


ENDORSEMENT				
Planning And Environment Act 1987				
Melton Planning Scheme				
This Plan Is Hereby Endorsed And Forms				
Page	1	of	12	Of The Document Referred
To in Planning Permit No:		PA2017.5848		
		21.09.2020		
Signed For And On Behalf of The Responsible Authority		Date		
This Plan Supersedes The Corresponding Document Endorsed On		(Date)		
		12.12 2020		



# Design Guidelines

**The Olivia Design Guidelines intend to protect the investment of all purchasers by ensuring a level of consistency throughout the development and maintaining a high standard of design and construction while also encouraging diversity and a varied, visually interesting streetscape.**

## **1. Implementation**

The Design Guidelines will be implemented on the applicable plan of subdivision and have been developed with a number of easy to understand sections providing requirements and recommendations to assist with the design of your home. Approval is required from the Design Review Panel (DRP) in order to obtain a Building Permit. The DRP will assess house plans against the Design Guidelines and provide approval if compliant.

The Design Guidelines are subject to change at any time by the developer without notice. Applications to the DRP will be assessed against (and must comply with) the current version of the Design Guidelines. The final decision regarding all aspects of the Design Guidelines will be at the discretion of the DRP. The DRP also reserve the right to waive or vary any requirement of the Design Guidelines.

Please note that compliance with the Design Guidelines shall be in addition to applicable statutory requirements such as Building Regulations and current energy rating standards (DRP approval is not an endorsement that plans comply with such requirements).

## 2. Approval Process

### 2.1 General Information

The following steps will assist you in completing the process required for DRP approval and construction.

1. Review the Design Guidelines and provide these to your architect and/or builder.
2. Submit your house plans, external colour selection and completed application form and checklist (attached at the back of this document) to the DRP at [DRP@oliviaestate.com.au](mailto:DRP@oliviaestate.com.au).
3. The DRP will aim to provide compliance within 14 days, subject to the correct information being provided. If the design is deemed to be non-compliant, advice on how to achieve compliance will be provided to the applicant.
4. After receiving approval from the DRP you must obtain a Building Permit from the City of Melton or an independent Building Surveyor.
5. Construction of your dwelling must be completed within 24 months from the date of settlement. Building work must be in accordance with the approved DRP and Building Permit documents.
6. A Certificate of Occupancy must be obtained from the Building Surveyor prior to occupancy.
7. Landscaping must be completed within 6 months of the Certificate of Occupancy.

## 3. Siting & Setbacks

### 3.1 Building Envelope

Lots must not be subdivided and only one dwelling is permitted per lot. Building Envelopes have been created for all allotments and can be found on the applicable Plan of Subdivision.

#### Design Requirements

**3.1.1** All setbacks must comply with the Building Envelope. Where a setback requirement is not specified by the Building Envelope, Part 4 of the Building Regulations 2006 applies (excluding lots less than 300m<sup>2</sup>).

**3.1.2** Porches, verandahs and pergolas not exceeding 3.6m in height may encroach up to 1.5m into the front setback.

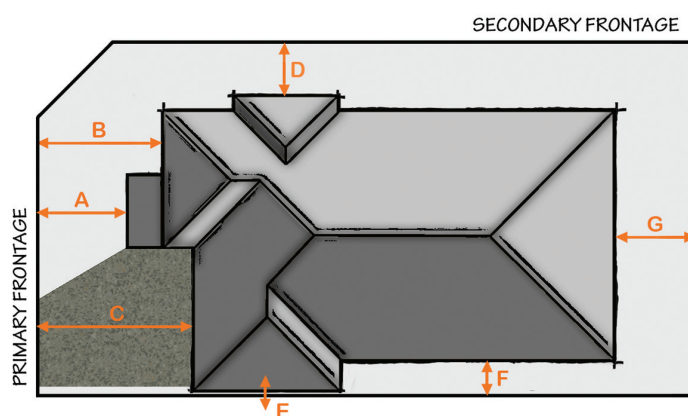
**3.1.3** Side setback is required to be a minimum of 1.0m from at least one side boundary (excluding lots less than 300m<sup>2</sup>).

**3.1.4** Garages must be setback at least 5.0m from the front boundary and at least 0.5m behind the front wall of the dwelling to avoid any vehicle overhang onto the footpath.

