

# Design Advice Panel Project Guidance



# Document Verification



Design Advice Panel  
Design Manual  
NR/GN/CIV/100/01  
Issued: Dec 2020

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	Department or Role
Anthony Dewar	Professional Head Buildings & Architecture, Technical Authority
Frank Anatole	Principal Architect, Safety, Technical & Engineering

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## Technical Lead

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Frank Anatole	Principal Architect, Technical Authority
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## Developed by

Design Council

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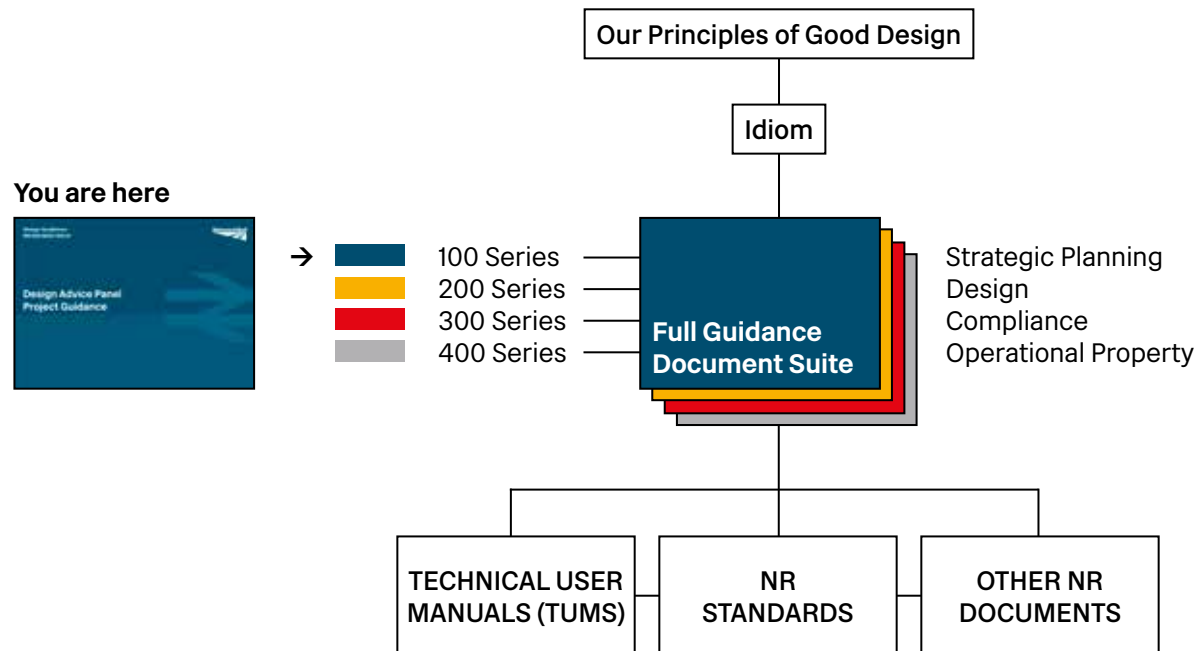
# How to use the guidance suite



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## The Network Rail Document Suite



## References to other documents

- Code of Practice Guidance
- National Standard
- Network Rail document
- European Standard

## Example:

### European Standard

**PRM TSI**  
Technical Specification for  
Interoperability: Accessibility for  
Persons with Reduced Mobility  
(2014)

*A full list of relevant documents, and other guidance suite documents is contained in section 4*

# About this document



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Design Manual  
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## Purpose

This guidance document provides advice on assessing the suitability of projects for Design Review, and the procedure for undertaking the reviews with Network Rail's independent Design Advice Panel (DAP), which is run by the Design Council.

Network Rail projects which will be subject to design review can be identified by using the Threshold Matrix in this document.

## Scope

This guidance is relevant to Sponsors, Project Managers, Local Authorities, Engineers and Design Consultants, and anyone involved in the inception, design and delivery of a built project. It covers new or modified operational buildings, schemes that have significant visual, public or architectural impact, and schemes requiring statutory consents or consultation. It also applies to third party projects following the GRIP process.

