

Design Guidelines

hygge property

Midleton Field. A destination to call home.



Daylesford is a place known for its recreation and lifestyle opportunities, progressive small businesses, vibrant food scene, attractive landscapes and inviting homes.

Set at the foot of the Wombat Hill, Middleton Field is a new quarter of Daylesford located within walking distance from the local hospital and schools as well as the township activity along Raglan Street.

Hygge Property is a boutique property developer seeking to create sustainable and community-oriented projects in regional places. These Guidelines explain our vision in creating Middleton Field, and the objectives to bring that vision to life. They should also work to expand your knowledge on the possibilities of building a well-designed home in Middleton Field.

Working together, we can create a lasting legacy for the residents, the wider Daylesford community and the environment, building on the strong character of Daylesford that has brought us all here, and creating a new community we can all be proud to be a part of.

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Our vision

Artist impression

Vision: a carbon neutralcommunity embodying contemporary sustainable living.



Our vision is underpinned by three key objectives:

01 Sustainable living

Changing the way we live by establishing a carbon-neutral setting and encouraging sustainable home designs.

02 <u>Character</u>

Creating a consistent and well-designed community of contemporary homes to enhance and protect the existing character of Daylesford and comfortably co-exist within the surrounding neighbourhoods.

O3 Landscaping

Establishing generous landscaping on homesites and surrounds to complement the landscape of the wider Daylesford township.

The vision is not intended to replicate or replace any existing or future statutory obligations. All land use and development within Middleton Field must comply with any relevant Authority requirements including the Hepburn Planning Scheme and any other statutory requirements. Achieving the vision: to achieve the Middleton Field vision, objectives in these Guidelines are set as either mandatory or recommended.

MANDATORY OBJECTIVES

All home builders must comply with any mandatory objectives. In the Guidelines, it will be clear if an objective is mandatory by the presence of the word 'must'. Other mandatory objectives are set out in an agreement registered on the Certificate of Title on each lot under section 173 of the Planning and Environment Act 1987 (s173 Agreement). When you purchase land in Middleton Field, you agree to adhere to the requirements set out in this document.

RECOMMENDED OBJECTIVES

All home builders are strongly encouraged to embrace any recommended objectives. In the Guidelines, it will be clear if an objective is recommended by the presence of the words 'recommended', 'encouraged' or 'should'. Incorporating these objectives into your home design will help ensure well-designed sustainable homes become the hallmark of Middleton Field.

Sustainable design

Objective: Change the way we live by establishing a carbonneutral setting and encouraging sustainable home designs.

With a focus on carbon-neutral living, electricity will be the only available energy source at Middleton Field, with favourable clean energy plans offered from Hepburn Wind. As well as saving money on energy bills, being part of a gas-free, energy-efficient community means residents can achieve a lighter environmental footprint and move towards a carbon-neutral lifestyle.

HOME DESIGN

The current approach of the housing industry to sustainability is to measure the efficiency of the home fabric – it is called Nationwide House Energy Rating (NatHER) and it is a star rating up to 10. The Victorian minimum is 6 stars.

A higher star-rated home is more naturally comfortable in winter and summer, cheaper to heat and cool, has less reliance on grid resources, and in turn can significantly reduce the environmental impact of a house over its lifespan. A higher star rating is a good thing.

Homes in Middleton Field must be designed to a minimum 7 star NatHERS energy rating. Key focusses for homes will be optimising solar access to individual lots, minimising reliance on non-renewable energy, encouraging sustainable use of water, and promoting restoration of indigenous vegetation on the land.

ECO VILLAGE

A 7.5 star NatHERS energy rated Eco Village is planned at the heart of Middleton Field. Building envelopes, lighting, fixtures and materials in the Eco Village will all aim to maximise thermal, water and energy efficiency with low environmental impact.

Detailed design requirements and future guidelines for the Eco Village will be finalised as part of a separate planning phase for the Eco Village.