**3.1.5** Eaves, fascia and gutters may encroach front, side and rear setbacks as permitted by the Building Regulations.

**3.1.6** Lots less than 300m<sup>2</sup> must comply with the Small Lot Housing Code. Refer to Plan of Subdivision for Type A or Type B allocation.

#### Example of Setbacks:



**A.** Front setback: min. 4.0m. **B.** Porch setback: may encroach the front setback by up to 1.5m. **C.** Garage setback: min. 5.0m (and at least 0.5m behind dwelling wall). **D.** Side street setback: min. 2.0m. **E.** Walls on boundary : 0mm - 0.2m. **F.** Side setback: min. 1.0m for walls not on the boundary. **G.** Rear setback: min. 2.0m for walls not on the boundary. Note: All setbacks subject to building envelope.

### 3.2 Orientation

The orientation of your home is important to ensure utilisation of natural resources, which will provide you sustainable energy efficiencies.

#### Design Requirements

**3.2.1** Dwellings must face the front boundary. On corner lots, the shorter street frontage is the front boundary.

**3.2.2** Dwellings should be designed to maximise natural energy sources such as solar heat and cooling breezes.

**3.2.3** Dwellings on rear loaded lots must be designed to address the front street or public open space, with pedestrian access (the entry) facing this primary frontage. Garages must be located at the rear to allow vehicle access from the laneway.

## 4. Dwelling Design

### 4.1 Minimum Site Coverage

Designs must comply with the following site coverage requirements to ensure that dwellings are in proportion with lot sizes. The minimum floor area excludes garages, porches, verandahs, balconies and similar.

#### Design Requirements

**4.1.1** Dwellings on lots 300-450m<sup>2</sup> must have a minimum floor area of 100m<sup>2</sup>.

**4.1.2** Dwellings on lots 451-600m<sup>2</sup> must have a minimum floor area of 140m<sup>2</sup>.

**4.1.3** Dwellings on lots greater than 600m<sup>2</sup> must have a minimum floor area of 160m<sup>2</sup>.

### 4.2 Façade

The façade design of each dwelling within Olivia is an important element in ensuring the streetscapes are appealing and the aesthetic standards of the estate are upheld.

#### Design Requirements

**4.2.1** Front elevations shall be designed to include windows and other features (such as verandahs, projections, varying roof form and materials) which sufficiently address the street frontage. Large areas of blank or unarticulated walls will not be permitted and the front entry should be clearly visible from the street.

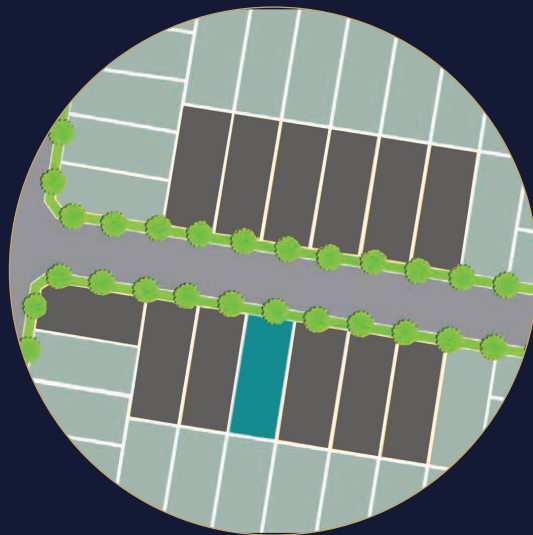
**4.2.2** On corner lots, the side street elevation must include sufficient detailing which matches and complements the design of the front elevation. A corner 'feature' must be included to the portion of the elevation that will be visible and unfenced. A habitable room with a clear view to the side street should be included as part of the corner feature.

**4.2.3** Dwellings with identical or overly similar façades and/or colour schemes are required to be separated by a minimum of 3 lots in either direction on both sides of the street.

**4.2.4** Dwelling designs must be contemporary. Modern interpretations of traditional styles will be permitted at the discretion of the DRP.

**4.2.5** Floor to ceiling height must be at least 2.5m for single storey dwellings.

**4.2.6** Lightweight materials (i.e., fibre cement sheet) are not permitted above garage doors, windows or doors on front elevations facing a road unless it is integral to the dwelling design.



