



**Attachment 5**

# **Guidelines for Architectural Design Competition**

---

# Contents

---

<b>1.</b>	<b>Purpose of design competition .....</b>	<b>3</b>
1.1	Objectives of the design competition.....	3
1.2	The design competition process.....	3
<b>2.</b>	<b>Competition roles .....</b>	<b>3</b>
2.1	The proponent .....	3
2.2	The entrant .....	3
2.3	The competition jury .....	4
2.4	Technical advisers to the jury and the entrants .....	4
<b>3.</b>	<b>Type of competition.....</b>	<b>4</b>
3.1	Open competition .....	4
3.2	Invited competition .....	5
<b>4.</b>	<b>The competition brief .....</b>	<b>5</b>
<b>5.</b>	<b>The jury's decision and Design Competition Report .....</b>	<b>6</b>
5.1	The entrants' submissions.....	6
5.2	The report.....	6
<b>6.</b>	<b>Post competition process and design integrity.....</b>	<b>7</b>
6.1	Design integrity phase .....	7
6.2	Completion of design competition process.....	7

## 1. Purpose of design competition

---

The purpose of an architectural design competition is to promote design excellence, achieving the highest standard of architectural, urban and landscape design, respecting and enhancing context, accessibility, public domain, streetscape, massing and sustainability in architecture.

### 1.1 Objectives of the design competition

- To achieve a high standard of architectural excellence
- To achieve diversity of architectural response
- To ensure high quality public space
- To ensure a design responding to the context of the site
- To provide incentive through greater height
- To encourage a sense of civic pride through better design outcomes.

### 1.2 The design competition process

An architectural design competition is required when the proponent is intending to utilise all, or a portion, of the bonus height control for a site identified on the *Blacktown LEP 2015* Incentive Height of Buildings map (IHOB).

The design competition should be undertaken prior to the lodgement of a formal Development Application, to reduce the potential for delay in the DA process.

The proponent is responsible for the running and any costs associated with the competition process from initiation and preparation of the brief, through to documentation and public release of the jury's decision.

## 2. Competition roles

---

### 2.1 The proponent

The party who is undertaking the design excellence competition can be a public or private entity.

The proponent is responsible for:

- Preparing the design excellence competition, including the preparation of the competition program, nomination of a short-list of entrants to the satisfaction of the BCC City Architect and the nomination of 1 jury member to the jury panel, with other members determined by the BCC City Architect.
- Developing the competition brief.
- Funding the design excellence competition, including all aspects of preparation, remuneration of entrants, technical advisors and jury and any secretarial and administrative support provided by Council.

### 2.2 The entrant

The entrant is a person or a team who has either been invited or has elected to enter a design excellence competition. Teams can be made up of qualified architects, urban designers and/or landscape architects, but must always include a lead architect who is registered with the NSW Board of Architects. In the case of interstate or overseas competitors, eligible registration with their equivalent association is acceptable. All entrants

must be able to demonstrate experience in the delivery of high quality buildings, landscapes or urban spaces.

### **2.3 The competition jury**

The competition jury will comprise a minimum of 3 and no more than 5 members. At least one member will be a nominee of each of the following:

- The proponent
- Blacktown City Council
- Independent juror (BCC selects this person from the BCC Design and Development Services Panel).

There will be equal representation from the proponent and Blacktown City Council. Jury members must:

- Represent the public interest
- Not have a pecuniary interest in the development proposal, or any associated proposals
- Not be an owner, shareholder, family member or employee associated with the proponent or the proponent's companies
- Not be a staff member or councillor with an approval role in Council's development assessment process
- Members of the jury must represent the public interest
- Have relevant expertise and experience in the design and construction profession and industry.

The jury is paid for their participation by the proponent.

### **2.4 Technical advisers to the jury and the entrants**

Technical advisers may be called upon during the competition process to provide specialist advice to the entrants and the jury. If the advice is being provided to the entrants, the advisors will be selected by the proponent and Council and the advice is provided to all entrants and the jury.

If the proposed development includes a heritage item or is within a heritage conservation area, Blacktown City Council's heritage adviser should provide a heritage assessment of the proposal to the jury. The proponent will bear the cost of such advice.

## **3. Type of competition**

---

The process can be either an open or an invited competition.

### **3.1 Open competition**

- The proponent is to publicly notify the architectural design competition and call for expressions of interest from those categories stated in 2.2 above. All respondents are then supplied with the competitive design process brief and invited to participate.
- The call for expression of interest for an 'open' competition must state:
  - The form and purpose of the competition
  - Any prizes to be awarded
  - The minimum submission requirements

- This competition is one stage, anonymous and unpaid.

### **3.2 Invited competition**

- The proponent submits EOIs from 5 competitors to BCC for the City Architect to select a minimum of 3 competitors to participate in the competition. The BCC City Architect must be satisfied with at least 3 competitors, otherwise the proponent will be requested to renominate further competitors for consideration.
- The submissions are to be prepared by bona fide independent architects, a person, corporation or firm registered as an architect with the NSW Board of Architects or, in the case of interstate or overseas competitors, eligible registration with their equivalent association.
- All entrants are paid by the proponent.

