

Select desired guidelines





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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PO Box 4278, Geelong 3220.
Ph. (03) 52 219 564
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.

By Direct Deposit:

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

By Mail to:

Communications Manager
Shell Road Development Pty Ltd
22 Kingston Downs Drive, Ocean Grove, 3226 VIC



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.



Hotondo Ocean Grove

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

Kingston Coast Building Information & Design Guidelines

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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.....

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RECOMMENDATIONS:

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RE-SUBMISSION REQUIREMENTS

.....

.....

.....

.....

Kingston Ocean Grove Design Consultant:

James Deans & Associates

Name:

Signed: Dated:



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A development brought to you by Kingston Ocean Grove

Building Information & Design Guidelines

Updated 1 August, 2014





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

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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.

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:

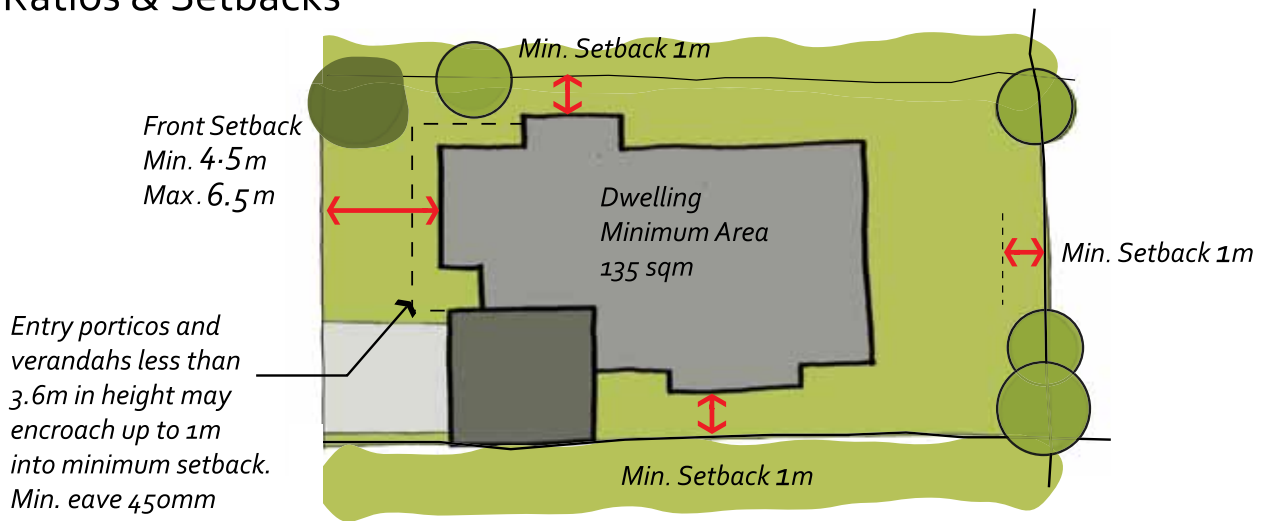
4.6.1 MAIN STREET SETBACKS

- 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.

