcomes<input type="checkbox"/> Interface responses<input type="checkbox"/> Contribution to local and broader context<input type="checkbox"/> Amenity outcomes<input type="checkbox"/> Precedents that have informed the design proposal
<input type="checkbox"/> Design Response	Demonstration of design response must include: <ul style="list-style-type: none"><input type="checkbox"/> Site plan - include building setback/separation dimensions<input type="checkbox"/> Landscape plan – indicating deep soil planting zones (with %), existing trees etc.<input type="checkbox"/> Floor plans - including basement, ground and upper floor levels<input type="checkbox"/> Elevations - the proposal in context (including internal elevations where applicable)<input type="checkbox"/> Sections - the proposal in context, including vertical dimensions<input type="checkbox"/> Car parking strategy – including the total number of car parking provided<input type="checkbox"/> Basement extents - where applicable<input type="checkbox"/> Sustainability strategy – including benchmarking<input type="checkbox"/> Solar studies - including potential overshadowing studies<input type="checkbox"/> Ventilation strategies<input type="checkbox"/> 3D images or visualisations if available<input type="checkbox"/> Materiality (e.g., palette inspiration, precedents)<input type="checkbox"/> Any relevant specialist advice

3.2 – Digital Presentation Content continued

ITEM	TO BE DEMONSTRATED THROUGH PRESENTATION OF
<input type="checkbox"/> Additional requirements for multi-unit residential proposals	Demonstration of residential amenity must include: <ul style="list-style-type: none"><input type="checkbox"/> Unit plans - for all unit types<input type="checkbox"/> Solar access diagrams - per floor or typical floor, including hours per day<input type="checkbox"/> Natural cross ventilation strategy - including building separation, floor-to-floor heights and façade articulation<input type="checkbox"/> Floor to floor heights<input type="checkbox"/> Communal areas and open space outcomes<input type="checkbox"/> Public domain outcomes and interface