20-Minute Neighbourhoods
Checklist Tool

VERSION 2 (2023)

Overview

The 20-Minute Neighbourhood checklist is a quick and informal tool to assist the urban development industry and councils to implement 20–Minute Neighborhoods in larger scale developments. The tool is based on the six 20-Minute Neighbourhoods 'Hallmarks' by outlining what ideally should to be provided within a 20-minute walk from home. This checklist has been developed as a guide, and not as a pass/fail tool. While the 'Hallmarks' as established in *Plan Melbourne 2017-2050* are State Government policy, the 'Considerations' below have been developed to identify non-mandatory criteria that can assist in implementing a 20-Minute Neighbourhood.

These criteria can be used to respond to each 'Hallmark.' Each locality is unique and requires a place-based approach to respond to the specific needs of that setting. As such, some Considerations may not be applicable (N/A) to all study areas. By working though each of the Considerations, the user can make an assessment as to whether they have addressed each 'Hallmark'. The checklist forms part of a broader suite of tools being developed by DTP and should be read in conjunction with our other resources on the 20-Minute Neighbourhoods website and the *Urban Design Guidelines for Victoria*. For further information on the program, please visit the website or email: planmelbourne@delwp.vic.gov.au

20-Minute Neighbourhood Hallmarks

These six 20-Minute Neighbourhoods 'Hallmarks' outline the ideal characteristics of a 20-Minute Neighbourhood. The Hallmarks provide the framework needed to allow an area or neighbourhood to support living locally once implemented.

Safe, accessible and well-connected: Is safe, accessible, and well connected for pedestrians and cyclists to optimise active transport.

Thriving local economies: Facilitates thriving local economies

Services and destinations: Provides services and destinations that support local living.

Climate resilient: Supports climate resilient Communities.

High-quality public realm: Has high-quality public realm and open spaces

Viable densities: Delivers housing at densities that make local services and transport viable.
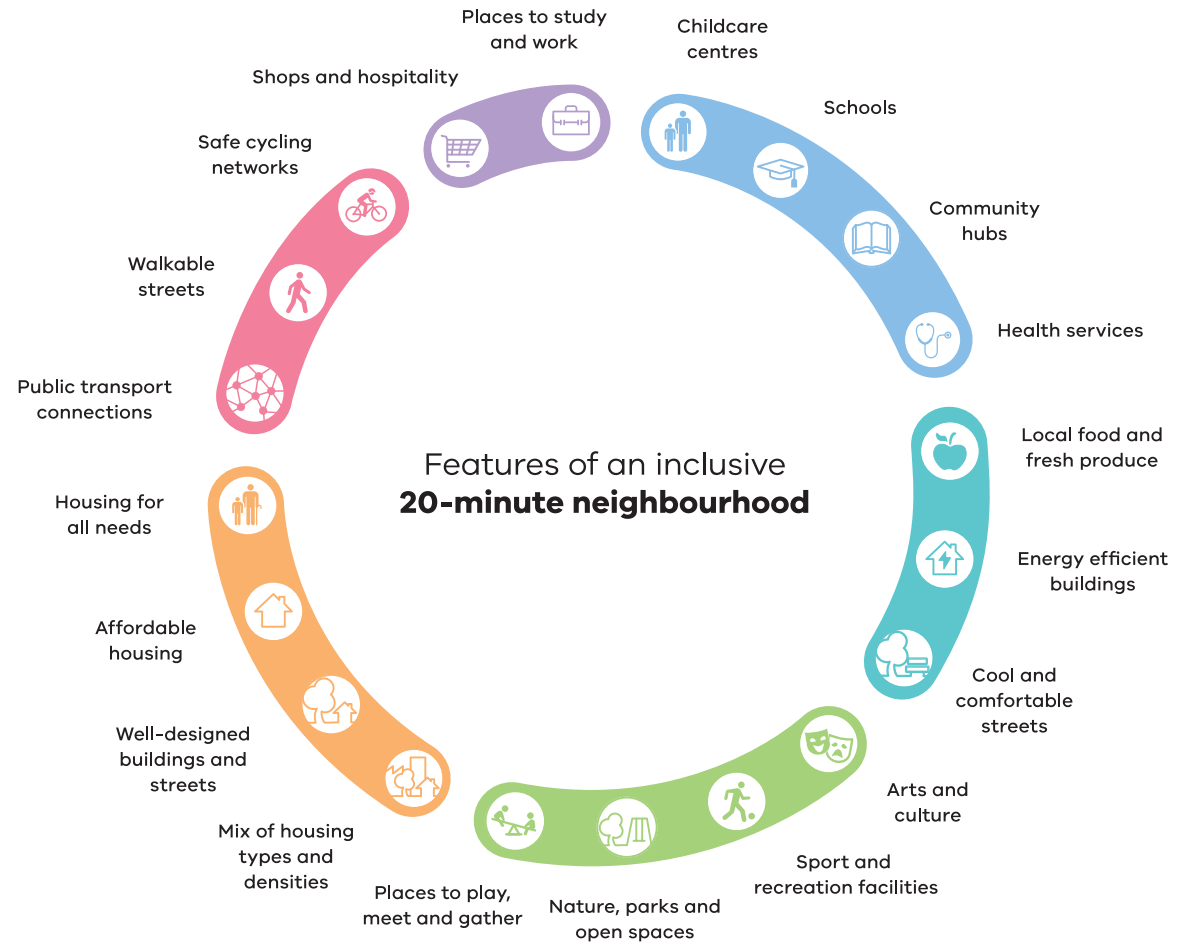
How to use this tool

