



# Design Guidelines

427 BROWN RD & 124 MCMULLEN RD OFFICER



## Officer Fields

# Tranquil. Connected. Home.

LIFE IN BALANCE AT OFFICER FIELDS.



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Please submit applications via email to [mike@urbtech.com.au](mailto:mike@urbtech.com.au)

All documents must be in PDF format. The DRP will endeavour to assess proposals within 10 business days.

For further enquires contact the DRP on 0413 137 465

**Michael Purcell**  
Urbtech Management  
Design Review Panel (DRP)  
1304/20 Rakaia Way  
Docklands VIC 3008



# Introduction

## 1.1 Purpose

The Officer Fields Design Guidelines ("Guidelines") have been created to ensure a coherent vision for the Officer Fields community is achieved. Developed to enhance the lifestyle and investment of Purchasers, the Guidelines are designed to ensure all homes at Officer Fields are built to a high standard. The Guidelines will assist in providing you with peace of mind that your investment will be enhanced in the future. All development must be in accordance with the design guidelines.

## 1.2 Operation

The Design Review Panel ("DRP") will comprise an estate design compliance manager Urbtech Management and a representative of YourLand Developments ("The Developer"). All proposed building works including houses, garages, outbuildings and fencing shall be approved by the DRP in relation to these Guidelines prior to seeking a Building Permit. In considering designs, the DRP reserves the right to waive in part or in whole compliance with these guidelines for particular circumstances and approve or refuse any design based on architectural merit, to allow innovative designs to be considered. The Guidelines are subject to change by The Developer at any time without notice. All decisions regarding these Guidelines are at the discretion of the DRP.

These guidelines will be effective over the period nominated on the applicable plan of subdivision, after which controls will revert to any applicable legislative requirements at that time. These guidelines are in addition to, not in lieu of, any other Government requirements. Design review does not replace the need for a building permit or planning permit. In some circumstances additional planning scheme controls may require future land owners to obtain a planning permit. For assistance, please contact Cardinia Shire: <https://www.cardinia.vic.gov.au/>

## 1.3 Submission & Approval Process

Prior to the commencement of your home you must submit to the DRP copies of the following drawings in PDF format for approval:

- Site plan identifying the location of your house on the allotment and relevant setbacks from all boundaries, driveway & fencing location & details
- Floor plans and all elevations dimensioned of the house & roof plan
- External structures including levels

- External materials and colours including colour swatches of all external materials proposed
- Private open spaces with dimensions
- Landscaping.

The DRP will endeavour to assess proposals within 10 business days. Please send applications to [mike@urbtech.com.au](mailto:mike@urbtech.com.au).

The process for obtaining design approval for your plans is set out in the following steps:



# Officer Fields Design Guidelines

## 2.1 Construction of Your Home

Construction of your home must commence within 12 months of settlement during which time the lot must be maintained by the owner. The vacant lot must remain presentable and free of weeds and rubbish. Building works must be completed within twelve months of their commencement. Incomplete buildings are not to be left for more than 3 months.

Temporary fences ensuring building waste is contained within the building site are required and damage to nature strips caused during construction is solely the responsibility of the landowner and builder.

## 2.2 Siting Orientation: Building Envelopes & Setbacks

Building envelopes have been created for all allotments and can be found within the relevant instrument on the Certificate of Title. The Building Envelope will determine the boundary setback and siting requirements of your allotment.

All setbacks must comply with the Building Envelope. Where a setback requirement is not specified by the Building Envelope, ResCode must be complied with. Garages must be setback a minimum of 5.0m from the street and 0.5m behind the dwelling front façade.

All lots under 300m<sup>2</sup> in size in stages 1 & 2 are subject to the 'Officer Small Lot Housing Code' and provided the development accords with the Officer Small Lot Housing Code a Planning Permit is not required. Please contact Cardinia Shire Council for further information.

All dwellings are required to have at least one front entry porch, portico or veranda of at least 3m<sup>2</sup> in area and a maximum of 3.6m in height.

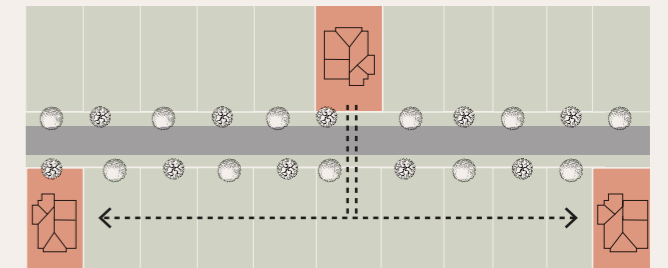
Only one dwelling is permitted per allotment and lots may not be further subdivided unless otherwise specified on the Plan of Subdivision.

