Villawood Properties Builder Portal User Guide

Process Overview for Submitting a Design Application to DAP for Approval

1. User registers an account for the Villawood Properties Builder Portal if one has not been created previously;

2. User completes the design application, and submits along with house and landscaping plans, elevations and colour schedule;

3. DAP will review the design and respond via the portal/email within 10 business days;

4. A letter issued by the DAP will be received via email/on the portal – if a 'Final Approval' letter is issued then the DAP process is complete;

5. If the letter received is 'Further Information Required', the items listed in the letter will need to be addressed and further documentation or amended plans will need to be included in a resubmission (editing of the application on the portal);

6. Once further information is received by DAP, the application will be evaluated again and a decision for final approval or another request for further information will be made.

Process Overview Flowchart for Submitting a Design Application to DAP for Approval
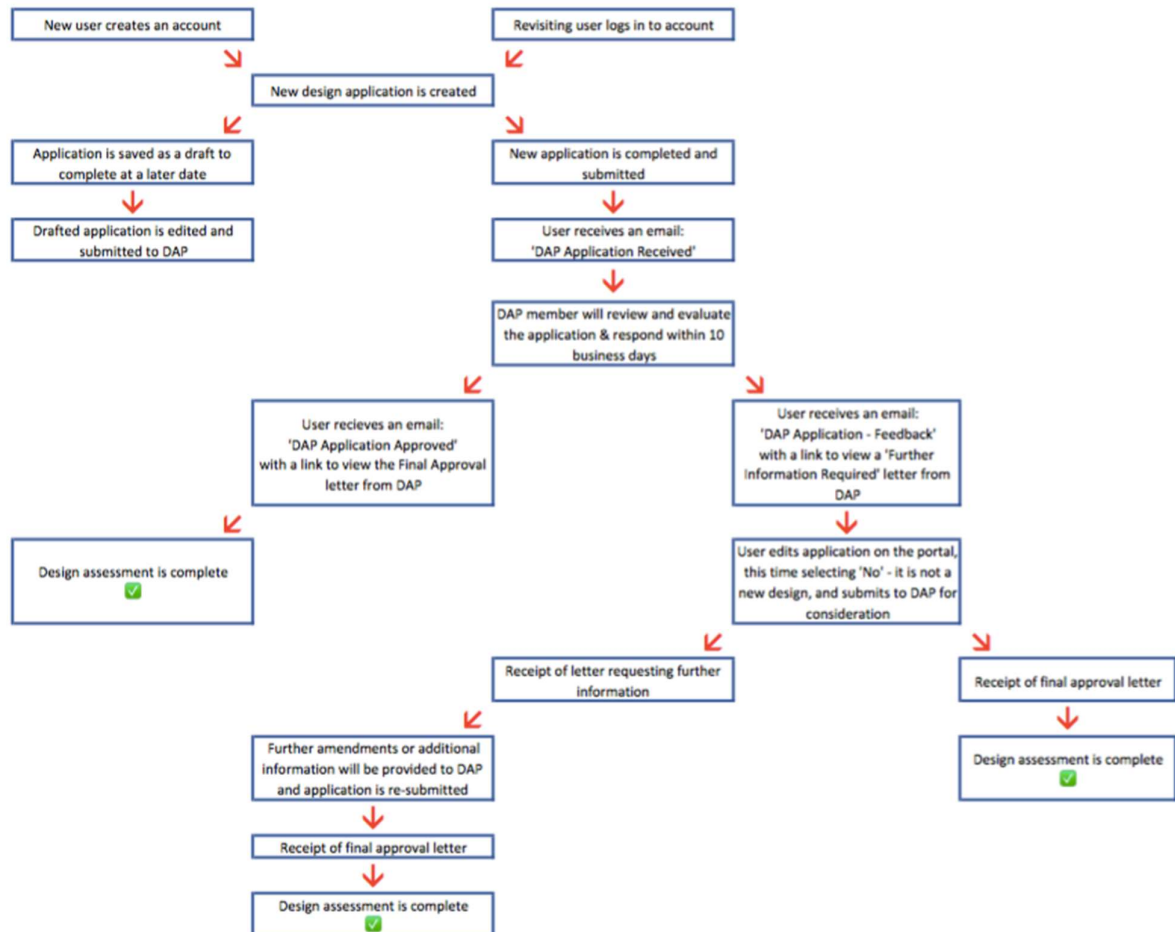
New user creates an account

