

PROCEDURE FOR PRESENTATIONS TO THE INVERNESS DESIGN REVIEW PANEL

To ensure that Inverness Design Review Panel members have a full understanding of the design issues raised by their proposals, architects, consultant planners and developers are expected to observe the follow procedure:

Eight days in advance of the meeting date

- Confirm the names of those attending the design review on behalf of the development team.
- Provide relevant visual and written information to the Council in electronic format only (pdf) for circulation to the Panel. As a minimum this should describe the design concept, context, plans, sections and elevations. Typically it could include information on:
 - wider site environment and contextual issues such as where development is located, and how it is arranged, relates to and integrated into the urban setting;
 - the rationale for the proposed layout, scale, density, massing and connections;
 - how new buildings and infrastructure relate to one another and the public realm; how these help to create an active, successful environment;
 - elevations and sections showing the relationship between the proposal and its context;
 - 3D representations of eye-level views;
 - materials and construction methods;
 - how active travel, public transport and parking will be addressed;
 - project information including names of clients, consultants, key players and consultees, estimated project cost and procurement method, and size of site.

Presenters should note that the Council cannot accept emails greater than 10MB in size and should allow for delivery of CD copies of the information if it is not possible to email it.

At the Design Review:

- Provide a concise 10-minute presentation using PowerPoint that sets out the rationale for the design including its concept and development in an appropriate timescale.
- Remain for the duration of the Panel's discussion to hear the views expressed.
- Ensure that clients/developers are encouraged to attend and contribute to the review.

Following the Design Review:

- Consider, reflect and take into account the advice provided in the development of the design.
- Provide a statement with the planning application on how the advice provided by the Panel has been addressed.

NOTE

1. These guidelines should be read in conjunction with the Inverness Design Review Panel's *Remit, Functions, Roles and Procedures*.
2. Information requested above should be emailed to Una Lee, Urban Designer, Development Plans, The Highland Council; E: una.lee@highland.gov.uk; T: 01463 702981.