## 2.3 Architectural Style

Houses with identical facades must be separated by a minimum of 5 house lots in any direction of the original lot. Only once a full set of plans has been approved will the restriction commence on the neighbouring 5 house lots.

The appearance of dwellings should provide a degree of richness and variety ensuring the creation of pleasant, interesting streetscapes.

All homes are required to have at least one front entry porch, portico, balcony or verandah of at least 3m<sup>2</sup> in area with a minimum depth of 1.5m, unless otherwise permitted by the Officer Small lot Housing Code.



Example of how the DRP may assess similar facades. You cannot have a similar facade to the orange lot if you are building on a green lot.

## 2.4 Materials & Colours

The front façade must contain at least 2 of the following contrasting materials:

- Face brick
- Render
- Stone
- Weatherboards or other composite cladding material
- Tiles

Other materials may be permitted at the discretion of the DRP.

Lightweight materials are not permitted above openings where visible from a public area, including above garage doors. Materials above garage door openings must be brickwork, masonry or render finish to match the primary façade.

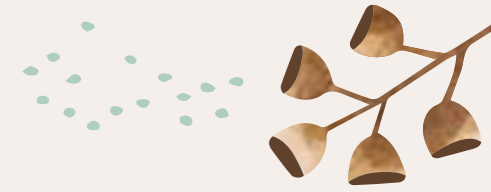
## 2.5 Corner Allotments & Lots Adjoining Public Open Spaces

The home design must address both the primary and secondary street frontages and be of a consistent architectural design.

Dwellings on a corner lot must include:

- Design elements (such as verandas, detailing, feature windows & materials) used on the primary frontage must continue on that part of the secondary frontage that is visible from the public realm. The façade elements must wrap around the second frontage, providing an appropriate corner feature for a minimum of 4m.

# Design Guidelines continued.



- As a minimum a window of at least 1.5m<sup>2</sup> must remain visible at each level of the home, forward of the side boundary fence on the secondary street or reserve frontage.

## Dual frontage Lots (Lots 331 to 339)

- For lots which front both the street and an open space reserve, the proposed residence must address both the street and the public open space, via articulation of the built form including varying materials, window and door openings. Blank walls along the reserve frontage are not permitted.
- Fences directly abutting the gas easement along the boundary of Lots 331 to 339 must not exceed 1.5m in height.

## 2.6 Roofing

It is required that each home use a combination of hips or gables to articulate the roofline. Roof material must be coloured masonry, slate, terracotta tiles, or colourbond. Other non-reflective materials may be considered.

- To allow some forms of contemporary architecture, flat and skillion roofs will be considered on architectural merit. Pitched roofs must have a minimum pitch of 22.5 degrees.
- All pitched roofs must include a minimum 450mm eaves to the front façade, with a minimum 3m return along the side elevations (excluding parapets and walls on boundaries). Dwellings on corner lots must also include eaves to both street elevations.
- Integrated housing developments will be exempt from eave requirements.
- A variety of roof forms is encouraged. The final decision regarding roof design will be at the discretion of the DRP.

## 2.7 Garages & Driveways

All lots must provide an enclosed garage for at least one vehicle. Garages must be constructed within the Building Envelope and must be setback a minimum of 0.5m behind the dwelling line and a minimum of 5m from the front boundary.

Garages must be incorporated into the main roofline of the dwelling to reduce the visual impact the garage has on the façade.

For dwellings constructed on corner lots, garages must be located on, or close to a side boundary that adjoins a neighbouring lot.

One garage is permitted per allotment, and the size of garages must conform with the below requirements:

### Lots over 12.5m in width:

- Single: garage openings must not exceed 40% of the dwelling frontage.
- Double: garage openings must not exceed 25% of the area of the front façade of any dwelling.

### Lots under 12.5m in width:

- Garage openings must not exceed 25% of the area of the front façade of any dwelling.

### Lots Subject to Officer Small Lot Housing Code:

- Garage openings size must be in accordance with the Officer Small Lot Housing Code.

When designing garages, consideration must be given to the screening of boats, caravans and trailers and for 'drive-through' access to the rear yard. The garage door is a major visual element of the streetscape and doors facing the street must be panelled and of a colour which complements the house. Roller doors are not permitted to the street frontage.

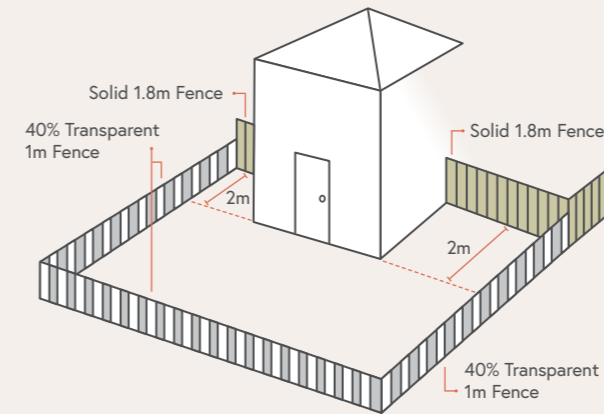
Only one crossover is permitted per lot. Driveways must be fully constructed prior to a certificate of occupancy being issued and be constructed of coloured concrete, exposed aggregate or textured finish. Driveway widths must match the width of the crossover, but may taper thereafter to align with garage widths.