Revisiting user logs in to account

New design application is created

Application is saved as a draft to complete at a later date

New application is completed and submitted

Drafted application is edited and submitted to DAP

User receives an email: 'DAP Application Received'

DAP member will review and evaluate the application & respond within 10 business days

User recieves an email: 'DAP Application Approved' with a link to view the Final Approval letter from DAP

User receives an email: 'DAP Application - Feedback' with a link to view a 'Further Information Required' letter from DAP

Design assessment is complete ✅

User edits application on the portal, this time selecting 'No' - it is not a new design, and submits to DAP for consideration

Receipt of letter requesting further information

Receipt of final approval letter

Further amendments or additional information will be provided to DAP and application is re-submitted

Design assessment is complete ✅

Receipt of final approval letter

Design assessment is complete ✅

Registering a Builder Portal User Account

Please visit Villawood Properties Builder Portal at:
http://villawoodproperties.com.au/villawoods-builder-portal

If you are a new user, you will need to create an account to be able to access the Builder Portal.

1. Click 'Register' at the bottom of the log in page;
2. Complete the form by filling in your details;
3. Select which community/communities you would like access to;
4. Click 'Submit';
5. A member from Villawood Properties will view the request to register an account and make the account active;
6. You should then receive an email confirming registration of a new account.

Submitting a design application to DAP

1. User logs in to Villawood Properties' Builder Portal which can be accessed here: http://villawoodproperties.com.au/villawoods-builder-portal

2. User is now on the home page of the Builder Portal.
   To submit a new house and landscaping design application to the Design Assessment Panel (DAP), user will click the "Submit new design assessment panel application" button found on the side panel.
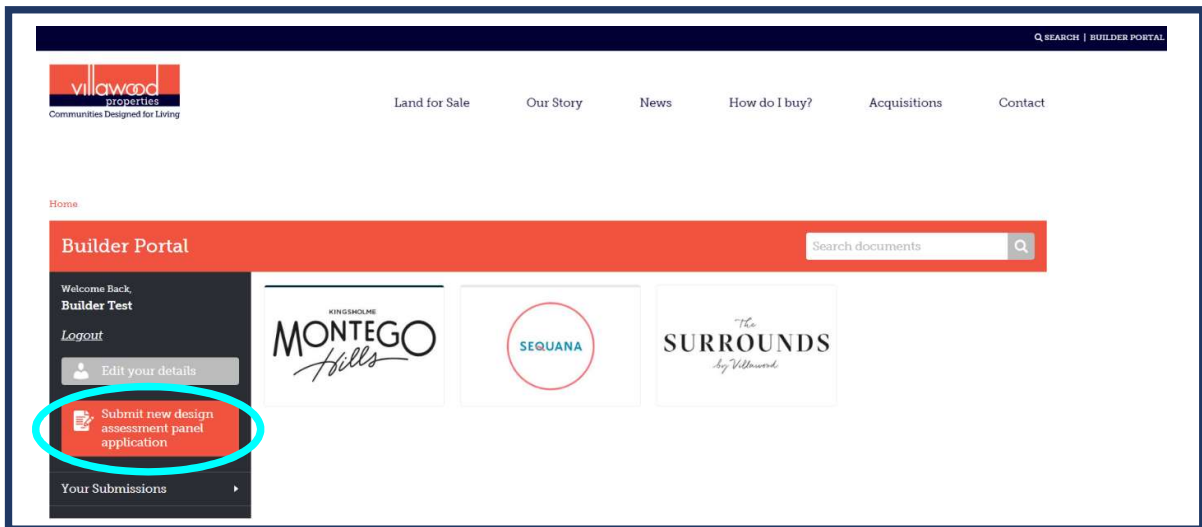
3. User will be taken to an application form which involves 7 categories of information relating to the house design application, and areas to upload of house and landscape plans, colour schedule and any other relating documentation.

