

THE HEIGHTS

DURACK



Online Housing Design Guideline Application Process

February 2025. V1.

Definitions

- WOL:** Whole of Lot application. Initial application for approval of all plans.
- MW:** Minor Works application. Changes to colours, plants, or setbacks after the initial application has been approved.
- DRP:** Design Review Portal. The portal used by the Design Review Group for administration and assessment.

Portal Access

1. **Create an Account:** Register for an account on the DRP. Approval usually takes 1-2 days. You'll receive an email to complete the account setup.
2. **Log In:** Access your account.
3. **Submit an Application:** Start a new application and follow the steps. Ensure all fields are completed, plans are uploaded, and the checklist on the second page is completed.

You will receive an email confirmation, and the status will show as 'awaiting assessment'.

Checklist Note: The checklist is required for your first three submissions only. After that, you will not need to complete it for future submissions.

Assessment Timeframe

1. **Assessment Duration:** Allow up to 10 business days. Typically, registration approval takes a day or two, and application assessment takes 2-4 days.
2. **Check Application Status:** If you haven't heard back, log into the portal to check your status.
3. **Contact DRP:** If the application is 'awaiting assessment', call (03) 9650 2081 or email apply@designreview.group.

Troubleshooting

1. **Forgot Password:** Click "Forgot Password?" on the sign-in screen to reset your password.
2. **Portal Access Issues:** If the portal is not accessible or freezing, log out and back in. If issues persist, try a different browser.
3. **Lot Number Not Listed:** Verify you are using the correct portal for your estate and have entered the correct lot number. Contact us if issues persist.

4. **Lot Not Available:** Only one application per lot number can be active at a time. If you already have an active application on that lot, you must either withdraw it or wait for it to be processed. If the application was submitted by a previous owner or builder, please reach out to us by email or phone for further assistance.
5. **Application Issues:** If you encounter issues while completing the application, note the step where you are stuck, refresh the page, and start the application again. **Ensure you complete all boxes as the application is otherwise considered incomplete and will not proceed.** If the same problem continues, call us and provide your estate and lot number. We will walk you through the lodgement process and may ask to email us a screen shot of where you are stuck.
6. **No Email After Submission:** Please check your junk folder. If still not received, log into the portal and check the Applications screen for status updates. As a last resort, contact us via email or phone.

Pre-Application Questions

1. **Consult Updated Guidelines:** Ensure you are using the latest versions of design guidelines, estate plans, or stage plans available under 'Useful Documents' in the portal.
2. **Design Clarifications:** For questions about design standards or whether a facade will comply or any compliance checking, please email apply@designreview.group with your estate name and lot number in the subject line. Allow up to 48 hours for a response.
3. **Contact:** You can call us direct on (03) 9650 2081.
4. **In-Principle Approval:** Please email us if you would like an in-principle approval before a formal application.
5. **Upload Only Required Documents:** Avoid uploading unnecessary documents to keep the file size manageable.
6. **Whole of Lot Applications:** Must include a site plan, floor plans, elevations, external colours and materials, landscape plan, and plant schedule. We do not need details of the kitchen cabinets or a door schedule.

7. Include All Relevant Dimensions: Please ensure all dimensions and annotations relevant to design standards are included. The DRP cannot imply or assume anything.
8. Minor Works: To make changes to already approved plans, please start a new application, select 'minor works', and note the changes.