## 2.8 Fencing

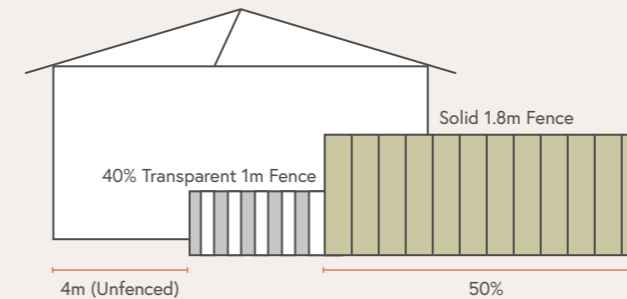
Side and rear boundary fencing must be constructed from capped timber palings with a plinth and exposed posts (125mm x 75mm) to a height of 1.8m.

Side fencing must terminate 2m behind the dwelling line. Fencing must return from side boundaries at 90 degrees to abut the dwelling. Gates may also be included where required. All wing fences and gates must be constructed to match the boundary fencing, or from a complimentary timber style such as merbau slats.

Where front fencing is proposed, fencing must not exceed 1m in height and be at least 40% transparent. Front fencing must continue to a minimum of 2m behind the dwelling line.



Dwellings constructed on corner lots (or adjoining Public Open Space or Reserves) must be unfenced for a minimum of 4m from the front dwelling line. Solid fencing on corner lots must not exceed 50% of the lot length from the rear boundary. Remaining fencing may not exceed 1m in height and must be a minimum of 40% transparency.



## 2.9 Retaining Walls & Lots with Steep Topography

Where significant slope is experienced on a lot, dwelling design must be carefully considered. Dwellings must:

- Minimise cut and fill,
- Be integrated into the existing slope, and
- Mimic the natural fall of the land (ie. Split level).

Retaining walls visible from the public realm must not exceed 1.2m in height and be constructed from painted sleepers, rendered or textured masonry material to DRP approval.

Where visible to the public realm, fences constructed on top of a retaining wall must not exceed a combined height of 2.9m.

Fencing constructed on top of a retaining wall (visible from the public realm) must be setback a minimum of 450mm from the inner edge of the retaining wall. The setback must be suitably landscaped and maintained.

## 2.10 Landscaping

Front yard landscaping must be completed within 3 months of a certificate of occupancy being issued. A minimum of 1 canopy tree must be included within the landscaping design of the front yard.

In order for your garden to flourish, it is recommended that residents incorporate a variety of plants that are native and appropriate for the area.

Landscape designs are required to be submitted to the DRP for approval prior to commencing garden construction.

A minimum allowance of 300mm for garden planting is required between the driveway and a side boundary. This does not apply when a crossover is constructed as part of a double crossover with the adjoining lot. Landscaping strips are not permitted between double crossovers.

## 2.11 Waste Management

The storage of bins for lots 128 to 163 must be in accordance with the Waste Management Plan included in Annexure 1.

## 2.12 Ancillary Items

Roller Shutters are not permitted on doors and windows visible from the public realm.

Utilities and services (such as hot water services, evaporative cooling units, water tanks, clothes lines and bin storage areas) must not be visible from the public realm.

Solar panels visible from the public realm must be integrated with and mounted flat to the roof pitch.

Window furnishings to windows visible to the public realm must be installed prior to occupancy. Sheets, blankets, papers or similar materials are not permitted.