The guidance is split into the following four sections:



### Section 1 **Achieving Design Quality in Network Rail :**

Explains Network Rail's ambitions and various design resources available to project teams.



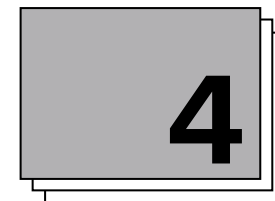
### Section 2 **Design Review and Design Champions in the GRIP Process:**

Details how Design Review and Design Champions should be incorporated throughout the GRIP process.



### Section 3 **Design Review :**

Explains Design Review purpose and procedures in detail, including services, cost and contact details.



### Section 4 **Design Champions :**

Outlines Design Champions roles and contact details.

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## Hints and tips:

To quickly navigate this document click on any of the sections or titles on this page.

To return to the contents page you can click on the Double Arrow symbol.



Kings Cross Station  
RIBA Regional Award Winner 2014  
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Network Rail sets out to put passengers and customers at the heart of everything we do. High quality design is a fundamental part of this commitment; it positively impacts the lives of millions of people; both through their everyday journeys but also by improving the quality of towns and cities in which they live.

Good design is also good business. It enables us to deliver assets cost-effectively, and efficiently, creating capital as well as ensuring operational value by reducing whole-life maintenance and operational costs. Well-designed infrastructure projects are essential in reducing greenhouse gases, working towards de-carbonisation and addressing climate change.

So the benefits of good design are compelling, and Network Rail is committed to increasing design knowledge across our organisation, embedding good design thinking in day-to-day practices and delivering better projects by considering design at the start of the project process rather than attempting to retrofit it as an afterthought at the end.

To help us achieve these ambitions we have put in place the independent Design Advice Panel. The panel supports Network Rail in embedding a cultural shift that puts good design at the centre of everything we do.

I commend what you have before you as a step, hopefully a big one, in the journey we are taking to making our railway as fit for our passengers and customers, and the sustainable future as we can, whilst producing assets as fit for purpose, beautiful, and long lasting as those we have inherited from our predecessors.

**Sir Peter Hendy CBE**  
Chair, Network Rail







Wemyss Bay Station  
National Heritage Award 2018  
© Network Rail





Design Advice Panel  
**Achieving Design Quality in Network Rail**



## 1.1 The Purpose of Design Review



### 1.1.1 Network Rail Design Advice Panel

The independent Network Rail Design Advice Panel (DAP) supports Network Rail (NR) in prioritising and embedding design quality across its organisation. It does this, in part, by ensuring all NR built projects are of a high design quality, and are optimising the scheme's potential. It achieves this through the Design Advice Panel's key service, which is design review.

The Design Advice Panel's remit is to focus on the design impact of projects, and is not related to other Network Rail panels such as the Built Environment Accessibility Panel.

The DAP and Design Reviews are run by the Design Council, an independent charity and the government's advisor on design. (see Section 3)

Projects suitable for review can be identified by the DAP Threshold Matrix Tool, which is available in Section 2 of this document.

### 1.1.2 Design Review

Design review is an independent and constructive design assurance process which focuses on improving design quality of projects. Design Reviews are a

meeting between independent built environment experts and Network Rail project teams, and are an opportunity for project teams to seek impartial independent design advice. It also an advisory process that provides critical feedback and observations to improve projects, but does not redesign them.

The process is highlighted in standard NR/L2/CIV/003 (Engineering and Architectural Assurance of Building and Engineering Works) which advises that the DAP Threshold Matrix is used to assess the requirement for engagement with the DAP prior to the submission of NR/L2/CIV/003/004 (Architectural and Layout Acceptance) as part of NR/L2/INI/P3M/101 (GRIP - Governance for Railway Investment Projects) Assurance Process.

For projects which trigger the Threshold Matrix Tool design review may be a condition for Form 004 sign off.

NR/L2/CIV/003 also stipulates that Form004 is submitted at GRIP stages 3, 4 and 5.

The Design Review process is illustrated in Fig 2.3 of this document, with its relationship to the GRIP Assurance Process detailed in Fig 2.2.