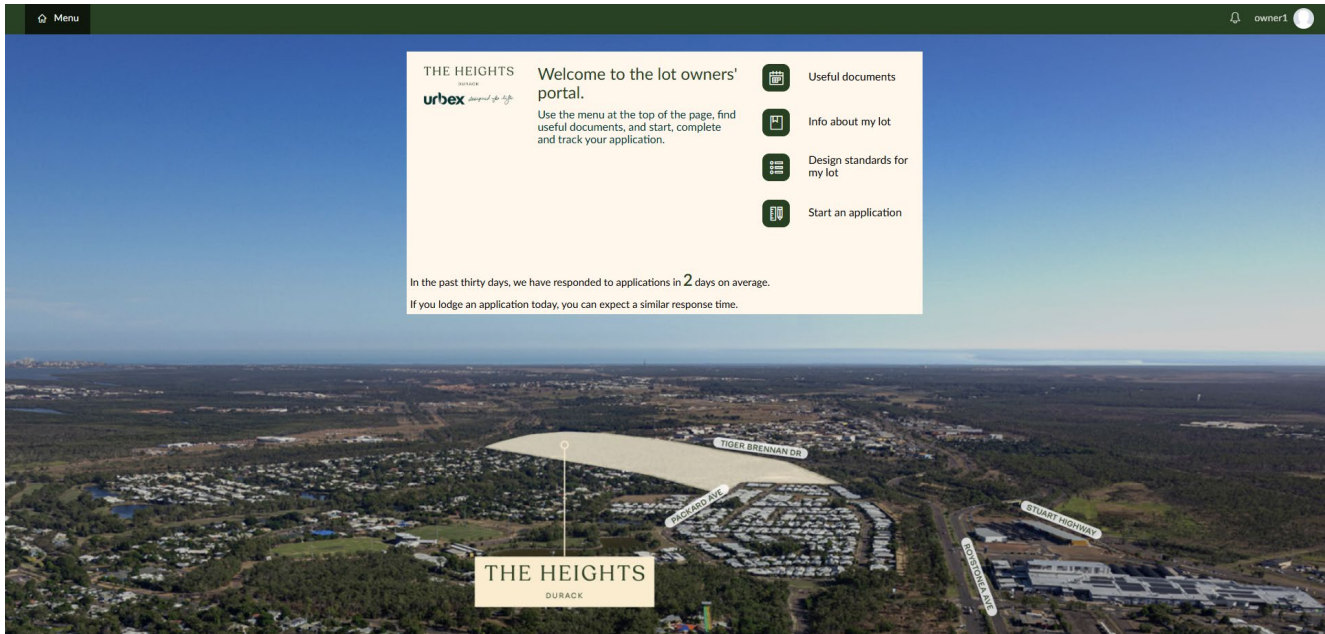
Confirmation of Successful Lodgement

1. Assessment Outcome: After assessment, you will receive an email with either an approval or a request for revisions, detailing any non-compliant design standards and required changes. The non-compliant standards will be re-stated.
2. Change of Applicant: If the staff member who lodged the application has left your company, register a new user or use a shared email for applications (eg. homes@homedesigns.com.au). Once a new registrant is complete, please send us the estate name, lot number, and the new registered email address you used. We will place the application in the new name and you can then progress it.
3. Application Errors:
 - a) If you lodged a whole of lot application, then realised it should be a minor works one or vice-a-versa, simply withdraw the application and start a new applications.
 - b) If you lodged an application, then realised the drawings are for a house on another lot, simply withdraw the application and start a new one. If this is realised after the DRP has sent comments, please give us a call and we will can swap it over.

