Planning and Sustainability
Local Planning Policy 4.23 - DESIGN REVIEW PANEL

1.0 CITATION

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.* This policy may be cited as Local Planning Policy (LPP) 4.23 – Design Review Panel.

2.0 INTRODUCTION

The City of Wanneroo receives a diverse range of development proposals, many of which could benefit from independent technical design advice to support high-quality design outcomes. Good design plays an important role in enhancing neighbourhood character, improving amenity, supporting safety and accessibility, and contributing positively to the long-term liveability of the community.

The purpose of this policy is to provide guidance on when technical design advice is required for planning applications and the procedures associated with Design Review Panel meetings. The Design Review Panel is advisory only and does not have a decision-making function.

3.0 OBJECTIVES

The objectives of this Policy are to:

1) Establish a clear framework on the types of proposals which would require or be eligible for design review advice and associated procedures; and

2) Provide independent, impartial, expert advice on the design quality of eligible planning proposals to developers, local government officers and decision makers for the purposes of achieving high quality design outcomes.

4.0 APPLICATION OF THIS POLICY

This policy should be read in conjunction with the development standards and requirements of the latest gazetted version of District Planning Scheme No. 2 (DPS 2) and/or the Resign Design Codes.

In accordance with Clause 67(zc) of Schedule A - Supplemental Provisions to the Deemed Provisions of DPS 2, any relevant advice provided by the Design Review Panel shall be given due regard by a decision maker when considering an application for development approval.

5.0 POLICY PROVISIONS

1. Referral to Design Review Panel

1.1. Development which meets one or more of the following criteria is required to be referred to the Design Review Panel for review ***prior to the lodgement*** of a development application:

a) Development of more than six multiple dwellings;

b) Development of more than 10 grouped dwellings;

c) New commercial and/or mixed use development;

d) Development that is three or more storeys in height, excluding single residential dwellings and buildings in the Light Industry or General Industry zones;

e) Major extensions or amendments to those proposals referred to in a), b), c) or d) above that, in the opinion of the City, would benefit from review by the Design Review Panel;

f) Metro Outer Development Assessment Panel (MODAP) proposals (excluding public or private schools and works by Government agencies and public authorities that do not involve a built form component), unless written confirmation is provided by the City confirming that the proposal does not require review by the Design Review Panel;

g) Any amendment to a MODAP approval, which in the opinion of the City would benefit from a review by the Design Review Panel; and

h) Development which is required to incorporate a landmark feature under a Structure Plan, Precinct Plan or Local Development Plan.

1.2. Planning proposals in the following categories may be referred to the Design Review Panel ***either prior to or following lodgement***, at the City's cost, where in the opinion of the City the application would likely benefit from a referral to the Design Review Panel:

a) Proposed Structure Plans or amendments to Structure Plans;

b) Proposed Precinct Plans or amendments to Precinct Plans; or

c) Proposed Local Development Plans, or amendments to Local Development Plans.

1.3. Development not of the kind referred to in Clause 1.1 or 1.2 of this policy may be referred to the Design Review Panel ***either prior to or following lodgement*** of a development application, at the City's cost, where in the opinion of the City the application is:

a) Of a complex or contentious nature;

b) Likely to be of a significant interest to the community;

c) Likely to have a significant impact on the existing or emerging streetscape, or as viewed from the public domain;

d) Of strategic significance; or

e) Likely to benefit from a referral to the Design Review Panel.

2. Process – Prior to Lodgement of Application

2.1. Information required to be submitted by the proponent for assessment by the Design Review Panel must be provided to the City **by midday** a minimum of 10 clear working days prior to the date of the Design Review Panel meeting. Failure for this to occur may result in the proposal being rescheduled to the next available meeting.

2.2. Applicants are required to confirm with the City three (3) days prior to the submission deadline referred to in Clause 2.1 above that they will be submitting a Design Review Panel application. This is to provide the City sufficient time to ensure a quorum of Panel Members are available for the scheduled meeting date.

2.3. Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the Chairperson and provided to the applicant by the City within 10 working days of the meeting occurring.

2.4. The City is responsible for funding a maximum of one Design Review Panel meeting for a proposal referred to in Clause 1 of this policy where it is undertaken prior to lodgement of the application.