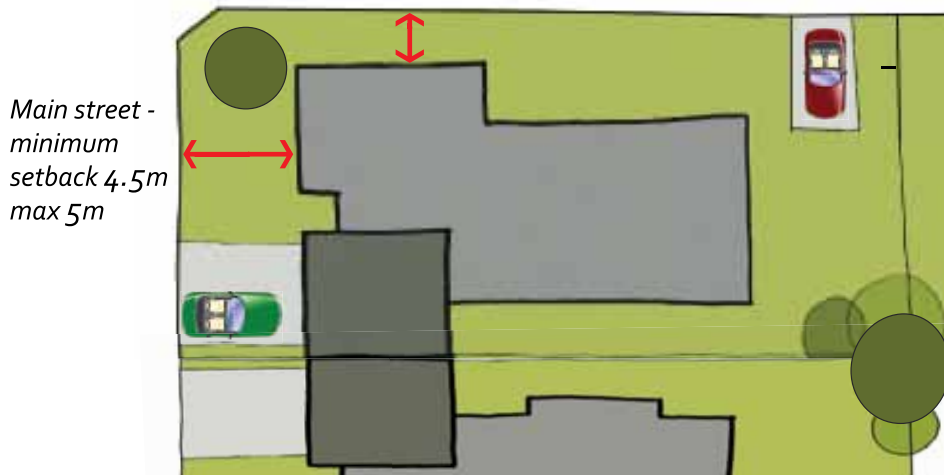
Ratios & Setbacks



Corner Allotments

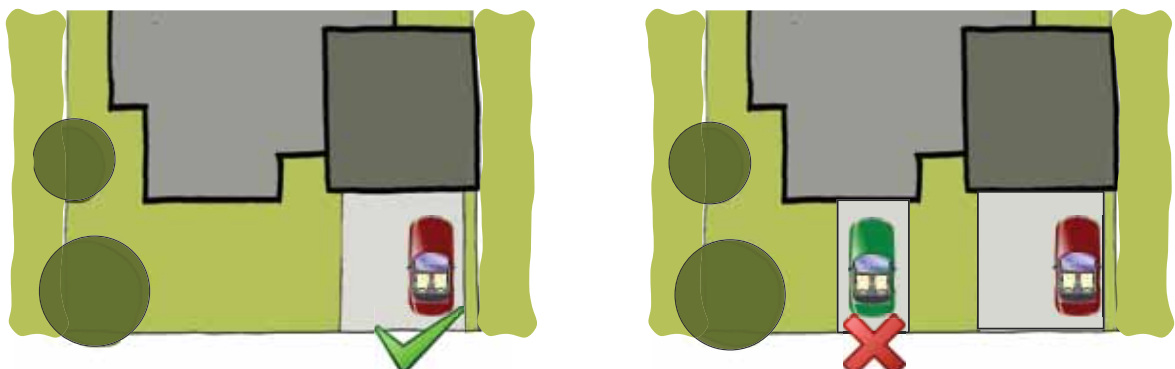
Quality facades addressing both street frontages

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 rooflines 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.

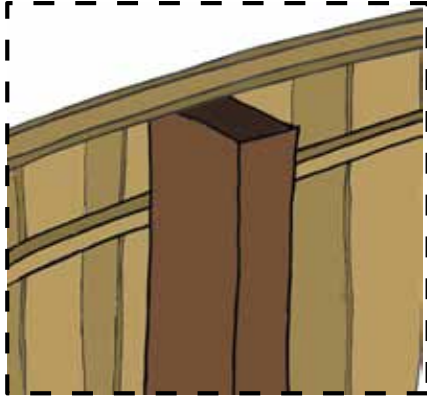
4.9 GARAGES

- 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

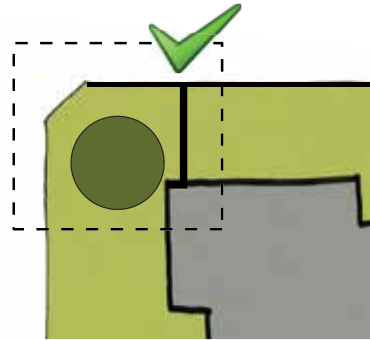
- 4.10.1 a) Fencing must comply with Plan of Subdivision.
- b) Fencing to reserves and public walkways etc. are to be constructed to council requirements and must have palings facing those areas.
- c) Palings must be installed on southern & western faces except when section 4.10.1 applies.
- d) No fencing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

Fences Types

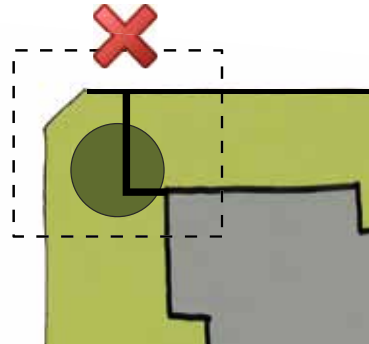


All fencing to have lapped timber palings and timber capping. Fencing to reserves, street boundaries and public walkways must have palings facing those areas and with timber capping.