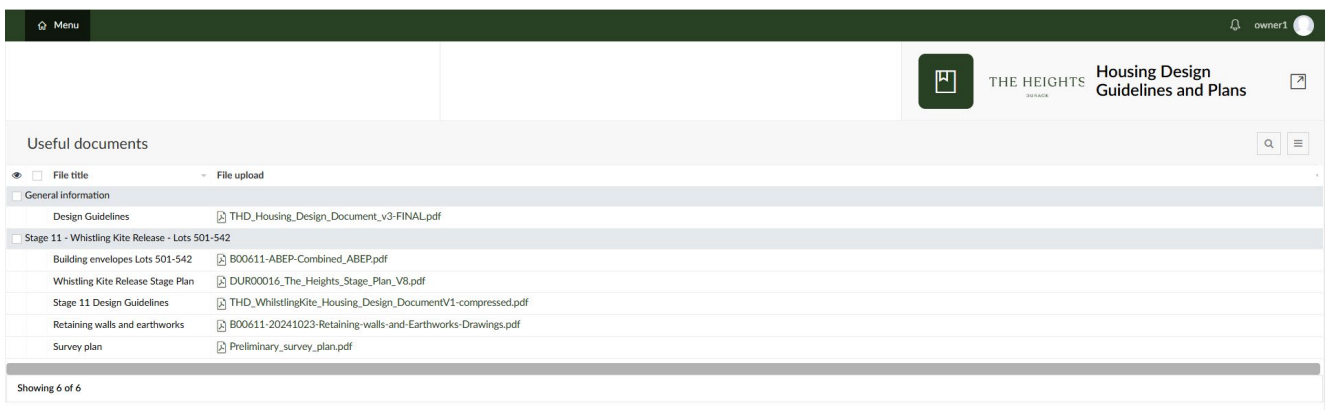
NOTE: Design standards have been established specifically for each lot type and each allotment. If an application is made for the wrong lot, the standards for that lot will be applied and may trigger non-compliant standards.

Pages the LOT OWNER sees

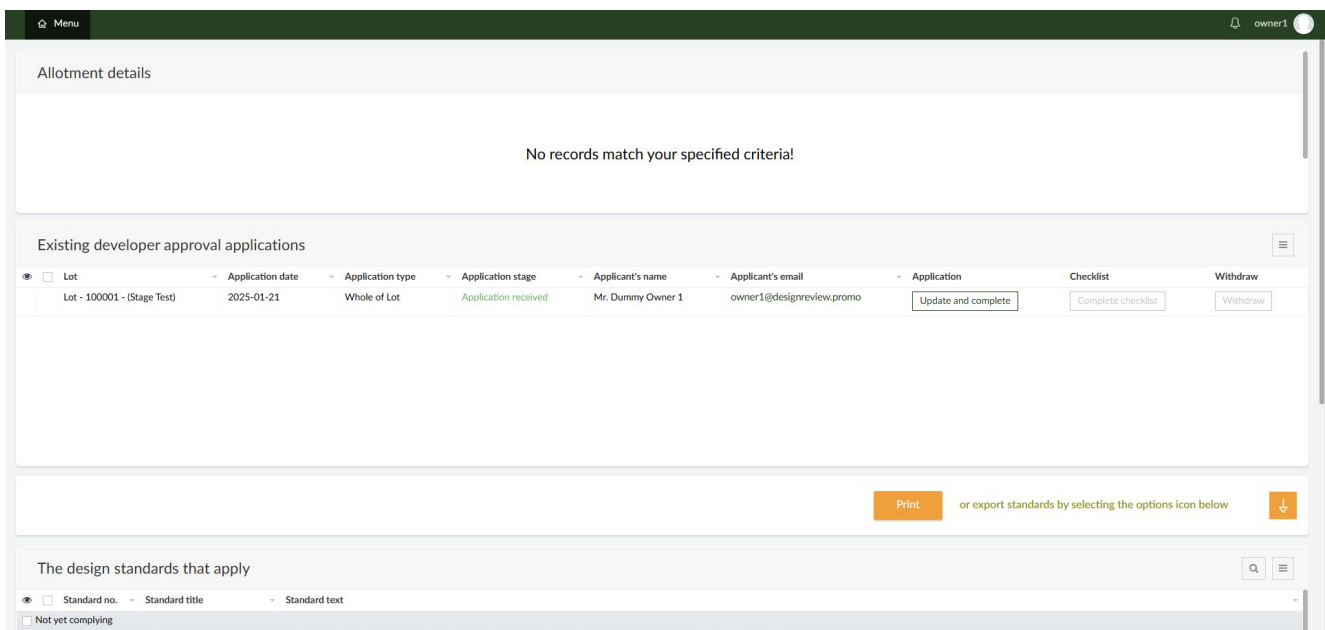
Home



Useful docs



Info about my lot



Start an application

Menu owner1

Start an application

Step 1. Select your lot number

Application date:

Lot*:

Step 2. Application details

Please note you are NOT required to complete the paper version of the checklist once completing your application online.