MANDATORY OBJECTIVES

A. Home design

All homes must achieve a minimum 7-star energy rating in accordance with the Victorian Home Energy Rating System, or as required by the building regulations, whichever is the greater. An energy rating certificate will be required to obtain a building permit.

B. Rainwater

All homes must include a rainwater tank with a minimum capacity of 5,000 litres, connected for use in the toilet, laundry and garden.

RECOMMENDED OBJECTIVES

A. Solar panels

All homes should have a minimum of 3.0kW of solar panels and a battery installed to enable the home to be partially run by sustainable energy.

B. Hot water systems

All homes should be designed with the main hot water system power boosted by a solar panel or via solar heat pumps.



Character

Artist impression of Glow House by Chamberlain Architects for Ruum



Objective: Create a consistent and well-designed community of contemporary homes to enhance and protect the existing character of Daylesford and comfortably co-exist within the surrounding neighbourhoods.

The Guidelines encourage innovative design solutions and contemporary homes embracing the natural and earthy tones of the surrounding Daylesford landscape. Modern homes with skillion, flat or pitched roofs are encouraged.

Some conventional design and architectural features more typical in a suburban subdivision are not suitable for the Daylesford area. Preventing these types of homes will assist in preventing an overall look and feel in Middleton Field that is like a generic suburban development.

Homesites with different characteristics have specific design requirements in the Guidelines. The plan below shows the homesite characteristics for Middleton Field. All homesites in Middleton Field are characterised as either standard or sloping:

- Standard: a relatively flat homesite with little fall (generally less than 2 metres) across the lot.
- Sloping: a homesite with a fall of greater than 2 metres, resulting in an inclining or declining slope across the lot. The slope can be side-to-side, front-to-rear, or both.

Other notable features of homesites include:

- Extended driveway: a homesite of a size or shape enabling the home to have a greater setback.
- **Corner:** a homesite with more than one street frontage.
- **Entry:** a homesite at the entrance to Middleton Field.
- Double fronted: a homesite in a location requiring the home to have dual frontages.
- Heritage: a homesite located in a Heritage Precinct with applicable heritage requirements set out in Appendix 2.



Design objectives

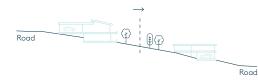
The Guidelines include both mandatory and recommended design objectives which home builders in Middleton Field will need to consider when designing their new home.

The design objectives have been grouped into the following themes:

- 1. Siting;
- 2. Style and built form;
- 3. Design considerations; and
- 4. Building envelopes and setbacks.

Siting

Correct siting and orientation of homes will significantly increase the comfort within a home through utilisation of passive resources such as sunlight and breeze. The siting of homes will also be integral in developing a consistent neighbourhood character within the Middleton Field community and protecting the significant view lines of many homesites.



This diagram shows an example of homesite designs taking into consideration the slope of the land and the view lines of neighbouring lots.

MANDATORY OBJECTIVES

A. Orientation

All homes must face the street. If a lot adjoins more than one street, a home on that lot must face the street designated as the primary street.

B. Siting

All homes must be sited to:

- Ensure the best visual presentation for frontages facing the public realm;
- Maximise the benefits of solar access;
- Promote energy efficiency sustainability;
- Maximise potential views for each lot owner; and
- Minimise overlooking and overshadowing.

C. Layout

The layout of a home and outdoor spaces must maximise passive solar access. This is best achieved by habitable rooms and private open spaces facing north, with east and west orientations also good.

D. Design

The position and level of a home, plus entrances, must be sensitive to the slope of a lot. Design considerations with diagrams for sloping homesites are outlined on page 15 of these Guidelines with split level designs encouraged to limit earthworks.

E. Earthworks

All earthworks on a lot must be limited to just beyond the area of the house and driveway.

RECOMMENDED OBJECTIVES

A. Siting

On Sloping homesites, consideration should also be given to:

- Home designs complementing the site topography and which work with the slope rather than against it; and
- Respecting the privacy and amenity of neighbours. This includes excavations adjacent or on the side boundaries.