Wing Fences

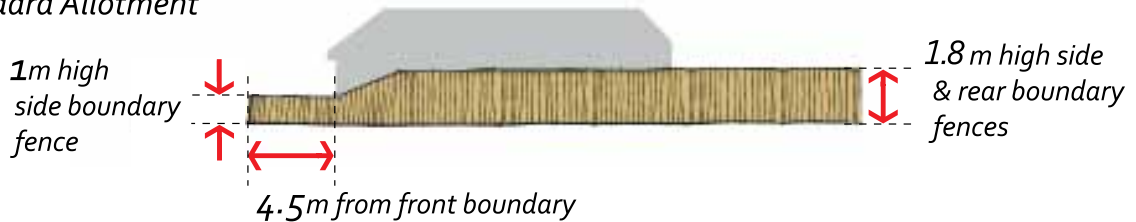


No side wing fences and gates are allowed forward of the front facade

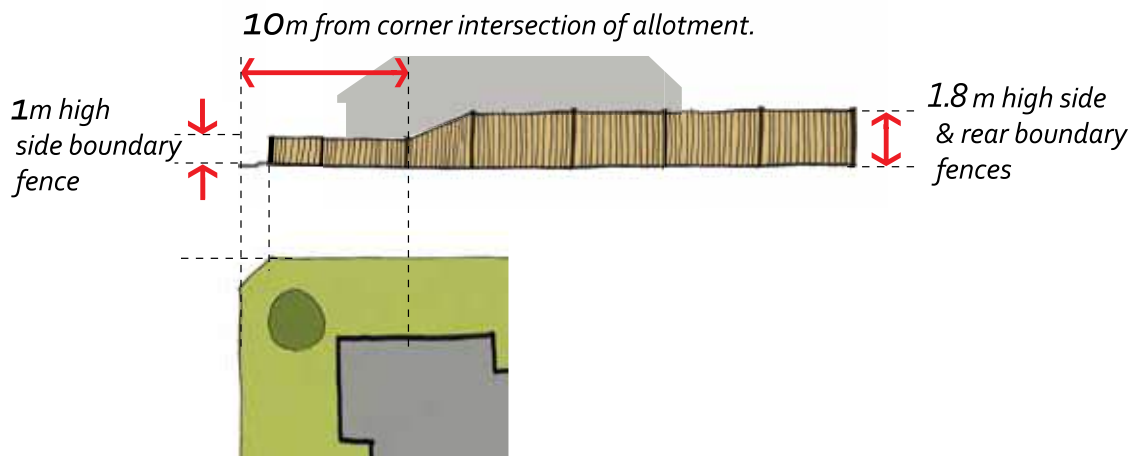


Fence Heights

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.

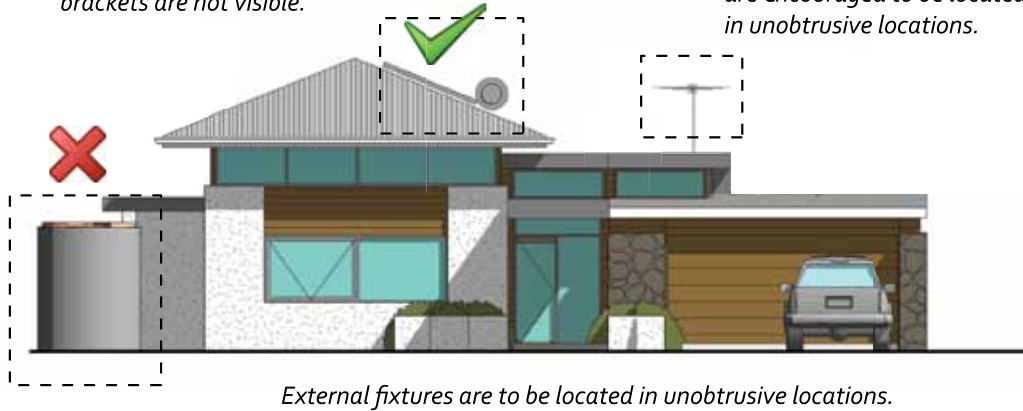
The driveway must be constructed of coloured concrete, exposed aggregate concrete, stencilled or stamped coloured concrete or brick pavers.