- First submission received by the DRP.
- You cannot have a similar facade to the blue lot if you are building on a grey lot.

#### Acceptable Façade Designs



#### Traditional Façades Not Permitted





**4.2.7** External windows and doors must not contain stained glass.

**4.2.8** Security doors are permitted but must be plain mesh screen and of neutral colour.

**4.2.9** Security roller shutters and/or bars are not permitted on external windows.

## 4.3 Building Materials

When designing the external façade of your dwelling, Olivia encourage using multiple textures and finishes to bring contrast and interest to the streetscape.

### Design Requirements

**4.3.1** At least 50% of the external walls (4 elevations) must be constructed from brick or a rendered finish unless approved by the DRP.

**4.3.2** A minimum of two materials must be used on the front façade, with 1 material allowed to constitute 70% of the façade. Items such as the roof, garage door or windows cannot be included as a second material. Note: Contrast brickwork or render may be acceptable as a second material at the discretion of the DRP.

**4.3.3** Allowable materials are:

- Render
- Brick
- Weatherboard or composite cladding materials
- Tiling
- Stone
- Other materials may be permitted at the discretion of the DRP.

## 4.4 Colours

Choosing the correct colour scheme is critical for the presentation of your home and will complement the building materials selected. Olivia strongly encourages the use of neutral colours to ensure there is consistency throughout the estate.

### Design Requirements

**4.4.1** External colours must be of muted, neutral or earthy tones reflecting a contemporary theme and generally consistent with the following colour palettes. The DRP will generally not support the use of bright or feature colours.

**4.4.2** All external features such as gutters, downpipes, window frames and doors must be consistent or complementary to the overall colour scheme.

### Water Efficiency

**4.4.3** Water efficient fixtures and appliances are installed as part of the dwelling construction.

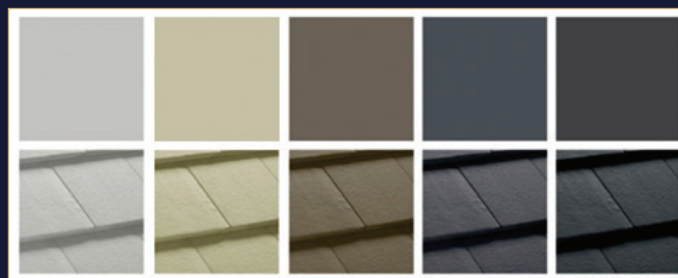
## Brickwork



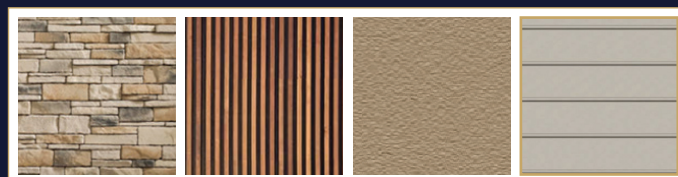
## Render/Cladding



## Roof



## Example of Permitted Materials



## 4. Dwelling design continued...

### 4.5 Roofing

The roof design of your home plays a pivotal role in creating the character of the streetscape. Olivia encourages creative design through the use of different shapes and angles.

#### Design Requirements

**4.5.1** Hipped roofs must have a minimum pitch of 22 degrees.

**4.5.2** Flat and/or skillion roofs will be assessed on an individual basis by the DRP. However, flat roof forms shall incorporate appropriate parapet treatment.

**4.5.3** All roofs must include minimum eaves of 450mm to the street frontage. Corner lot dwellings must include eaves to both street frontages. Eaves must return and for a minimum distance of 1.0m along the adjoining elevations. Double storey dwellings must include eave to the entire first floor.

**4.5.4** Roofs must consist of either non-reflective corrugated colorbond or terracotta or concrete tiles in a flat/slimline profile.

**4.5.5** Garage roofs must complement the house roof design.

### 4.6 Garages

Garage designs shall complement the dwelling design and will provide security whilst minimising the number of cars visible in the neighbourhood.

#### Design Requirements

**4.6.1** An enclosed garage must be provided.

**4.6.2** The garage must not dominate the façade and must have a panel lift or sectional style door to the street frontage.

