

How to prepare Urban Design Expert Evidence

Page 1 should include:

Panel Hearing submission (VCAT Submission) on behalf of: (Company that engaged you)

In the matter of: (Council name or a region and name of the project)

To be heard at: (Panel Hearing or a VCAT)

On the date: (add from date to date)

Your name and company logo

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(Elaborate all elements of the content page)

Background

Write the content in the first person as you are ultimately responsible for this document, its professional expertise and the conclusion.

Write background report in line with events of your engagement.

- The purpose of this urban design assessment is to inform the Panel...
- In regards to the planning scheme or any other relevant document...
- This report is prepared on the basis of (note all known parameters)...

In forming my opinion I have relied on:

- List all documents that have influenced your knowledge of the area.
- List all old and new documents that are worth incorporating in support of your case.

Urban Design Assessment

Assessment of the proposed plan

1. Acknowledgement of the proposed plans.
2. My observations.
3. Identified problem areas.
4. Possible solutions.
5. Conclusion

Appendix A: Summary of the experiences and details about (the presenter)

1. Instructions which defined the scope of this report
2. Facts, matters and assumptions relied upon
3. List of documents taken into account
4. Summary comparing all opinions

Disclaimer: Following content is a guide only; detailed description and submission document may vary from case to case. For further details help and VCAT representation contact Mecene at info@mecene.com.au Suite 468/585 Little Collins Street, Melbourne, 3000 Victoria Australia