B. Site views

To protect homesite view lines (if any), consideration should be given to the location of a home, the building envelopes placed on the lot and its adjoining lots.



Style and built form

The Middleton Field vision calls for well-designed contemporary homes. To achieve this vision home designs should complement the individual attributes of the lot and the wider Middleton Field community, having regard for any slope or vegetation.

Innovative design solutions are encouraged. The use of materials commonly used around Daylesford, namely timber, brick and corrugated iron, is also encouraged. Some conventional design and architectural features more typical in a suburban subdivision are discouraged.

A home builder may feel their innovative and contemporary home design embodies the overall Character vision for Middleton Field, but may not achieve all the objectives in the Guidelines. In these circumstances, home builders are encouraged to submit their design for consideration by the Design Review Panel (DRP). The DRP process is outlined in detail in these Guidelines.

MANDATORY OBJECTIVES

A. Design

The appearance of all homes must be of a high-quality contemporary design which complements the Daylesford character and the natural landscape. All historical styles or replica heritage design are prohibited including Colonial, Georgian, Victorian, Federation, Art Deco, 1950s-1980s brick veneer, and French Provincial.

B. Similar designs

A home must not be built with an identical or very similar facade to any existing approved (through the process set out in these Guidelines) or built home within two lots on either side of the street.

C. Colours

All homes must use natural and earthy colours on the exterior walls and roof.

D. Facades

All facades on homes facing primary and secondary streets must be well articulated by incorporating at least two of the following features:

- Two or more materials and textures;
- Vertical or horizontal steps in the façade (noting that an entry recess is not considered as a step in the façade);
- verandahs, porticos or pergolas;
 feature gables or skillion roofs; and
- windows of size and placement to indicate a deliberate and aesthetic pattern.

E. Facades

Homes must not incorporate large blank walls or any of the following items where they will be visible from the street: reflective surfaces, small windows, obscure glass, window security shields, and canvas and metal awnings unless approved by the DRP.

F. Materials

All external walls (excluding windows) must be constructed of timber, brick, texture coated material, corrugated iron, lightweight cladding, or weatherboard. Other similar materials may be approved by the DRP.

If texture coated material is used in the façade, this must not exceed 30% of the surface area. In calculating the area of coverage, do not include windows doors, or other openings.

G. Roofing

The roof on a home must be constructed of Colorbond sheets or equivalent. Other materials may be approved by the DRP.

H. Garage setbacks

Any garage or carport must be set back a minimum of 0.5 metres from the front building line. If the garage or carport is accessed from a secondary street, it must be set back a minimum of 0.5m from the side façade of the house unless approved by the DRP.

RECOMMENDED OBJECTIVES

A. Roof shapes

Articulated roof shapes are encouraged. Roof forms may include hips, and gables with steeper than normal pitches, skillion roofs and combinations.

B. Façade materials

All front facades on homes should incorporate a unique combination of materials and finishes to achieve individuality and interest.

C. Garages

Garages and carports should be an unobtrusive part of the façade of a home. Garages may be set at a different level to the rest of a home.



Design considerations

In any new community, it is important to ensure all new homes are designed respectfully - this means designing your home with your neighbours in mind. Respectful designs should have consideration to the size and height of the home as well as taking into account the slope of a lot and any surrounding lots.

MANDATORY OBJECTIVES

A. Building envelopes

All homes in Middleton Field must achieve a minimum dwelling size of 110sqm at ground level, excluding the garage or carport space.

B. Home height

The maximum building height for homes in Middleton Field is 9 metres above natural surface level for Flat Lots (those with a slope less than 5%) and 10 metres for Steep Lots (those with a slope more than 5%).

Calculating slope and height: Natural surface level is defined as the ground level after engineering works associated with the subdivision have been completed. Slope is measured from the lot boundary's highest point to its lowest point.