**4.6.3** The garage must be setback at least 5.0m from the front boundary at least 0.5m behind the front wall of the dwelling.

**4.6.4** For lots with a frontage of 10.5m or greater, the maximum width allowable for the garage door is 4.8m.

**4.6.5** Only 1 garage and crossover is permitted per lot.

**4.6.6** Corner lots: Where facing the secondary street frontage, the garage must be setback a minimum of 5.0m from the corner boundary. Note: An easement running along the rear of the lot cannot be built over, and the garage may have to be setback from the rear boundary to accommodate the easement. Note: Garages must be located adjacent to the lot boundary but are not permitted adjacent to boundaries abutting public open space.

#### Sectional/Panel Lift Garage Door



#### Roller Doors Not Permitted



### 4.7 Driveways

Driveways should integrate with the front landscaping of your home and not dominate the streetscape.

#### Design Requirements

**4.7.1** Driveways must be constructed of exposed aggregate, pavers or coloured concrete. Natural concrete is not permitted. The driveway may match the width of the garage and must taper as it approaches the front boundary. Excessive concreting is not permitted.

**4.7.2** Driveways must be offset from the closest side boundary by at least 400mm to allow for a garden bed.

**4.7.3** The driveway may match the width of the garage and must taper as it approaches the front boundary so that it generally matches the width of the crossover. Excessive concreting in the front yard will not be permitted.

**4.7.4** The driveway must be constructed prior to Certificate of Occupancy.

#### Acceptable Driveway Finishes



## 4.8 Fencing

Installation of fencing is the responsibility of the land owner and is essential for security and distinguishing each property boundary. A consistent design approach will increase the presentation of the estate.

### Design Requirements

**4.8.1** Boundary fencing must be constructed from timber palings with capping and exposed posts to a height of 1.8m-1.95m, tapering down to 1.2m in height along the side boundaries in the front yard (excluding corner boundaries).

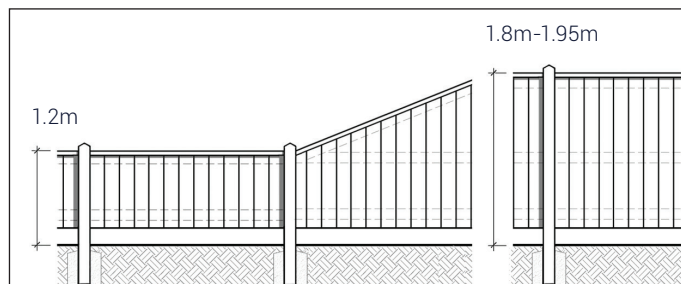
**4.8.2** For corner lots, fencing to the side street boundary must stop at least 3.0m behind the front façade and behind the corner feature.

**4.8.3** Side boundary fencing must return at 90 degrees to abut the dwelling or garage (return fence). These fences, including any gates, must be constructed from capped timber palings with exposed posts to match the boundary fencing, or from an alternative timber style such as merbau slats.

**4.8.4** Fencing must be installed prior to Certificate of Occupancy.

**4.8.5** Front fencing of any type is not permitted.

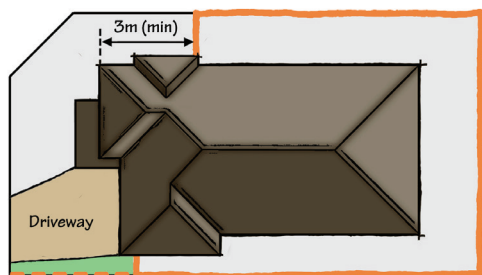
**4.8.6** For lots adjacent to the Grandview estate, fencing along the shared boundary to be constructed of 1.8m high pre-coated metal sheeting panels (eg. Colorbond) in 'Grey Ridge' colour or similar.