Plan Melbourne 2017-2050 is the Victorian Government's long-term planning strategy, guiding the way the city will grow and change to 2050. Plan Melbourne is supported by the principle of 20-Minute Neighbourhoods. The 20-Minute Neighbourhood is all about 'living locally'—giving people the ability to meet most of their daily needs within a 20-minute return walk from home, with access to safe cycling and local transport options. Six 20-Minute Neighbourhood 'Hallmarks' are established in Plan Melbourne Direction 5 — Create a city of 20-Minute Neighbourhoods. They provide a clear outcomes framework to support delivery of 20-Minute Neighbourhoods. The specific elements required on the ground to ensure local living have been listed in the Features Wheel.

This checklist tool can be used in a street or any location that needs to be assessed for its ability to become a 20-Minute Neighbourhood. This tool can also be used from a central point in any local activity centre, to assess function and ability of the centre to work as a 20-Minute Neighbourhood serving the local community.

20-Minute Neighbourhood Features

The 20-Minute Neighbourhoods 'Features' illustrate the ideal components of a 20-Minute Neighbourhood. These features align with the Hallmarks and show what these actual components would look like on the ground in a local area or neighbourhood.

Features of an inclusive **20-minute neighbourhood**

- Places to study and work
- Childcare centres
- Shops and hospitality
- Schools
- Safe cycling networks
- Community hubs
- Walkable streets
- Health services
- Public transport connections
- Local food and fresh produce
- Housing for all needs
- Energy efficient buildings
- Affordable housing
- Cool and comfortable streets
- Well-designed buildings and streets
- Arts and culture
- Mix of housing types and densities
- Sport and recreation facilities
- Places to play, meet and gather
- Nature, parks and open spaces

Username/Company/Organisation:	
Study area details:	
Date:	

Hallmark	Consideration	Y	N	N/A	Comments
1. Is safe, accessible, and well connected for pedestrians and cyclists to optimise active transport.	Are there footpaths on all streets and safe pedestrian crossings across all main roads, especially near shopping strips, schools, community facilities and publicopen spaces?				
	Is there provision of safe cycling routes, separated from pedestrians and cars?				
	Do the streets, footpaths and cycle routes connect to each other, and to popular destinations?				
	Are the streets and paths well lit, with shade and shelter, as well as directions or signage, to encourage their use?				
	Are end of trip facilities such as bike racks, drinking fountains, change rooms and lockers provided at popular destinations?				
	Have stops along routes been provided, offering shade/ shelter, seating and lighting? Have these stops been designed for all users including the young, the elderly and those with disabilities?				
	Has there been effort made to slow cars where there are high levels of pedestrians and cyclists, through the use of features such as shared zones or traffic calming through street design?				
	Is vehicle parking screened, sleeved, located underground or at the rear of developments to minimise visual impact on the public realm and to prioritise pedestrian and cyclist safety?				
	Are garages, car park entrances, service areas and loading bays located at the rear of developments, or away from pedestrian and cyclist routes and building/shop entrances?				
	Are bus stops located close to dwellings and destinations? Are these stops safe and comfortable for users during the day and night?				
	Is there immediate access to public transport (high frequency bus, tram or train) that enables all residents and visitors to access areas beyond their 800m catchment?				