4.15.3 Driveways must be completed prior to occupying the residence.

External Fixtures

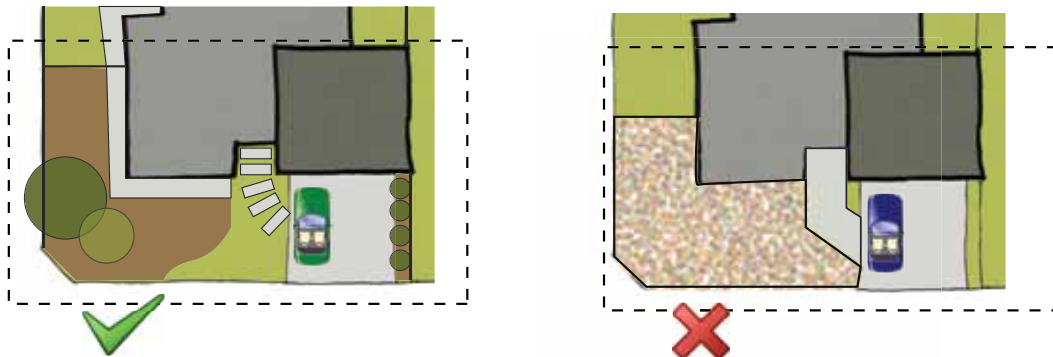
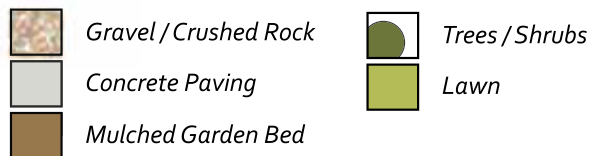
Solar Panels are acceptable if sloping with roof and mounting brackets are not visible.

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



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

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	<input type="checkbox"/>	<input type="checkbox"/>
Contract of Sale specific to this lot has been reviewed, covenants have been applied correctly	<input type="checkbox"/>	<input type="checkbox"/>
(4.5) DWELLING SIZE		
Plan of Subdivision specific to this lot has been reviewed and applied correctly	<input type="checkbox"/>	<input type="checkbox"/>
Contract of Sale specific to this lot has been reviewed, covenants have been addressed	<input type="checkbox"/>	<input type="checkbox"/>
The lot is unrestricted and the Plan of Subdivision has been referred to in relation to dwelling size	<input type="checkbox"/>	<input type="checkbox"/>
(4.6) BUILDING SETBACKS		
This is a single storey dwelling and the main street setbacks have been addressed	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling and the main street setback has been addressed	<input type="checkbox"/>	<input type="checkbox"/>
This is a corner allotment and the main street setback has been addressed	<input type="checkbox"/>	<input type="checkbox"/>
This is a single storey dwelling on a corner allotment and the secondary street setbacks have been addressed	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling on a corner allotment and the secondary street setbacks have been addressed	<input type="checkbox"/>	<input type="checkbox"/>
(4.7) CORNER ALLOTMENTS		
Verandahs and /or eaves on both street frontages has been applied to this dwelling	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling and both street frontage setbacks have been addressed	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling and façade has been addressed on both street frontages	<input type="checkbox"/>	<input type="checkbox"/>
Corner allotment setbacks have been applied correctly	<input type="checkbox"/>	<input type="checkbox"/>
(4.8) DOUBLE STOREY		
Double storey dwelling setbacks have been applied	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling on a corner allotment, both street frontages comply	<input type="checkbox"/>	<input type="checkbox"/>
This is a double storey dwelling which shows significant articulation and design to the façade, with a balanced mix of materials used.	<input type="checkbox"/>	<input type="checkbox"/>

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"/>
(4.9) GARAGES		
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"/>
(4.10) FENCES		
Fencing height has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
Fencing material has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
(4.11) POOLS		
Pool complies with all statutory regulations.....	<input type="checkbox"/>	<input type="checkbox"/>
Pool complies with design guidelines.....	<input type="checkbox"/>	<input type="checkbox"/>
(4.12) PRIVACY		
Privacy has been addressed.....	<input type="checkbox"/>	<input type="checkbox"/>
(4.13) DWELLING CONSTRUCTION REQUIREMENTS		
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"/>
(4.14) OUTBUILDINGS, EXTERNAL FIXTURES, CHILDRENS' PLAY EQUIPMENT		
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"/>
(4.15) ACCESS & DRIVEWAYS		
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
(4.16) LANDSCAPING		
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"/>
(4.17) NATIONAL BROADBAND NETWORK INSTALLATION		
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:

.....

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.....

.....

RE-SUBMISSION REQUIREMENTS

.....

.....

Kingston Ocean Grove Design Consultant: James Deans & Associates

Name:

Signed: Dated:



Hamlan Homes



Hamlan Homes



Armistead Homes