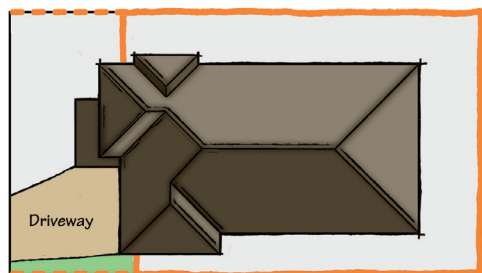
### Capped Timber Palings with Exposed Posts



### Fencing Layout for Corner Lots



### Fencing Layout for Standard Lots



- 1.8m-1.95m capped timber palings with exposed posts
- - - 1.2m capped timber palings with exposed posts
- Garden bed (minimum 400mm width)

## 4.9 Services & Ancillary Items

The following general requirements are integral for the appearance of the neighbourhood. Residents should take pride in maintaining their properties and upholding a high presentation standard to protect the investment of all purchasers.

### Design Requirements

**4.9.1** All external services and ancillary items including, but not limited to; airconditioning units, hot water services, metre boxes, washing lines, plumbing infrastructure and water tanks must be coloured and positioned to minimise visibility from the street and neighbouring properties.

**4.9.2** All roof mounted fixtures including, but not limited to; TV antennae, satellite dishes, air conditioner and evaporative cooling systems must be designed and installed to minimise visibility from the street and neighbouring properties.

**4.9.3** Sheds, outbuildings and similar structures must be designed and located in a way which minimises visibility and potential impact on neighbouring properties and the streetscape. A maximum floor area of 20m<sup>2</sup> and wall height of 2.4m is permitted (3.0m to roof ridge). Sheds must be an appropriate non-reflective colour.

**4.9.4** Internal window furnishings must be fitted within 3 months of occupancy. Sheets, blankets, paper or similar materials will not be permitted.

**4.9.5** Commercial vehicles or trucks (greater than 1 tonne), boats or caravans are not to be stored or parked within public view.

**4.9.6** Advertising signage is not permitted on vacant lots.



One 'House for Sale' sign (maximum size 2.0m<sup>2</sup>) is acceptable when a purchaser is re-selling their completed dwelling and is only to be erected once Certificate of Occupancy is received.

**4.9.7** Builder signs (maximum size 0.6m<sup>2</sup>) may be erected on the property only at time of construction and must be removed immediately once construction is completed.

**4.9.8** All builder rubbish during construction must be contained within a skip or industrial bin.

## 4.10 National Broadband Network (NBN)

Olivia Estate will be serviced by the NBN with all dwellings being provided access to this service. Homes must be wired in accordance with the NBN requirements in order to correctly connect to the service.

## 4.11 Small Lots (Less than 300m<sup>2</sup>)

**4.11.1** In addition to these Design Guidelines, the small lot housing code is applicable to these lots.

**4.11.2** Some requirements of these Design Guidelines do not apply to dwellings on these lots.

**4.11.3** Dwellings on these lots shall be designed to comply with all applicable requirements of these Design Guidelines. However, special consideration may be given for areas of non-compliance. Approval is at the discretion of the DRP.

# 5. Landscaping

All front landscaping within Olivia, whether installed by the Developer or Purchaser must be compliant with the following:

### Design Requirements

**5.1.1** Landscaping to your front yard is to be completed within six 6 months of the Certificate of Occupancy.

**5.1.2** Letterboxes must be in keeping with the style of the dwelling using similar colours and materials. Single post letterboxes are not permitted. Letterboxes are to be constructed on the front boundary next to the driveway or path.

**5.1.3** A minimum of one semi-mature tree (1.5m height at installation and a 4.0m mature height) is required in every front garden. Trees are required to be staked, tied and mulched at installation.

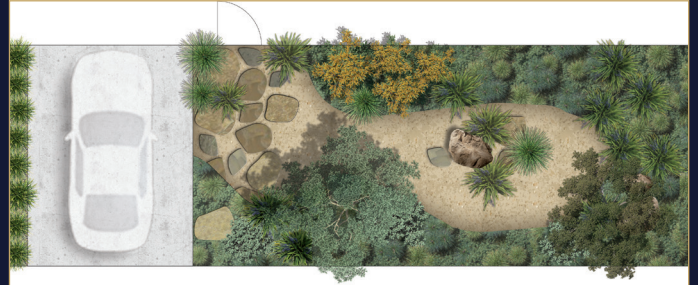
**5.1.4** A minimum of 60% of the front landscaping must be softscaped with suitable planting, turf or garden beds. Hardy native plants are highly recommended. All garden beds are to be suitably mulched with organic or inorganic mulch and all plants are to be locally sourced.

