

OVGA Design Review

Client and Design Team Checklist

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Before the Review	✓
Review date for the project has been confirmed by the OVGA.	
Attendees to be confirmed by client. Confirmation email sent to the client by OVGA regarding time and venue. OVGA extends the invite to key decision makers (eg Statutory agencies/ Local Authorities) if applicable.	
OVGA to set up meeting time(s) with Client to discuss project background and arrange a site visit. A follow-up meeting may be required 1 week prior to review to understand status of project and advise on presentation.	
Client to submit 'Scheme Description Form' three weeks before review to enable declaration of interests and inform a briefing paper for the design review experts.	
Design team to send architectural drawing set / images (jpeg or pdf) which best illustrate the project by the WEDNESDAY am prior to review. These are sent out with the briefing papers.	
Client and Design Team to prepare presentation for review (if face to face review a model, if available can supplement the electronic presentation).	
Client or Design Team to send through final presentation by 4pm day before the review to OVGA Advisor. Models should be taken to the venue on the day.	
OVGA to agree with client who will receive the formal letter of advice. Standard practice is for the client and design team and all the key organisations who attended the design review session to be copied into the OVGA report.	
Review Day	✓
Arrange for attendees from Client/Design Team to arrive 15 minutes prior to review session.	
Client to provide a 2 minute introduction to the design review experts on the project vision.	
Design Team to provide a 30 minute presentation on the design to the design review experts.	
Client and Design Team to provide answers or additional information as required during design review discussion.	
After the Review	✓
Client will receive formal advice from the OVGA within 10 days following the review.	
OVGA to discuss with Client timeframes for the next review of the project.	

If you have any questions, please call Tim Leslie on 0438 003 415 or email ovga@ovga.vic.gov.au