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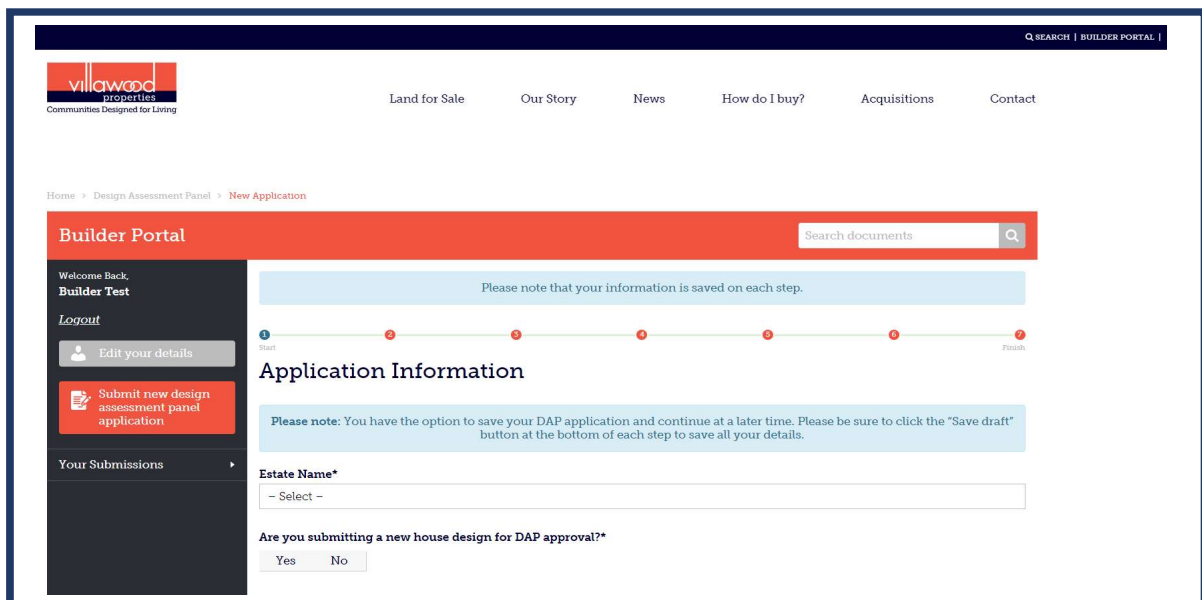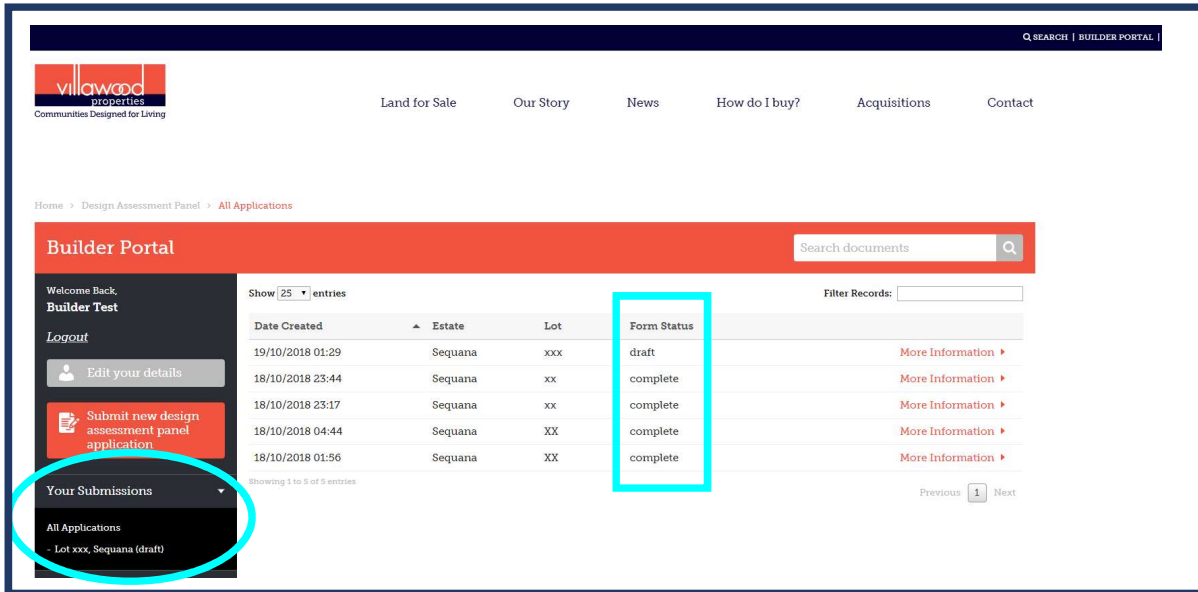Design Awards Winner 2013
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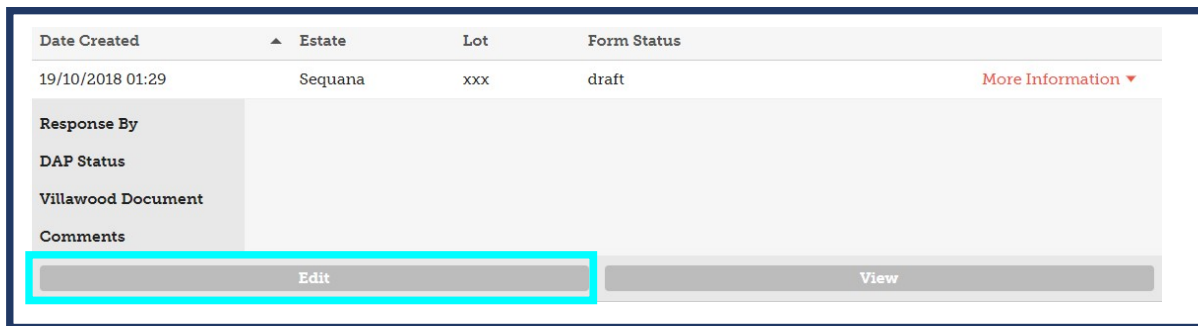UDIA (VIC) –
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Please Note:

- The email address entered on this application form will receive all email notifications and any subsequent correspondence from Villawood Properties' Design Assessment Panel (DAP).

- If an application is incomplete but needing to be finished at a later date, the user is able to save a 'draft' application by clicking the 'Save and Continue Later' button found at the bottom of each page of the application.

- The form status column will show each submission as either 'draft' or 'complete', this reflects whether an application has been finished and submitted to DAP for evaluation, or that the application has been saved in order to continue and submit at a later date.

- Drafted applications can be accessed by clicking 'Your Submissions' – all of your DAP applications can be found and viewed here, and if a letter from Villawood has been uploaded, you can view a copy of the correspondence or the status of your application from this section. To complete a saved draft, click the 'Edit' button of the desired drafted application.

- As the application is processed by DAP, email notifications will be issued to the user as required (sent to the email address included on the application), however, you can view all of your applications at any time.

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Land for Sale   Our Story   News   How do I buy?   Acquisitions   Contact

Home > Design Assessment Panel > All Applications

Builder Portal

Search documents

Welcome Back,
Builder Test

Logout

Edit your details

Submit new design assessment panel application

Your Submissions

All Applications
- Lot xxx, Sequana (draft)

Show 25 entries

Filter Records:

Date Created	Estate	Lot	Form Status	
19/10/2018 01:29	Sequana	xxx	draft	More Information ▶
18/10/2018 23:44	Sequana	xx	complete	More Information ▶
18/10/2018 23:17	Sequana	xx	complete	More Information ▶
18/10/2018 04:44	Sequana	XX	complete	More Information ▶
18/10/2018 01:56	Sequana	XX	complete	More Information ▶

Showing 1 to 5 of 5 entries

Previous 1 Next

Date Created	Estate	Lot	Form Status	
19/10/2018 01:29	Sequana	xxx	draft	More Information ▼

Response By
DAP Status
Villawood Document
Comments

Edit   View

Home > Design Assessment Panel > All Applications

Builder Portal

Search documents

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Your Submissions

All Applications
- Lot xxx, Sequana (draft)

Show 25 entries

Filter Records:

Date Created	Estate	Lot	Form Status	
19/10/2018 01:29	Sequana	xxx	draft	More Information ▶
18/10/2018 23:44	Sequana	xx	complete	More Information ▶
18/10/2018 23:17	Sequana	xx	complete	More Information ▼

Response By — 31/10/2018
DAP Status — Pending
Villawood Document — FIR Letter (3).pdf
Comments — Further Information Requested

Edit   View

| 18/10/2018 04:44 | Sequana | XX | complete | More Information ▶ |
| 18/10/2018 01:56 | Sequana | XX | complete | More Information ▶ |

4. User fills in the form *(7 pages in total)*:
   o **Application Information** *(Page 1)*
     - User will enter the details of the application including items such as: Estate Name, Lot Details and Applicants Details
     - Email Address: is to be the person expected to receive notifications and correspondence from the DAP.
     - Once page is complete, click 'Next' found at the bottom right corner of each page.