**5.1.5** A maximum of 40% of the front landscaping is allowed to be hardscaped including the driveway and front path.

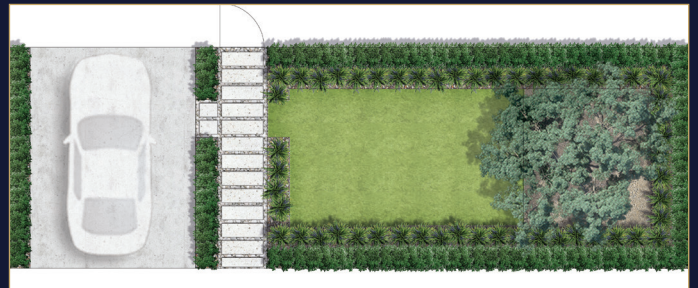
**5.1.6** Residents must take responsibility in maintaining the nature strips/verge areas fronting their properties. This includes mowing, topdressing soil and placing seed where required.

## Front Landscaping Design Examples

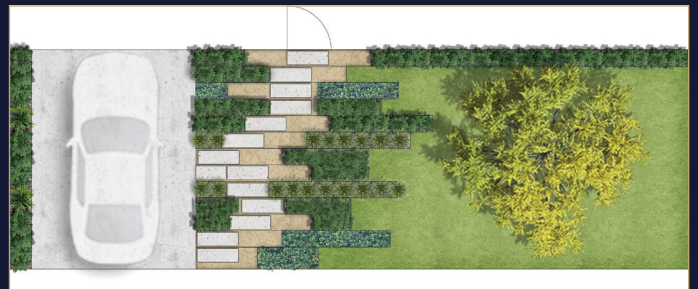
### Native Design



### European Design



### Contemporary Design



**5.1.7** If front landscaping is to be installed by the Purchaser, landscaping designs are required to be submitted to the DRP for approval before installation.

**5.1.8** Species should be selected from the suggested planting list outlined in Council's 'Landscape Design Guidelines'.

**5.1.9** All lots must accord with Council's Street Tree planting and Removal Policy as outlined in Melton Shire's 'Naturestrip Guidelines Booklet'.

**5.2.0** It is the sole responsibility of the Purchaser to maintain their front garden, including replacement of any part of the front garden.



# Application Form

Lot Number/Street \_\_\_\_\_

## Owner Details

Name/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number/s \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

## Applicant Details (if different from above)

Name/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number/s \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

## Builder Details

Company \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person/s \_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Postal Address \_\_\_\_\_  
\_\_\_\_\_

**OLIVIA**  
[www.oliviaestate.com.au](http://www.oliviaestate.com.au)

Please complete this form and check list (overleaf) and forward with your submission documents to the DRP for approval: [DRP@oliviaestate.com.au](mailto:DRP@oliviaestate.com.au)

### Attachments Checklist

- ☐ Site Plan (1:200)
- ☐ Elevations (1:100)
- ☐ Schedule of external colours and materials
- ☐ Completed Checklist