C. 2 storey homes

The front façade on all 2 storey homes must be articulated. Articulating elements include pergolas, verandahs, porticoes, and balconies.

D. Corner homesites

All homes on a corner homesite must address both the primary and secondary street frontages. The part of the secondary street frontage that is visible from the public realm must be treated in an identical or similar way to the treatment of the primary street frontage.

E. Site Coverage

Buildings must not occupy more than 50% of a lot, except if specified in the notations to the Building Envelope. In calculating the site coverage, roofs over areas such as terraces, patios, and decks must be included. Do not include in the calculations: unroofed swimming pools; terraces; patios; decks; pergolas; and eaves, fascias and gutters not exceeding a total depth of 600mm.

RECOMMENDED OBJECTIVES

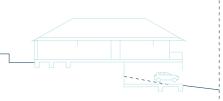
A. 2 Storey homes:

If planning a two-storey home, consideration should be given to minimising overlooking and overshadowing of the neighbouring lots.

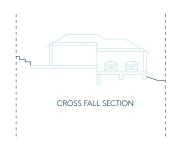
B. Sloping homesites

All homes on sloping homesites should be sited and designed to take advantage of the natural land slopes at Middleton Field. Split level designs are encouraged to accommodate the slopes and to avoid unsightly and expensive earthworks. Some lots have specific building envelopes to ensure that view lines are maintained and that adjoining lots are protected.

DOWN-HILL SECTION



UP-HILL SECTION



The examples above show different homesite designs taking into consideration the slope of the land.

Other useful home builder information:

- There are building regulations applying to timber framed structures such as pergolas, verandahs and decks. Please refer to the information sheet from the Victorian Builders Association on the minimum setbacks required for decks.
- Floor space below natural ground level may be submitted to the DRP and may be an acceptable outcome depending on overall design and setback requirements.
- Overshadowing has been addressed through the increased setbacks at the upper level with requirements set out in the s173 Agreement. Side boundaries setbacks are in accordance with the standard BCA requirements.

Building envelopes and setbacks

Building envelopes and setbacks apply to all lots in Middleton Field to prevent wall to wall development and encourage increased open

The building envelopes are contained within the s173 agreement. Building regulations 74, 75, 76, and 79 are superseded by the approved building envelopes. General setbacks are set out in these Guidelines, with the s173 agreement providing specific requirements for each lot.

MANDATORY OBJECTIVES

A. Building envelopes

All buildings on a lot, including garages and carports, must be contained within the Building Envelope specified for that lot and comply with any relevant diagrams.

B. Setbacks

The setbacks set out in Appendix 1 of the Guidelines as applicable to a lot must be met. Home builders should refer to the s173 Agreement for specific lot requirements.

Landscaping

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Objective: Establish generous landscaping to complement the iconic landscape of the wider Daylesford community.

Existing and planted vegetation will be an important part of the Middleton Field community.

To complement the existing trees, landscaping in Middleton Field will be guided by a landscape masterplan and planting schedule created by a regional landscape architect.

The plan supports a mix of local native trees and plants with exotic species to ensure consistency with streetscapes and open spaces in Middleton Field as well as the broader Daylesford landscape. External homesite features (such as driveways, fencing and letterboxes) are also important features in shaping the overall vision for Middleton Field.

There are several objectives relating to landscaping (including protection of exiting trees) and external homesite features. To help home builders design these aspects of their home, all Mandatary and Recommended objectives have been grouped together.



LANDSCAPING AND PLANTING

- A. All landscaping on homesites in Middleton Field should feature local native trees and plants wherever possible and suitable to ensure consistency with the Middleton Field streetscapes and open spaces as well as the broader Daylesford landscape.
- B. Canopy trees must be provided in the front setback wherever sufficient space is available and be at semi mature size at planting with a minimum pot size of 45 Litres.
- C. Consideration should be given to plant and tree species colour, perfume, size, shape and seasonality to integrate with the Daylesford garden aesthetic.
- D. Plants that have the potential to become environmental weeds are strongly discouraged.
- E. The extent of impermeable areas should be minimised. Permeability of the site is to be a minimum of 20% of the lot area.
- F. Planting of the area between the driveway and property boundary is encouraged.