Application Information

Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Estate Name*

Sequana

Are you submitting a new house design for DAP approval?*

Yes   No

Lot Number*

Applicant's Name*

Postal Address*

Postcode*

Telephone*

Email Address*
Please enter the email address that should receive the application updates

Designer / Architect*

Builder

House Type

Facade

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- o **The Following Information is Required for Your Application** *(Page 2)*
  - Drawing plan requirements for submission.
  - If the application does not comply and user selects 'No', then the 'Next' button will be disabled and the user will not be able to continue with the application.
  - Once page is complete, click 'Next'.

① Start ② ③ ④ ⑤ ⑥ ⑦ Finish

The Following Information is Required for Your Application

Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Please note: You have the option of uploading individual plans below, or you can choose to upload the plans as one package at the very last question below. Only PDF documents can be uploaded.

Does the application you are to be submitting to DAP for approval contain the following:*

Yes   No

1. House floor plans (1:100 scale)
2. Elevations from four sides (1:100 scale)
3. Roof plan
4. Site plan (1:200 scale) showing: - setbacks from all boundaries - existing contours - proposed finished floor levels and site levels - external features including driveways, paths, fencing, retaining walls & outbuildings
5. Schedule of external materials and colours
6. Landscaping (can be submitted at a later date for approval see step 6)

Previous   Save and Continue Later   Next

- o **Construction of Your Home – Sitting & Orientation** *(Page 3)*

① Start ② ③ ④ ⑤ ⑥ ⑦ Finish

Construction of Your Home - Siting & Orientation

Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Is your home and associated buildings, including the garage, contained within the Building setback?*

Yes   No

Are there any encroachments into the specified setbacks?*

Yes   No

Previous   Save and Continue Later   Next

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o **Built Form** *(Page 4)*
  - Please Note: 'Wall Materials' – please list the 3 main external materials/finishes

Built Form

Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Size of dwelling*

Size of lot*

Roof Material*

- Select -

Roof Colour*

Wall Materials*

Wall Colours*

Trim Material*

Trim Colour*

Is your home single storey or two storey?*
○ Single storey
○ Two storey

Lot frontage (m)

- o **External Considerations** *(Page 5)*

External Considerations

> Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Does your design provide safe and efficient vehicle access to the garage?*

Yes   No

Does your side and rear fencing comply with the fencing guideline?*

Yes   No

Does your design include a minimum 2000 litre rainwater tank or has facilities or connections for recycled water?*

Yes   No

Does your design include a 32mm lead-in conduit for connection to the optical ⬚fibre network?*

Yes   No

Have you arranged for the installation of an Optical Fibre lead-in conduit that is in ⬚accordance with relevant Australian Standard requirements?*

Yes   No

Have you made provision for wiring your home for broadband, telephone and TV?*

Yes   No

Have you placed external fixtures such as clothes-line, solar water heaters etc ⬚in positions that are not visible from the street?*

Yes   No

Have you made provision for locating your antenna within the roof of the house?*

Yes   No

If you are proposing an air-conditioner, is it located below the eaves line at the ⬚rear of the house?*

Yes   No

If you are proposing an evaporative air cooler, can it be seen from the front of ⬚the street?*

Yes   No

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○ **Landscaping** *(Page 6)*

A landscaping plan with details for the entire lot will have to be uploaded before continuing with the application. If a landscape plan is not uploaded a subsequent 'Further Information Required' letter from the DAP will be issued before final approval is considered.

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o **Other Applications** *(Page 7)*

- The house design plans, elevations and colour schedule will be uploaded on this last page.
- Once the form has been completed and house and landscape plans and colour schedule have been uploaded, user can then click the 'Submit' button.

5. Upon submission of your design application, the below screen and message will appear and an email notification will be sent to the email address listed within the application advising that the application has been successfully submitted. A member of DAP will then review the application and should respond within 10 business days.