# Checklist

- ☐ All setbacks and encroachments comply with Building Envelope and/or Building Regulations (if applicable).
- ☐ Side setback is at least 1.0m from one side boundary (excluding lots less than 300m<sup>2</sup>).
- ☐ Garage is setback at least 5.0m from the street and at least 0.5m behind the front wall of the dwelling.
- ☐ Complies with the Small Lot Housing Code (if applicable).
- ☐ Dwelling faces the front boundary.
- ☐ Minimum floor area complies.
- ☐ Front elevation sufficiently addresses the street.
- ☐ No identical or similar proposals within 3 lots (to be checked by the DRP).
- ☐ Dwelling design is contemporary.
- ☐ Minimum floor to ceiling height of 2.5m for single storey dwellings.
- ☐ External windows and doors do not contain stained glass.
- ☐ Security door contains plain mesh and is a neutral colour (if proposed).
- ☐ Windows do not contain roller shutters.
- ☐ At least 50% of the external walls are constructed from brick or a rendered finish.
- ☐ Front façade contains 2 materials, with 1 material not exceeding 70%.
- ☐ External colours are muted, neutral or earthy tones consistent with the example palettes.
- ☐ External items such as gutters, downpipes and window frames are consistent with, or complementary to the overall colour scheme.
- ☐ Minimum 22 degree pitch for a hipped roof.
- ☐ Any flat roof element contains suitable parapet treatment.
- ☐ 450mm eaves provided to the front facade (and corner elevation if applicable) with minimum 1.0m returns along the adjoining elevations.
- ☐ Double storey dwelling contains eaves to the entire first floor.
- ☐ Roof is constructed from non-reflective corrugated colorbond or roof tiles in a flat/slimline profile.
- ☐ Garage roof complements the main roof design.
- ☐ Enclosed garage provided.
- ☐ Garages does not dominate the front facade and contains a sectional/panel lift door.
- ☐ Garage door does not exceed 4.8m wide.
- ☐ Only one garage and crossover per lot.
- ☐ Driveway is constructed from exposed aggregate, pavers or coloured concrete.
- ☐ Minimum 400mm landscaping strip provided between the driveway and closest side boundary.
- ☐ Driveway tapers to generally match the width of the crossover at the front boundary.
- ☐ Driveway will be constructed prior to occupancy.
- ☐ Boundary fencing constructed from capped timber palings with exposed posts to a height of 1.8m – 1.95m, tapering down to 1.2m on side boundaries in the front yard (excluding corner boundaries).
- ☐ Fencing to the side street boundary of a corner lot stops at least 3.0m behind the front façade and behind the corner feature.
- ☐ Return fences/gates provided.
- ☐ No front fencing will be constructed.
- ☐ Fencing will be constructed prior to occupancy.
- ☐ Letterbox is in keeping with the style of the dwelling using similar colours and materials and is not a single post design. Letterbox will be constructed on the front boundary next to the driveway or path prior to occupancy.
- ☐ All external services and ancillary items are coloured and positioned to minimise visibility from the street and neighbouring properties.
- ☐ All roof mounted fixtures are designed and installed to minimise visibility from the street and neighbouring properties.
- ☐ Sheds, outbuildings and similar structures designed to minimise visibility.
- ☐ Shed size and colour/finish complies.
- ☐ Internal window furnishings shall be fitted within 3 months of occupancy.
- ☐ Commercial vehicles or trucks (greater than 1 tonne), boats or caravans shall not be stored or parked within public view.
- ☐ Any future signage to comply.
- ☐ Rubbish to be contained within a skip or industrial bin during construction.
- ☐ Wiring to be provided in accordance with NBN requirements.
- ☐ A location for the security console (NVR) has been determined. It is recommended to locate the NVR in close proximity to your internet modem to reduce the length of cable to be installed.
- ☐ A Cat 6 Ethernet Cable is required to be installed from the location of your internet modem which terminates in the proposed location of the NVR.
- ☐ A General Purpose Outlet (power point) will be installed next to where the NVR will sit.

## 6. Environmentally Sustainable Design (ESD)

### 6.1 Energy Efficiency and Lighting

#### Design Requirements

**6.1.1** All dwellings are encouraged to be designed and built to achieve a 10-20% reduction in greenhouse gas emissions in line with the rating tools such as Green Star (GBCA), NABERS and AccuRate.

**6.1.2** It is encouraged that all internal light fittings such as down lights, pendants, wall mounts etc allow for compact fluorescents or LED.

**6.1.3** External light fittings must not result in excessive light spill.

### 6.2 Passive Design

**6.2.1** Locate living spaces to the north of the dwelling to facilitate solar access in winter months.

**6.2.2** Where possible, provide adequate shading such as retractable shading devices, trees, tinted glass etc. to prevent summer solar access.

**6.2.3** Where possible, locate private open space on the north side of the allotment and avoid being located along a primary frontage.

**6.2.4** If possible, zone dwelling layout to enable main living areas to be separately heated and cooled.

### 6.3 Water Efficiency

**6.3.1** For all lots within stages 1 - 12 (inclusive), all dwellings are encouraged to be connected to a rainwater tank.

**6.3.2** For all lots within stages 13 - 15 (inclusive), all dwellings on lots greater than 300sqm in site area must be connected to a rainwater tank for toilet flushing and gardening.



—  
The start  
of something  
beautiful