EXISTING TREES

- A. On all lots with a Tree Protection Zone (TPZ), no more than 10% encroachment into of the area of the TPZ is permissible unless the works are with the prior written consent of the Design Review Panel and completed under the supervision of suitably qualified arborist.
- B. In circumstances of a proposed encroachment greater than 10% of the TPZ area, the home builder must engage an arborist, prior to the commencement of works, to demonstrate that the tree(s) would remain viable during and after building works. The area lost to this encroachment should be compensated for elsewhere and contiguous with the TPZ.

<u>Why and what is a TPZ?</u> Trees need specific environmental conditions to ensure their ongoing health and stability. Where there is the potential for trees to be impacted by works or construction, an arborist can assist in determining tree protection requirements – one way might be through establishing a TPZ around the tree. A TPZ is a specified area above and below ground at a given distance from the trunk set aside for the protection of a tree's roots and crown to provide for the viability and stability of the tree to be retained.

RETAINING WALLS AND EMBANKMENTS

- Any retaining walls constructed as part of the subdivision works must not be altered.
- B. Embankments must not exceed a slope of 1 in 5.
- C. Retaining walls must be set back from lot boundaries a minimum of 500mm.
- D. Retaining walls must be a maximum of 1.0m high. Where two or more walls are used, the gap between them must be at least 1.0m and used as a garden area.
- E. Retaining walls in front of the building line must be constructed from stone, or from concrete with stone veneer. Other similar materials may be approved by the DRP.

Other useful home builder information:

- All structures, including retaining walls, must comply with the requirements of the Building Code of Australia and will require a building permit from a licensed building surveyor or Council prior to construction.
- The DRP may require a letter from a geotechnical expert stating that the walls or embankments will not affect neighbouring land.

DRIVEWAYS

- A. Only one driveway and one crossover will be permitted for each lot.
- B. Driveways at the front lot boundary must match the width of the crossover and must not be more than:
 - five metres (5 m) wide for nonheritage homesites; or
 - three metres (3 m) wide for Heritage homesites specified in these Guidelines.
- C. Driveways must be constructed of brick or concrete pavers, coloured concrete, sawcut coloured concrete, or concrete with

exposed aggregate. A plain concrete driveway is not permitted.

D. Driveways should be constructed using materials that blend with or complement the dwelling textures and colours.

FENCING

- A. All side and rear fencing must be timber paling fencing with timber capping at a height of 1.8 metres, except to the extent that existing fencing is already established with neighbouring properties or another fencing type is required by these Guidelines.
- B. Side and rear fencing must return to the sides of the dwelling a minimum of 1 metre behind the nearest front corner of the house.
- C. On corner lots, fencing on the secondary street boundary must return to the sides of the dwelling a minimum of 2 metres behind the nearest front corner of the house.
- D. Fencing on the eastern boundary of Homesites 212, 213 and 214 and lots 501, 503-510 abutting a reserve area must be visually permeable black post and rail fencing. Wire mesh can be added to enclose pets.
- E. The design of fences should complement the design of dwellings and respect the preferred neighbourhood character of the area.
- F. Any fencing on slopes should be stepped.

LETTERBOXES

- A. The size and position of the letterbox must comply with Australia Post Requirements. The street number must be clearly identifiable, suitably sized and located, and must not interfere with the overall streetscape.
- B. Letterboxes must be erected prior to the house obtaining a certificate of occupancy.
- C. Letterboxes should be designed to match the house using similar materials and colours.

OTHER VISUAL

A. External fixtures must achieve the objectives in these Guidelines relating to visibility and the location of fixtures must be noted on plans to be submitted to the DRP.