Application type*:

Have you signed a building contract?:

Step 3. Upload your drawings

Click '+ Add New' button below to add new files

+ Add New

Step 4. Complete upload checklist

All fields must be completed before submitting the application.

Have you provided a site plan? Yes No

Have you provided floor plan(s)? Yes No

My lot standards

Menu owner1

Lot Number: or export standards by selecting the options icon below

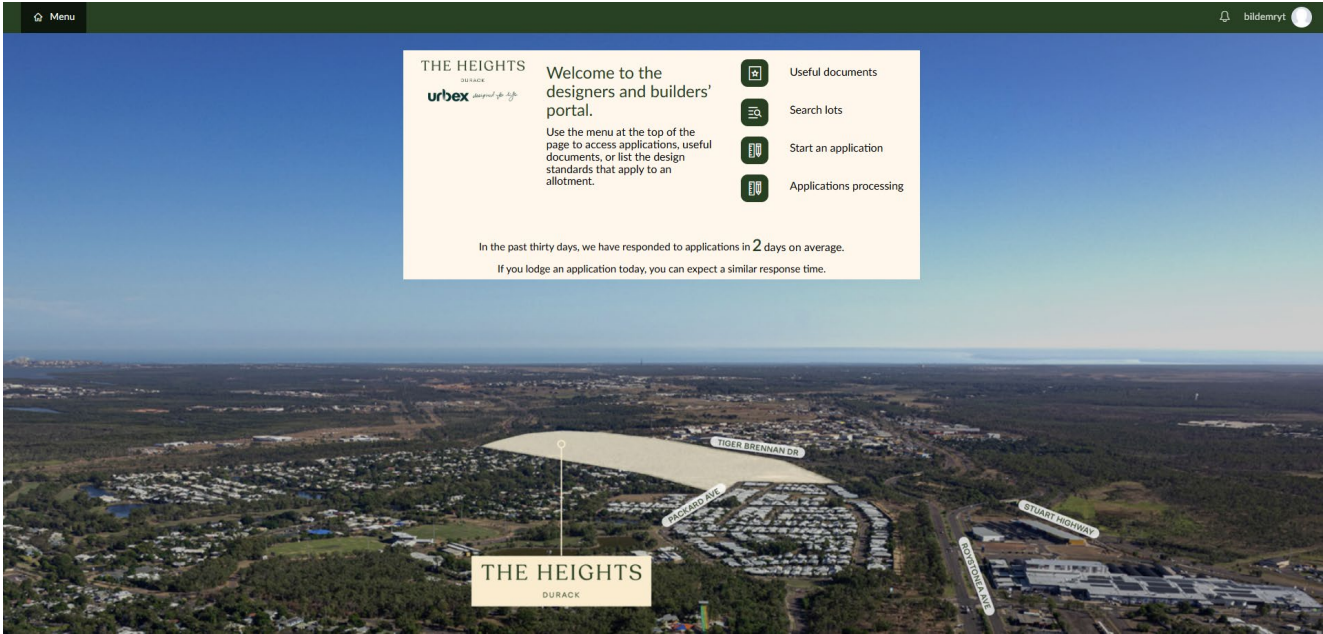
The design standards that apply 🔍 ☰

<input type="checkbox"/>	Standard no.	Standard title	Standard text
<input type="checkbox"/>	Not yet complying		
<input type="checkbox"/>	B01	Orientation	Where possible, orientate internal and external living areas to the north-east, to capture breezes and maximise ventilation.
<input type="checkbox"/>	B02	Maximum height	Any part of a building must not be higher than 8.5 m above natural ground level.
<input type="checkbox"/>	B03	Upper floor articulations	The front façade of a house with two or more storeys must include a verandah or balcony at least 2.4 m long and 1.8 m deep.
<input type="checkbox"/>	B04	Outdoor recreation areas	Outdoor recreation areas must be shaded.
<input type="checkbox"/>	B05.1	Siting and setbacks	The siting of the house, and associated structures such as garages, carports, patios and garden sheds, must comply with the lot's Access and Building Envelope Plan, which is set out in the contract of sale.
<input type="checkbox"/>	B05.2	Front setback	The front façade must be set back at least 6 m from the lot boundary.