6. Once DAP has reviewed the application, there are 2 outcomes that can occur at this stage of the process:
   - The user will receive an email notification containing a link to a letter from DAP;
   - The letter will be either 'Further Information Required' OR 'Final Approval'.

o Receiving an email titled "**Villawood Properties' Builder Portal – DAP Application – Feedback**" containing a 'Further Information Required' letter:
   - The user will be required to read the letter and address the items to be provided and/or amended;
   - User logs in to the Builder Portal and can 'Edit' the submission, uploading and submitting any amended or updated plans (house and/or landscaping), elevations and/or colour schedule documents.

Steps to re-submitting an application in response to a request for further information:
   a) Log in to Builder Portal;
   b) Click 'Your Submissions' to expand the section;
   c) Click 'All Applications';
   d) Click 'More Information' for the application you are responding to (please note that the form status of the specific application may revert back to draft status as you make edits to the application in response to a request for further information);
   e) Then click 'Edit', this then takes you to the application which consists of filling out Page 1, 6 and 7 of the application, and re-uploading any necessary plans or documentation. The user can then re-submit the application to be considered for final approval.

18/10/2018 23:17	Sequana	xx	complete	More Information ▾
Response By	31/10/2018			
DAP Status	Pending			
Villawood Document	FIR Letter (3).pdf			
Comments	Further Information Requested			
	Edit			View

   f) Application Information (Page 1)
      - Complete the form entering in the same information, or making edits as required, make sure to select 'No' when prompted with "Are you submitting a new house design for DAP approval?"

g) Landscaping (Page 6)
- A landscaping plan will need to be uploaded, whether it was a previous upload that was not requested to make amendments; OR
- A new or amended landscaping plan will need to be uploaded.
h) Other Applications (Page 7)
- User will upload amended house plans, elevations and colour schedule as required.

Please note that your information is saved on each step.

Save and Continue link used is expired or invalid.

① ② ③ ④ ⑤ ⑥ ⑦
Start   Finish

Application Information

Please note: You have the option to save your DAP application and continue at a later time. Please be sure to click the "Save draft" button at the bottom of each step to save all your details.

Estate Name*

Sequana

Are you submitting a new house design for DAP approval?*
Yes   **No**

Are you making application for other DAP approvals:
– Landscaping*
Yes   No

– Deck
Yes   No

– Veranda
Yes   No

– Carport
Yes   No

– Pergola
Yes   No

– Other
Yes   No

If, after receiving a request for further information, the house design or any other documentation is quite different from that of the first application, please create a new design application for submission as to avoid confusion.

Making DAP approval applications for other external structures

- Click 'Submit new design assessment panel application';
- Select 'No' under the question, "Are you submitting a new house design for DAP approval?". A new list of external designed structures will appear which the user can select what type of application they are making on top of a previously submitted house and landscape design.

Locating a Construction Document for a Community

1. Log in to Villawood Properties' Builder Portal;

2. On the home page of the Builder Portal, the communities you selected when registering an account to access the portal, will appear;
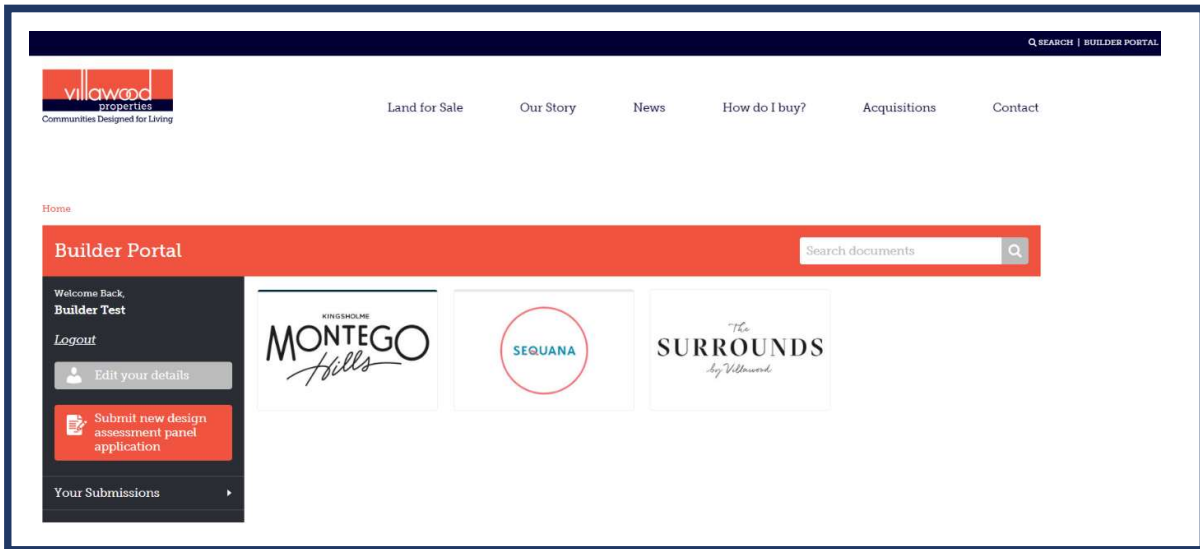
3. Click on the community for which you require a document from;