- B. Normal maintenance to all lots is required. Lots must be kept free of excessive weeds, rubbish or garbage and keep all turfed areas presentable.
- C. The following items must not be stored on a lot if they are visible from the public realm: vehicles with a carrying capacity of 1 tonne or more, unregistered vehicles, any boat, caravan or trailer, car bodies, mechanical equipment, machinery, construction equipment etc.
- D. The following items should not be visible from any adjacent streets: sheds and outbuildings, rainwater tanks, clotheslines, garden sheds, external hot water services, or ducted heating units.
- E. The following items must be located on the rear half of the roof and below the nearest roof ridge: roof mounted air conditioning units, television antennas and satellite dishes.
- F. Solar Water Heaters and photovoltaic panels must be attached directly over the roof cladding, not on a separate frame, and must not be placed on a roof plane facing the street, except as approved by the DRP.
- G. Wall mounted air-conditioners must be located below the eaves line, screened from public view and suitably baffled to reduce noise.
- H. All plumbing, except downpipes, must be internal.
- I. Rubbish bins and recycling bins must be stored out of view from the street.
- J. Sales Advertising Signage is not permitted on residential lots unless written approval is provided by the developer, Hygge Property. The developer will have authority to remove any unauthorised "For Sale" signs at their own discretion.
- K. Internal window furnishings which can be viewed by the public must be fitted within three months of occupancy. Sheets, blankets or similar materials for which window furnishing is not their primary use will not be permitted.

Your new home

Midland House design by Adam Kane Architects

Design Review Process

01 <u>Purchase</u>

Purchase your selected lot from Hygge Property.

02 <u>Design</u>

Design your home with your designer and builder and ensure it complies with the Middleton Field Design Guidelines, Building Envelopes, Profile Diagrams and the s173 Agreement.

03 Design submission

Prepare your design submission package and submit to middletonfield@hyggeproperty.com.au

Submission package to include:

- Roof plan and elevations showing location of all ancillary items (A3);
- Floorplans;
- A copy of the site plan;
- A copy of the materials to be used;
- Landscape design plan; and
- Annotated colour and material schedule with samples.

04 <u>Design review</u>

The Design Review Panel (DRP) will assess the package and advise its acceptance. Please note: if amendments are required, your design package will need to be revised and re-submitted for approval.

05 <u>Permit application</u>

Make application to the Hepburn Shire Council or licenced Building Surveyor for your building permit.

06 <u>Construction</u>

Upon issuance of your building permit, construct your new home. Please note that all homes must commence construction within 24 months of land settlement.

07 <u>Completion</u>

Incomplete building works must not be left for more than 3 months without work being carried out. All driveways and a suitable level of landscaping must be completed within 12 months of an occupancy permit for the home being issued.

Appendix 1: Setbacks

Front setbacks

The front street is designated on the specified Building Envelope for each lot. All homes must be set back from the primary street frontage by the minimum distance indicated in the Building Envelope.

- For Standard homesites, garages and carports must be set behind the front façade of the house.
- On Sloping homesites and Extended Driveway homesites, garages and carports may be set forward of the front façade of the house if approved by the DRP.

Encroachments: the following may encroach into the front setback by no more than 1500mm:

- Porches and verandahs to a maximum height of 4m;
- Decks and uncovered landings of not more than 2sqm and less than 0.8m high from natural ground; and
- Eaves.

Side and rear setbacks

Homes on lots with a frontage:

- Narrower than 18m, must be set back from the side boundaries of that lot by at least 1.0m.
- 18m or greater, must be set back from one of the side boundaries of that lot by at least 1.0m, and on the other side by at least 2.0m.

Encroachments: the following may encroach into side and rear setbacks by not more than 600mm:

- Porches, eaves and verandahs;
- Masonry chimneys;
- Screens but only to the extent needed to protect a neighbouring property from a direct view;
- Water tanks; and
- Heating and cooling equipment and other services.