<input type="checkbox"/>	B05.3	Front articulation zone	Articulating elements, such as the entry porch or eaves, must be set back at least 4 m from the front boundary.
<input type="checkbox"/>	B05.4	Left side setback	The façade must be set back at least 1.5 m from the left side boundary.
<input type="checkbox"/>	B05.5	Right side setback	The façade must be set back at least 1.5 m from the right side boundary.
<input type="checkbox"/>	B05.6	Rear setback 1.5 m	The façade must be set back at least 1.5 m from the rear boundary.
<input type="checkbox"/>	B05.7	Rear setback 3.5 m	The façade must be set back at least 1.5 m from the rear boundary.
<input type="checkbox"/>	B05.8	Side setback on secondary street	The façade must be set back at least 2.5 m from the secondary street.
<input type="checkbox"/>	B05.9	Side articulation zone	Articulating elements must be set back at least 1.5 m from the secondary street.
<input type="checkbox"/>	B06	Wall on boundary	If building on the lot boundary is allowed, the building may abut only the nominated side and rear boundary.
<input type="checkbox"/>	B07	Front façade articulating structures	If the lot is a Courtyard or Traditional lot, porches, verandahs and balconies must be set back at least 4.5 m from the front boundary of the lot.
<input type="checkbox"/>	B08	Build-to-boundary setback	A build-to-boundary wall must be set back at least 300 mm from the lot boundary to provide space for fascia, guttering and downpipes. Eaves are not required over a build-to-boundary wall.

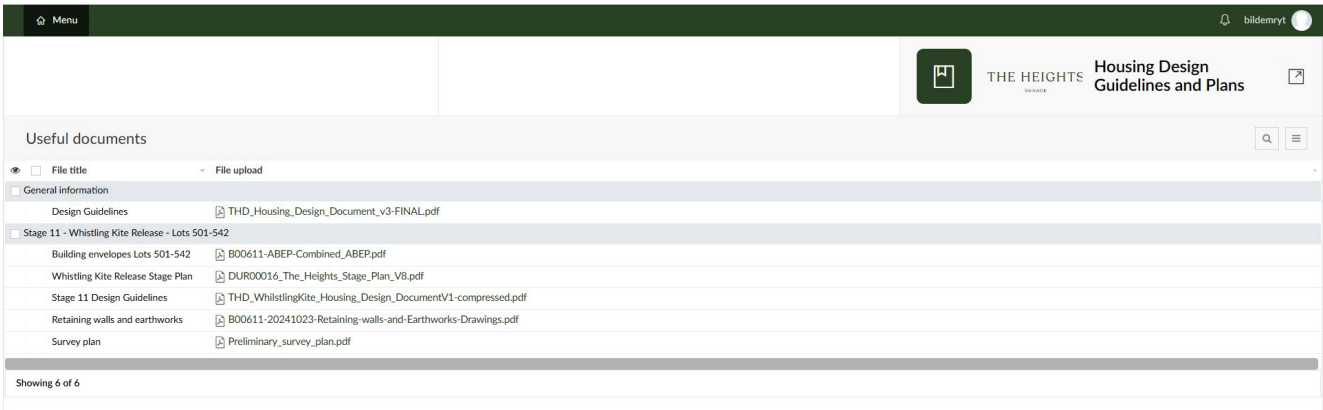
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Pages the BUILDER sees