2.5. Subsequent Design Review Panel meetings for a proposal referred to in Clause 1 of this policy prior to the lodgement of an application are at the proponent's cost.

3. Process – After Lodgement of Application

3.1. Proposals that are formally submitted as a development application to the City following consideration by the Design Review Panel must be accompanied by a statement detailing how, and the extent to which, the comments made from the Design Review Panel have been addressed, in accordance with Clause 63(1)(d) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

3.2. If development is of a type referred to in Clause 1.1 of this policy, and has not been referred to the Design Review Panel prior to the lodgement of a development application, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the development application, to enable a design review meeting to be undertaken.

3.3. Proposals may be referred back to a Design Review Panel meeting or a single panel member following the lodgement of a development application, at the proponent's cost, in the following circumstances:

a) Major modifications to the proposal were recommended by the Design Review Panel as part of the pre-lodgement design review;

b) Insufficient or inadequate information was provided and made available to the Design Review Panel at the pre-lodgement design review;

c) The design quality is substantially inconsistent with the proposal considered by the Design Review Panel at the pre-lodgement design review; or

d) The City does not consider that the recommendations of the Design Review Panel have been sufficiently addressed in the development application.

3.4. If the City considers that the recommendations of the Design Review Panel have been sufficiently addressed in the development application, the application is not required to be referred back to a Design Review Panel meeting.

4. Matters to be considered by the Design Review Panel

4.1. In providing any advice and recommendations the Design Review Panel shall take into account matters including, but not limited to:

a) The relevant planning framework; and

b) The 10 design principles of good design as outlined in *State Planning Policy 7.0: Design of the Built Environment*.

5. Operation of the Design Review Panel:

5.1. The Design Review Panel shall operate in accordance with the associated Terms of Reference.

6. Information Required for Design Review Panel Meetings

6.1. Appendix 1 contains the information required to be submitted to the City by the applicant for assessment by the Design Review Panel.

Owner	Planning and Sustainability	**Document Reference**	26/165547
Implementation	June 2026	**Next Review**	June 2030
VERSION	**DECISION TO ADOPT/AMEND**		
1 – 18/327500	Council Resolution to Adopt on 18 September 2018 (PS06-09/18)		
2 – 21/336712	Council Resolution to Adopt on 7 September 2021 (PS08-09/21)		
3 – 26/165547	Policy Review Committee to Amend and Adopt on 15 June 2026 (Item 5.3)		

APPENDIX 1: INFORMATION TO BE PROVIDED BY THE APPLICANT

Outlined below is a comprehensive list of material that is required to be submitted for design review to sufficiently illustrate site analysis, site design response and the intended design proposal. The City also encourages early engagement with the Design Review Panel and, subject to agreement with the City, the requirement to provide some of the information outlined below may be waived.

1. Site analysis

Understanding the site context is important for the Design Review Panel to assess how well a proposal responds to its site and context.

The key elements of a site analysis include:

a) Site location / wider content plan;
b) Aerial photograph;
c) Local context plan (showing surrounding land uses ;
d) Site context and survey plan; and
e) Elevations/pictures of the existing streetscape and other factors influence.

2. Site design response

The proponent should provide sufficient information to clearly articulate the considerations that have informed the broader site design approach. This includes the following:

The key elements of a site design response include:

a) Assessment of site opportunities;
b) Building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur;
c) Energy and resource reduction strategy (for multiple dwellings);
d) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
e) Prevailing breezes and ventilation strategies (for multiple dwellings);
f) Relationship to public domain and surrounding properties;
g) Investigation of amenity provided for occupants and neighbouring developments;
h) Retention of existing trees and vegetation;
i) Landscape design approach (deep soil zones, location and species of trees);
j) Communal open spaces;
k) Consideration of culturally relevant or heritage elements; and
l) Any relevant specialist advice.

3. Design proposal

Sufficient drawing material should be presented to outline the intended design proposal.

The key elements of a pre-development application design proposal include:

a) Development details;

b) Design quality statement outlining how the proposal responds to the principles of good design contained within *State Planning Policy 7.0: Design of the Built Environment*;
c) Precedents that have informed the design proposal;
d) Site plan;
e) Floor plans;
f) Elevations of the proposal in context;
g) Sections of the proposal in context; and
h) 3D images or visualisations.