

Guidance on Presentation of Schemes to MSDC's Design Review Panel

Presentation Requirements

The designer/architect should normally take the lead role in presenting the scheme.

Other consultants and the client are also invited to attend and speak, however it is recommended the presentation team is limited to a maximum of 4 people.

The DRP's assessment of a scheme is dependent on the quality of the presentation material. The applicant must therefore provide sufficient information in their presentation that allows the DRP to assess the scheme properly. The following will normally need to be supplied:

- Existing and proposed drawings including:
 - a) Site plan (showing survey contours and trees with root protection areas)
 - b) Elevations
 - c) Floorplans
 - d) Street elevations
 - e) Site sections
 - f) Building sections
 - g) Detailed elevations and section drawings will be needed when the quality of the architecture is dependent on junction details
- Drawings / images that illustrate the site analysis and the design ethos of the proposal including illustrations of how sustainability, conservation, drainage and landscape considerations have influenced the design.
- Photographs of the existing site / context cross referenced with the existing site plan
- 3 dimensional images / perspectives / photomontages of the proposal (a physical model will be welcomed by the panel as part of the presentation if the applicant feels it helps in explaining their proposals).

Applicants should submit their presentation two weeks before the panel meeting, allowing one week for additional information if it is considered necessary, and one week for circulation to the panel members. Please note if the Chair considers the presentation material is still insufficient one week before the meeting, the item will be withdrawn from the agenda.

Presenters should present their scheme electronically (for ease of use Powerpoint or similar type of software is recommended) and avoid the use of paper and large boards.

Procedure

At least 50 minutes are allocated for presented schemes.

The format for a presented scheme is:

- i. Background briefing by MSDC officer(s) on the key Planning and Design issues before the presenters enter the meeting room (10-15 mins)

- ii. Applicants invited into the room to make their presentation (20 minutes maximum). The presentation should mainly focus on the current design and not the Planning issues / background as the case officer will already briefed the panel on this.
- iii. Questions and Answers session with the applicants (10-15 mins)
- iv. Applicants leave the room for the DRP to discuss the scheme and for the Chair to sum-up the DRP's overall assessment of the scheme (10-15 mins)

Notes of the Meeting

The Panel's feedback is written up as the notes of the meeting by the MSDC Urban Designer and agreed by the Chair before they are circulated usually within 3 days of the meeting. Where they relate to a planning application, the notes will be incorporated with the other application documents on the Council's website. The DRP's comments will also be included in the case officer's report.

Presenters should also be aware that the notes of the meeting are the views of the Design Review Panel and they do not prejudice the Council from making whatever decision it considers appropriate on any planning application.