

Harrow Design

Guidance on presenting to a Design Review Panel

The below information offers a recommended approach for Applicants presenting to Design Review Panels. It is intended as guidance and Applicants are free and able to select a presentation method, format and style which they believe best suits their proposed scheme. Regardless of approach, attention should be paid to clarity, structure and communication (both visual and verbal).

Recommended approach for DRP presentations

Design Review Panel presentations typically follow a similar format to a Design and Access Statement (DAS). This approach offers a logical and narrative-based presentation structure, where context, vision, strategy and design rationale are considered before discussing the detailed design.

It may be helpful to outline the current planning application process stage (e.g. number of pre-application meetings conducted, intended date for submission of application etc.) This will allow Panel Members to understand the scope for design change.

Applicants are encouraged to use a range of graphic presentation methods where suitable and appropriate, including but not limited to sections, axonometric drawings, digital and physical models, diagrams, sketches, swatches and illustrative visualisations/ renders.

Applicants are also reminded that Panel Members will have a limited understanding of the site and proposal and a clear and logical presentation of information is highly encouraged.

The **checklist below is intended as a guide**, however it is recommended that any presentation start with a contextual and site analysis to provide clarity as to the nature and location of the proposed development.

Harrow Design

Recommended checklist for DRP presentations

Applicants should present all of the below elements to allow the Panel to fully assess and evaluate the proposed scheme, its constraints and opportunities.

1. Setting the scene

A. Introducing the proposal

- Briefly outline the proposal, the relevant parties and the stage of the proposal within the planning application/ RIBA stage process. Give detail as to the need the proposal addresses, who it is intended to serve and how it will benefit the borough.

B. Context

- Clearly explain where the site is, the nature of the surrounding area and other factors like accessibility, public transport and amenity which impact the site. It may be helpful to mention relevant policies which cover the site.

C. Site analysis and strategy

- Define the Brief and your approach to the site, this could include the specifics of the site, its features, constraints, opportunities, character, immediate context or wider masterplan.

D. Design process

- It may be useful to refer to previous design iterations and current design rationale to clearly convey how the design has developed.

2. Defining the proposal

A. Massing, scale and built form

B. Use, orientation, internal layout and plans

C. External appearance and materiality

D. Landscape and public realm

E. Sustainability and environmental considerations

3. Queries and clarifications

- Applicants should be prepared to answer questions put forward by the Panel to clarify design elements or contextual and site issues.

Harrow Design

Issue

'Harrow Design Review Panel: Guidance on presenting to a Design Review Panel'
August 2021

This document is available to view and download online at:
<https://www.harrow.gov.uk>

Published by

Harrow Council
Harrow Civic Centre
Station Road
Harrow
HA1 2XY

Email: designreviewpanel@harrow.gov.uk