4. A range of documents and categories will be found on the next page;
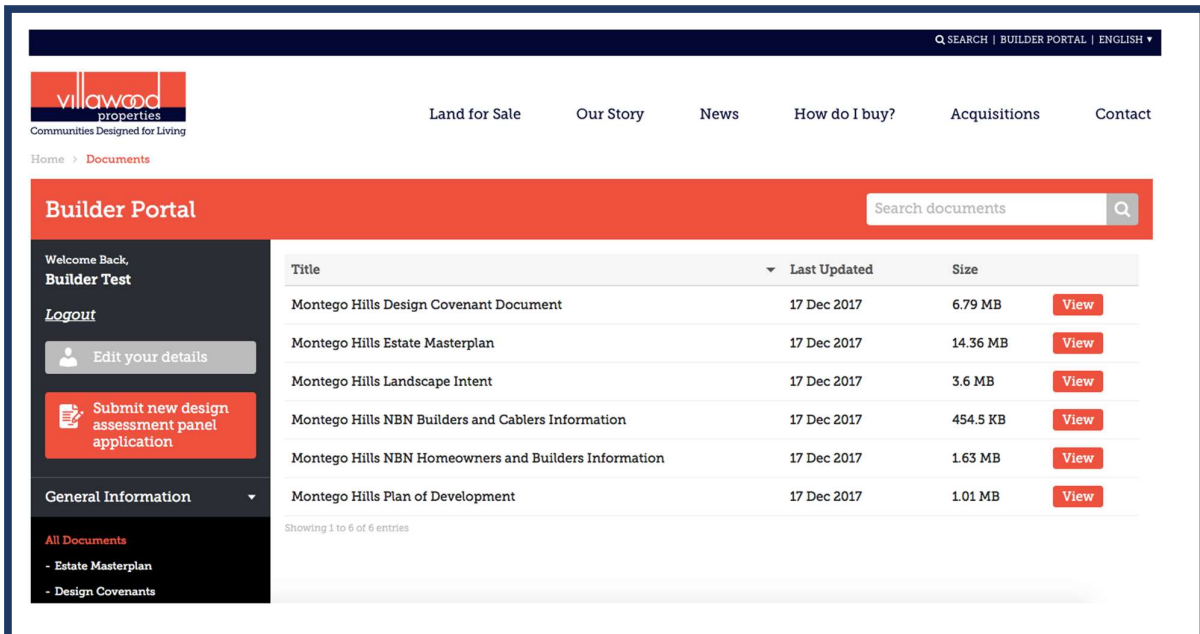
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5. If you are searching for a construction plan or document for a particular lot, please select from the side panel to expand the menu for 'Information by Stage', and select which stage your specific lot is within;

6. Select which document you are searching for, generally for each community's stage the following documents can be found:
   - As Constructed Plans;
   - Compaction Certificates;
   - Disclosure Plans;
   - Registered Survey Plans; and
   - Street Numbering.

   Other documents that can be located under the other menu links include:
   - Design Covenants;
   - Estate Masterplans;
   - Plan of Development;
   - Fibre Optics (internet) information;
   - Vegetation, Bushfire, and Open Spaces Management documents; and
   - Various general documents relating to the community's vision and development.

7. Select the document needed by clicking the 'View' button;

8. A preview for the document will be loaded on the page and there will be an option to download or print the document.

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