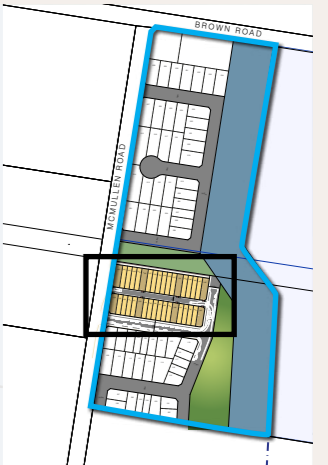
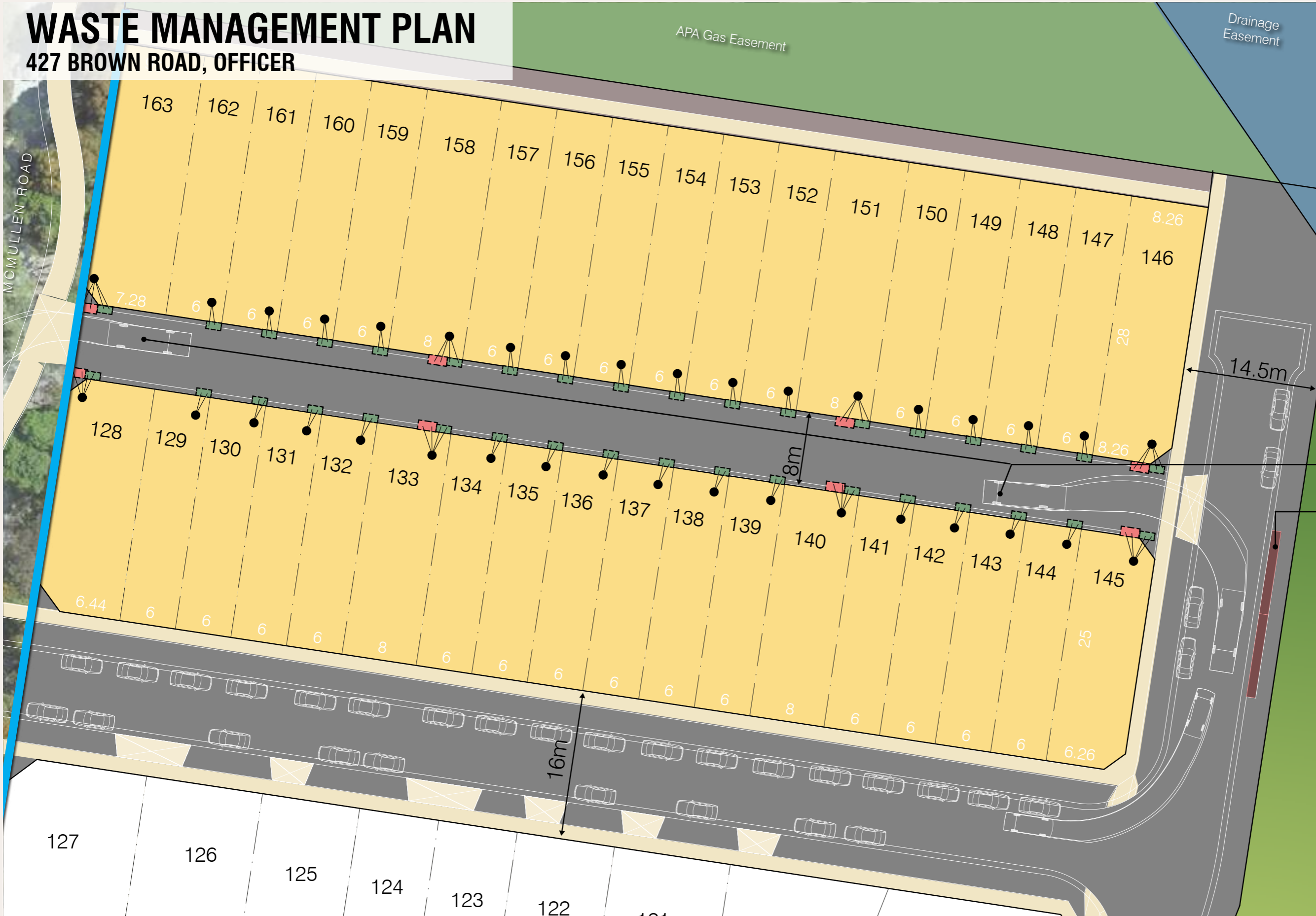
## 2.13 General

These design guidelines shall cease to burden any lot on the plan of subdivision 15 years after the plan of subdivision is registered.



# WASTE MANAGEMENT PLAN

## 427 BROWN ROAD, OFFICER



Key Plan  
**LIMITATION OF PLAN**

- ▶ Waste management plan is indicative only, subject to further engineering design.
- ▶ The site sits within the Officer Precinct Structure Plan, September 2011.
- ▶ Bins stored in rear of lot when not presented for collection

- 8.8m service vehicle swept path
- 18m<sup>2</sup> designated hard rubbish collection for 6m wide rear loaded lots

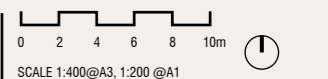
**LEGEND**

- Subject site
- Bin collection from front of lot
- Bin collection from rear of lot
- 1.6mx0.8m Bin collection for rear loaded lot
- Hard rubbish bin collection for 8m rear loaded lot
- Nominated hard rubbish collection for 6m wide rear loaded lots
- Internal bin storage when not being presented for collection

**OFFICER PSP**

DRG NO. 306267 UD ID 11  
REV 3  
DATE 7/10/2019  
DES/DOC JC/ER  
AUTH -

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# Officer Fields

LIFE IN BALANCE.