Hallmark	Consideration	Y	N	N/A	Comments
2. Facilitates thriving local economies	Is there a commercially viable activity centre or a neighbourhood centre with a range of shops and other services within an 800m walk from home?				
	Can this local centre be easily accessed via walking, cycling or public transport?				
	Are there opportunities for diversification, development or retrofitting of existing commercial buildings if future needs change?				
	Are co-working hubs (or public facilities) available for residents to work locally?				
	Are there any employment opportunities available at the local activity centre?				
	Are the social infrastructure services and facilities provided matched to the unique needs of the local community?				
	For staged developments or new neighbourhoods, will temporary community facilities and interim uses be provided to meet service gaps while the area is being established?				

Hallmark	Consideration	Y	N	N/A	Comments
3. Provides services and destinations that support local living.	Is there a shopping strip or centre providing access to food and fresh food sufficient to support daily needs within the 800m catchment or close by?				
	Are there any retail or other services available for 'daily living' e.g. post office, pharmacy, newsagent?				
	Are there any 'third spaces' such as café/restaurant, library, community centres, sports centres/gym or co-working hubs available?				
	Are there any education services, e.g. childcare, primary school, secondary school available within the 800m catchment or close by?				
	Have community facilities been co-located with amenities of a similar or complementary nature, where possible? E.g. schools with libraries, sport and recreation centres and day care facilities.				
	Has the use of active frontages been considered to provide visual interest, places for interaction and physical connections between internal and external spaces? E.g retail spaces/cafes at ground level that open out onto the street.				
	Can car parking areas be retrofitted for alternative or temporary uses to meet changing community needs?				

Hallmark	Consideration	Y	N	N/A	Comments
4. Supports Climate resilient Communities.	Have tree and plant species been selected that are drought tolerant?				
	Are there adequate green spaces and street greening to provide a cooling effect on the urban climate (e.g. green roofs, green walls etc)?				
	Is it possible for the urban environment to be made more resilient to the effects of climate change by managing stormwater runoff more efficiently?				
	Are there direct walking and cycling paths linking homes and popular destinations to high frequency public transport such as train stations?				
	Have permeable pavers been used and deep soil around street trees been provided to divert storm water runoff from streets and laneways back into the soil?				
	Can building performance be improved through environmentally sustainable design and development to reduce carbon emissions? This includes retrofitting buildings and shops to include insulation in walls and roofs as well as street awnings.				

Hallmark	Consideration	Y	N	N/A	Comments
5. Has high-quality public realm and open spaces	Have high quality, durable and sustainable materials been used in public spaces such as streets, footpaths, squares, outdoor malls, and commercial areas (e.g. alfresco dining spaces) including for seating, lighting and paving?				
	Do street plantings and canopy trees provide shade for a comfortable pedestrian environment and the greening of streets and public spaces?				
	Is there a civic space, such as a square, plaza or green, in each neighbourhood centre?				
	Is there high-quality public open space such as parks, parklets, or squares accessible within a 400 - 800m walk of every home?				
	Have diverse local community needs, including all ages, genders, cultures, and abilities, influenced the design of the neighbourhood, including any public spaces, playgrounds, community gardens or sports and recreation facilities?				
	Has consideration been given to how, and by whom, the public open spaces and supporting infrastructure will be managed and maintained over time?				
	Have the public open spaces been designed to respond to and celebrate local traditional owner heritage, local character and place-based community values?				
	Have the principles in the Victorian Government's _Safer Design Guidelines_ been considered as part of the design process such as whether buildings and streets overlook public spaces to provide safety? E.g. buildings and public spaces that overlook the street providing clear sightlines to increase the sense of safety through passive surveillance.				
	Are areas well-lit, especially at night and are there opportunities for night-time place activation by businesses and the community? Has consideration been given to how these facilities and services could generate activity throughout the week as well as during the day and night.				
	Are there a range of facilities and services that can promote physical activity and community interaction?				
	Has street furniture such as seating been provided to encourage people to linger and create opportunities for social interaction in the public realm?				

Hallmark	Consideration	Y	N	N/A	Comments
6. Delivers housing at densities that make local services and transport viable.	Have a diverse range of housing options been provided to meet the current and future needs of the community, such as singles, families and those who wish to downsize?				
	Is there housing stock available for people who would like to age in place? Is there access to age care facilities including nursing homes?				
	Does the current average housing density help enable the provision of local transport, services and economic viability?				
	Is increased housing density centred around activity centres, public open space, train stations and along high frequency public transport (tram/bus) routes?				
	Have opportunities to provide affordable housing typologies (which may include key worker, rent-to-own or build to rent housing) been maximised to ensure there are sufficient affordable housing options available for the local community?				

Accessibility

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