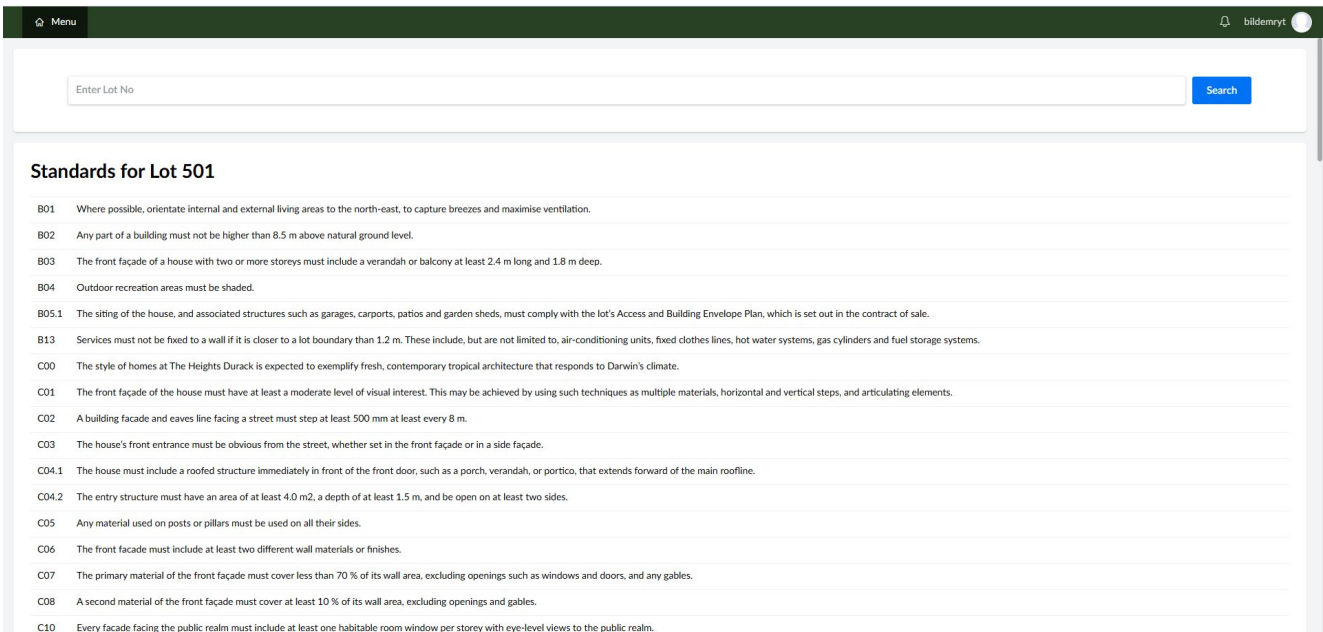
Home



Useful docs



Search lots



Start an application

Menu bildemryt

Start an application

Step 1. Select your lot number

Application date: 2025-01-29

Lot: Lot - 100001 - (Stage Test)

Step 2. Application details

Please note you are **NOT** required to complete the paper version of the checklist once completing your application online.

Application type: Whole of Lot

* Lot owner details are required to submit

Lot owner name: None (Salutation), [] (First Name), [] (Last Name)

Lot owner email: []

Lot owner contact phone: []

Step 3. Upload your drawings

Click '+ Add New' button below to add new files

Select File

+ Add New

Step 4. Complete upload checklist

Applications processing

Menu bildemryt

Applications processing

Search: [] + Add

Application date	Application type	Application stage	Assigned assessor	Update application	complete checklist	View plans	withdraw
2025-01-28	Whole of Lot	Application received		Update application	complete checklist	View plans	withdraw

Showing 1 of 1



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