The following may encroach into the side and rear setbacks:

- Landings with an area of not more than 2sqm and less than 0.8m high;
 - Unroofed stairways and ramps;
- Pergolas;
- Shade sails; and
- Eaves, fascias and gutters.

Corner lot front and side street setback

The front and side setbacks for a corner lot are designated on the specified Building Envelope for that lot. A building on a corner lot must be set back from the front and side boundaries not less than the distances specified in the s173 Agreement.



Appendix 2: Heritage homesites

Lots 501 to 520 are subject to a Heritage Overlay in the Hepburn Planning Scheme, including the 'Railway Heritage Precinct'.

In order to protect the heritage values of this precinct as well as the existing 'farm house' on lot 515, this Appendix includes a series of mandatory requirements and recommended objectives applicable to home builders on the designated lots.

Fencing

- Post and rail fences are to be constructed along the eastern boundary water swale (to be provided with the subdivision).
 Wire mesh can be added to enclose pets.
- No front fences to the farm house lot (lot 515) or on the two lots either side of the farm house lot (lots 514 and 516).
- All other front fences must be low to 1.2 metres. Post and rail fences matching the fencing provided along the east boundary water swale is encouraged.

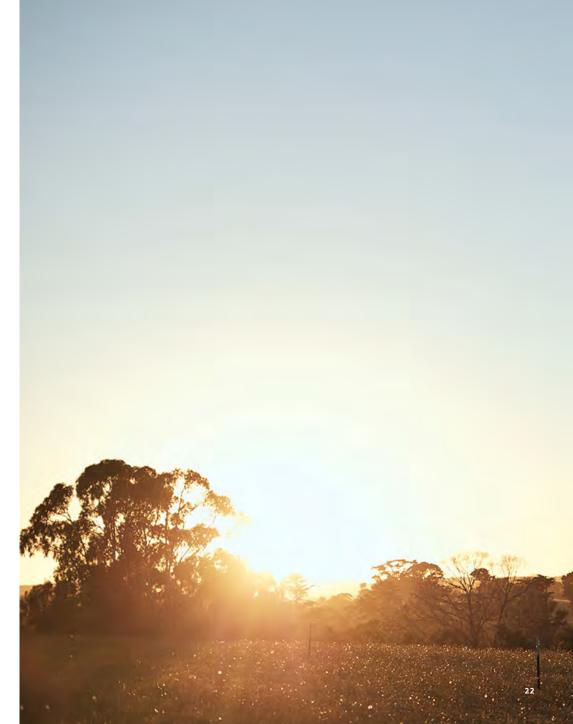
Setbacks

- Lot 515 must have a minimum side setback of 5m on the southern side, and 2m on the northern side. In addition, lot 515 must not reduce the existing front setback.
- The setbacks for all other lots must be in accordance with the building envelopes set out in the s173 Agreement.

Design

New homes must comply with Clause 15.03-L1 of the Planning Scheme, particularly:

- Ensure new development is consistent with and interprets the significance of heritage places.
- Design development to respect elements of the heritage place and surrounds including buildings, associated trees, garden settings, plantings, agricultural features.
- Promote building design that clearly and positively supports the heritage significance and distinguishes old from new construction through responsive siting, scale, massing, materials and detailing.
- Encourage access to parking from the rear of heritage buildings and heritage commercial areas.
- New vehicle crossovers must be consistent with the character of heritage places and meet the requirements for driveways and crossovers set out on page 18 of the Guidelines.
- Encourage garages, carports and on-site car parking to be located behind the principal façade, at the rear or in the side setback of a building.





MIDDLETON FIELD

17 SMITH STREET DAYLESFORD

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Please note this version of the Design Guidelines is in draft form and is yet to be finally approved by the Hepburn Shire Council. This document has been released to the public now to inform and asist prospective purchasers in deciding if they wish to make further enquiries about purchasing land. Whilst every care has been taken in preparing the Guidelines, as the material contained herein has been produced prior to final approval, parts of the document may be subject to change from that illustrated herein.