

NOTTINGHAM DESIGN REVIEW PANEL

GUIDE TO DESIGN REVIEW

Introduction

The Nottingham Design Review Panel has been set up to create an effective partnership approach between the Panel, the Local Authority and prospective applicants in order to support and encourage high quality design, and improve the design process. Facilitated by Nottingham City Council, the Design Review will be undertaken by a select group of local, regional and national experts from multidisciplinary built environment professions including architecture, urban design, planning, regeneration, conservation and heritage, landscape design, sustainability and highways, as well as other specialist expertise; such as Historic England, where appropriate.

The Panel will be composed of the Panel Chair and three or four Panel Members, selected on their professional expertise relevant to the proposal. The size and mix of the group, and their knowledge and experience as active professionals allows a format in which schemes are not only expertly and independently evaluated and appraised, but constructive impartial design advice and suggestions can be offered and explored with confidence on both sides.

Presenting to the Panel

Prior to the Design Review, the Panel is briefed by City Council Officers on the scheme to be presented. The Panel will also carry out a site visit on the morning of the Design Review to familiarise themselves with the characteristics of the site, surrounding context and the key issues of the proposal.

Schemes presented to the Panel are allocated an hour slot of which the Project Team should allow 15-20 minutes maximum for the presentation of their scheme, which should include 5 minutes devoted to sustainability. The presentation should be concise and include a brief introduction to the scheme and its concept, and describe the scheme with reference to the presentation materials. A maximum of three persons are allowed to present to the Panel, though other members of the Project Team are welcome to attend as observers. City Council Officers, as well as the Chair of Planning Committee may also attend to observe the Design Review.

Following the presentation the Panel Chair will open the discussion, which will take the form of questions and discussion, with comments and recommendations from the Panel, and concluding with the Chair summarising the Panel's advice.

Presentation Materials

Presentation material must be clear and legible allowing the scheme to be clearly viewed and understood. Schemes should be presented using A1 design boards to encourage interaction (PowerPoint is discouraged). One design board should major on the context of the scheme and another on sustainability. There are no restrictions (within reason) as to

the amount of additional boards. Supporting material including CGIs, flyovers, and 3D images and models are encouraged to provide a greater understanding of the project.

The presentation should be clear on the aspirations of the project as well as the understanding of the context, and how the project sits and relates within its surroundings.

The following points offer a general guide of what is expected from a presentation:

- **Contextual analysis** showing the site in relation to its surroundings.
- **Movement** considering pedestrian, cyclist and vehicular.
- **Accessibility** links to public transport.
- **Urban and street patterns** if relevant (usually applicable to masterplans and projects of a larger scale).
- **Building context** including existing buildings to be retained and/or demolished, land ownerships, conservation areas, listed buildings and new buildings.
- **Building mass** in particular new buildings with regard to their height, size, scale and relation to adjoining sites, and offer urban design analysis.
- **Open spaces** both existing and proposed, especially how they relate to the buildings and the public realm, as well as movement patterns and orientation.
- **Public realm** treatment and orientation, and site sections to show its relationship to the proposed building(s) and adjoining areas.
- Plans, sections and elevations of the proposed building(s) sufficiently annotated to explain **purpose of spaces, orientation and scale** to show relation to context. These plans can be sketches, drawings or CGIs.
- **Views and panoramas** to and from the site (especially if it lies within a conservation area) showing the scheme in context. It is useful to show existing views and new views with the proposed scheme.
- Drawings or visual examples of use and treatment of **materials, energy efficiency and sustainability** proposals.

Information provided to the Panel on schemes to be presented

For each proposal to be reviewed by the Panel, briefing information should be received from the Project Team in advance of the Design Review (preferable a week before) to allow Panel Members to prepare.

This should generally include:

- A site plan
- Summary of the proposal
- Plans and visuals of the proposed scheme
- Any background information considered helpful

This should be submitted electronically, preferably as a PDF, to the Design Review Panel Coordinator.

Written Advice and Publicity

Following the Design Review, the Panel will set out their advice formally in a summary report summarising the main issues and the Panel's conclusions, commenting on the architectural, urban design qualities and implications of the proposal, as well as recommending actions or options to improve the design quality of the proposal. This will be made available to all who attend the Design Review, and issued directly to the Project Team by email within 10 working days after the meeting.

The advice provided at the meeting is confidential until a planning application is submitted. Anybody wanting to quote the Panel's view in a press release or any other publication will need to obtain clearance from Nottingham City Council.

With regard to formal planning applications, the contents of the report will be conveyed to Planning Committee through the Planning Officer's report, and will be regarded as a material consideration.

Further Information

The Panel follows the guidelines and format as prescribed by the Design Council's CABE best practice guidance '*Design Review, Principles and Practice*' adhering to the 10 principles of Design Review. Underwritten by the RTPI, RIBA and the Landscape Institute it is available to view at:

<http://www.designcouncil.org.uk/resources/guide/design-review-principles-and-practice>

We strongly encourage early engagement, advising that projects are seen at an early stage so that any changes and recommendations to a scheme can be integrated before a planning application is submitted.

If you wish to discuss the Design Review process or require any further information, please contact the Nottingham Design Review Panel Coordinator:

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