Each submission, whether in open or invited competition, must document:

- A contextual analysis of the site and surroundings and a rationale for the design;
- How the design is an economically feasible development option; and
- The manner in which design excellence is achieved.

The designs do not need to be documented to the level necessary for a full Development Application.

## **4. The competition brief**

---

The proponent of a design competition will prepare the design competition brief. The brief must be endorsed by the BCC City Architect. The brief is required to include the following:

- A description of the type of competition, the role of the proponent and a description of the competition process, judging criteria and names of the jury members.
- Details of the relevant planning controls.
- Site details, including site dimensions, key adjacencies and any other relevant circumstantial information, including details of any prior or relevant planning consent.
- Where a site includes a heritage item or is located within a conservation area or in the vicinity of a heritage item, it must include a Heritage Impact Assessment and advice to competitors to consider any relevant conservation guidelines.
- Describe the proposed uses within the building, the percentage of each use, the proposed gross floor area (GFA) and height of building, estimated project budget and construction budget.
- Level of documentation required for the submission. The documentation should be the minimum sufficient to explain the design merits of the proposal and may include elevations, plans, montages and digital representations. The extent of the documentation should relate to the scale of the project and should not be excessive.
- The list of deliverables.
- General budget requirements.
- Provide the terms of reference of the competition jury, including the nomination of the jury chair.
- State that the copyright of any entry to a design competition remains with the originator of the work.

- State the fees to be paid to each entrant and, as appropriate, the awarding of any prizes, commissions or bonus to successful entrants. Fees paid to entrants must be appropriately scaled to recompense entrants for the extent of work undertaken.
- Allow a minimum period of 28 days for the preparation of submissions by entrants (noting that some competitions may require significantly longer).

Blacktown City Council will assess the brief according to the above requirements and may require the brief to be amended prior to its endorsement and issue to the entrants. If the brief is not endorsed, Blacktown City Council must give its reasons to the proponent within 21 days of the lodgement of the complete brief.

The jury will convene for the review of the completion submission as soon as possible following the close of the competition. If subsequent meetings are required for the jury to complete its deliberations, these should follow as soon as possible. The competition jury will be convened by Blacktown City Council, including the provision of administrative and secretarial services for the recording of the jury proceedings and preparation of the Design Competition Report. The proponent will be responsible for reimbursing Blacktown City Council for the secretarial services, to a fee of up to \$1,000.

## **5. The jury's decision and Design Competition Report**

---

### **5.1 The entrants' submissions**

The entrants' submissions will be reviewed according to the Competition Brief and graded by the jury and its considerations and decision will be recorded in a Design Competition Report.

### **5.2 The report**

The Report will:

- Summarise the competition process incorporating a copy of the competition brief
- Outline the assessment of the design merits of each of the entries
- Present the jury's decision, including rationale for the choice of the nominated design and how this exhibits design excellence
- Outline any recommended design amendments or propose conditions of Development Consent that are relevant to the achievement of design excellence.

The report may:

- Nominate the winning submission
- Indicate the highest graded submission and recommend design quality improvements that could be made to allow for an approval of a building that utilises bonus height control
- Decline to endorse an entry.

The jury is expected to reach a decision and finalise the Competition Report in a timely fashion.

The proponent may commission the winning designer/architect to prepare and submit a Development Application (DA) based on the winning submission. If the proponent does not do this then it cannot benefit from the extra height of building allowed under the 'Incentive Height of Buildings' map.

## **6. Post competition process and design integrity**

---

To ensure that design quality continues from the Development Application stage through design development and construction drawings to the physical completion of the building, the jury will recommend a process to monitor design integrity.

As a minimum, this will require the designer of the winning scheme to be appointed as the Design Architect for the duration of the project. This requirement is not affected by a sale of the site to a new owner.

### **6.1 Design integrity phase**

The Design Excellence Competition Strategy may require the competition jury to review and observe the project to ensure the design excellence is not jeopardised. Certification that the design is substantially the same and retains the design excellence exhibited in the winning entry will be required at key project milestones:

- During the pre-lodgement stage (design development)
- During the Development Application stage
- At the DA lodgement
- Prior to lodgement of any Section 4.55
- Prior to issue of the Construction Certificate
- Prior to issue of the Occupation Certificate.

Each meeting of the jury should be documented with a report or minutes and should include certification that the design retains or is an improvement of the design excellence qualities of the winning submission.

The cost of the continuing work of the jury to ensure the design integrity is to be borne by the proponent.

If the competition jury has not reached a decision, Blacktown City Council considers the project submitted for approval to be substantially different, or Blacktown City Council indicates it will not grant consent to the design nominated, either the proponent or Blacktown City Council may request the jury reconvene and make a recommendation as to what further competitive processes or requirements would be necessary to permit an alternative or revised design.

The jury shall make such recommendation as it sees fit within 28 days of such a request. The cost of such review shall be borne by the proponent.

### **6.2 Completion of design competition process**

A requirement in a LEP that a design competition is to be held in relation to the proposed development is deemed to be satisfied upon:

- The issue of a report by the competition jury nominating a winner, or
- The completion of any further competitive processes recommended by the jury following a requested review, or
- Should the jury make no further recommendations, 28 days after such a request for review is made, in which case the competition requirement is considered discharged with no award of bonus height.