

20 Minute Neighbourhoods Checklist tool



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 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 through each of the Considerations, the user can make an assessment as to whether they have addressed each ‘Hallmark’.

The checklist has forms part of a broader suite of tools being developed by DELWP 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

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.

800 metres



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

<i>Hallmark</i>	<i>Consideration</i>	<i>Y</i>	<i>N</i>	<i>N/A</i>	<i>Comments</i>
1. 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 public open 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?				

Hallmark	Consideration	Y	N	N/A	Comments
	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?				
	Can car parking areas be retrofitted for alternative or temporary uses to meet changing community needs?				
2. 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 (eg: 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 open space (parks, parklets, squares or piazzas) 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?				

Hallmark	Consideration	Y	N	N/A	Comments
	Have the public open spaces been designed to respond to and celebrate aboriginal cultural heritage, local character and place-based community values?				
	Have buildings and public spaces been designed with windows overlooking the street and with a focus on clear sightlines to increase the sense of safety through passive surveillance?				
	Have 'Safer Design Guidelines' principles been considered as part of the design process such as whether buildings and streets overlook public spaces to provide safety?				
	Are areas well-lit, especially at night and are there opportunities for night-time place activation by businesses and the community?				
	Are there a range of facilities and services that can promote physical activity and community interaction?				
	Has consideration been given to how these facilities and services could generate activity throughout the week as well as during the day and night?				
	Has street furniture such as seating been provided to encourage people to linger and create opportunities for social interaction in the public realm?				

<i>Hallmark</i>	<i>Consideration</i>	<i>Y</i>	<i>N</i>	<i>N/A</i>	<i>Comments</i>
3. Provide 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.				
	Do the facilities and services provided offer a range of Social Infrastructure options that meet the unique needs of the local community? Are these services well matched to 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?				

<i>Hallmark</i>	<i>Consideration</i>	<i>Y</i>	<i>N</i>	<i>N/A</i>	<i>Comments</i>
4. Facilitate access to quality public transport that connects people to jobs and higher order services.	Are there direct walking and cycling paths linking homes and popular destinations to high frequency public transport such as train stations?				
	Are bus stops located close to dwellings and destinations? Are these stops safe and comfortable for users during the day and night?				
	Have facilities been designed for use by everyone including the young, the elderly and those with disabilities?				
	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?				
5. Deliver housing/population 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 access to aged care provided to enable ageing in place?				
	Does the current average housing density help enable the provision of local transport, services and economic viability (25+ dwellings per hectare)?				
	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?				

<i>Hallmark</i>	<i>Consideration</i>	<i>Y</i>	<i>N</i>	<i>N/A</i>	<i>Comments</i>
	Where a dedicated garage or carport is provided for a dwelling (eg: townhouses), can it be easily retrofitted or adapted for alternative uses, such as a home office or an additional bedroom, should future transport needs change?				
6. Facilitate 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 local employment opportunities available at the local activity centre?				