



April 2014

## **Southampton Design Advisory Panel**

### **Advice if you are invited to present to the Panel**

**A maximum of two people** are allowed at the presentation which should be led by the most appropriate member of the design team. At pre-application stage the design should be in a state of evolution and the Panel fully appreciates that it will see 'work in progress' illustrating the designers thought process. The designer needs to present the proposal in a way that allows the Panel to have sufficient information to provide beneficial advice on its design merits. Clearly the level of detail required will be dependent on the individual opportunities that a site presents and the stage at which the project is submitted to panel. However, for the applicant to gain the greatest value from the submission, the following areas should be concisely covered in the 15 minute presentation;

- Opportunities and constraints afforded by the local context (5-10 minute walking distance from the site)
- Opportunities and constraints afforded by the site itself
- Initial design principles
- Initial design options/proposals generated from the design principles
- Potential approach(es) to the aesthetic of proposed building(s) and the public realm/landscape
- Potential approach(es) to materials, finishes and resilience of the proposed building(s) and the public realm/landscape

Following the presentation there will be 15 minutes of discussion and clarification with the applicant, after which the applicant will be asked to leave.

Within 5 working days of the Panel, the applicant will be provided with a Design Advisory Panel Meeting Note expressing the Panels view on the design proposals presented. Pre-application presentations are confidential and the pre-application comments made by the Panel only become public when the applicant subsequently submits for formal planning approval.

The applicant is advised to contact the City Design Group Leader to discuss the contents of their presentation in advance of the Panel meeting.

### **Darren Shorter**

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