# Achieving Design Quality in Network Rail

## 1.2 Design Principles and Assurance



### 1.2.1 Assuring Design Quality

Working alongside the DAP, Network Rail has a number of measures to assure we continue to deliver on our commitment to high quality design. They include Our Principles of Good Design and a number of delegated regional Design Champions (see Section 4).

NR is dedicated to assuring high quality design is one of the cornerstones of all built environment projects - no matter if they are being run internally, procured externally, funded or delivered through a third party. Project teams should plan and budget to utilise our processes and resources.

### 1.2.2 Compliance

As well as visual impact, design review covers design compliance assurance across many areas during the planning, design and delivery stages, including access, safety, security, the environment and inclusive design.

Design Reviews are mandated under NR/L2/OHS/0047, NR's CDM Standard for Design and Construction, while NR/L2/ENV/015 sets out NR's minimum requirements for the management of the environment and social risks during design. The DAP is incorporated under Standard NR/L2/CIV/003/F004 relating to Architectural and Layout Acceptance submissions.

### 1.2.3 Network Rail's Principles of Good Design

NR's Principles of Good Design document (Fig 1.2) sets a design vision which should guide all NR development. These principles should be used by anyone commissioning, overseeing or supporting a NR project. The principles will be pivotal to the advice given and reflected in any assessment made at the Design Advice Panel.

NR's Principles of Good Design should underpin all projects and be consulted at the earliest possible stage by sponsors, project managers, and design consultants. The latest principles can be accessed on the Buildings and Architecture Design Guidance page on the Network Rail website.

### 1.2.4 DAP Review and the GRIP Process

DAP Reviews are advised at GRIP Stages 3, 4 and 5,

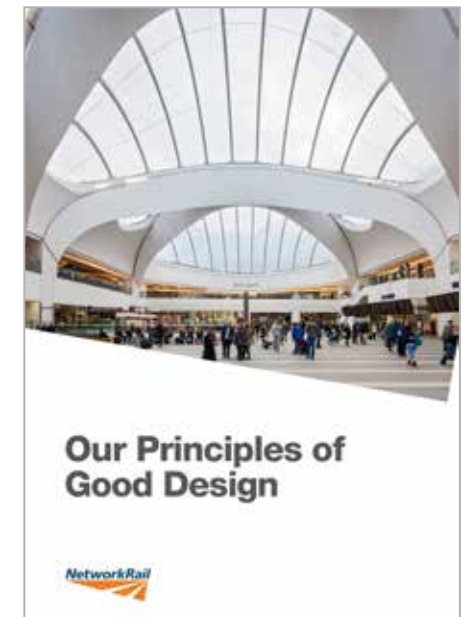


Fig 1.2: Our Principles of Good Design



# HACKNEY WICK STATION



Hackney Wick Station  
RIBA Regional & London Award  
© Network Rail

Design Advice Panel  
**Design Review and the GRIP process**



# Design Review and the GRIP process

## 2.1 The Value of Design Reviews



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### 2.1.1 Design Reviews can help to save time and costs

Design Review is a highly efficient and cost effective way of improving the quality of design in the built environment, and is recognised in the National Planning Policy Framework as well as in local planning policy. The process adds a layer of expertise that builds on the skills of the project team. It gives decision makers the confidence and information to challenge inadequate briefs and poorly designed projects, support innovative, high quality designs that meet the needs of communities and customers, and to successfully negotiate the NR design assurance stages.

Design review is most effective in the early, brief setting stage of a project. It is here that design errors, which can be highly costly at a later stage, can be identified. High impact projects are therefore encouraged to undertake reviews as early as GRIP Stage 2, or even Stage 1 where possible. (Fig 2.2)

As an independent process it can also help to align and resolve design challenges between local authorities, NR and other key stakeholders. Reviews are best undertaken at the earliest possible stage in project development to help assure that investment is made wisely and effectively.



RIBA London Award 2019  
RIBA London Building of the Year Award 2019  
RIBA National Award 2019  
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# Design Review and the GRIP process

## 2.2 Design Assurance

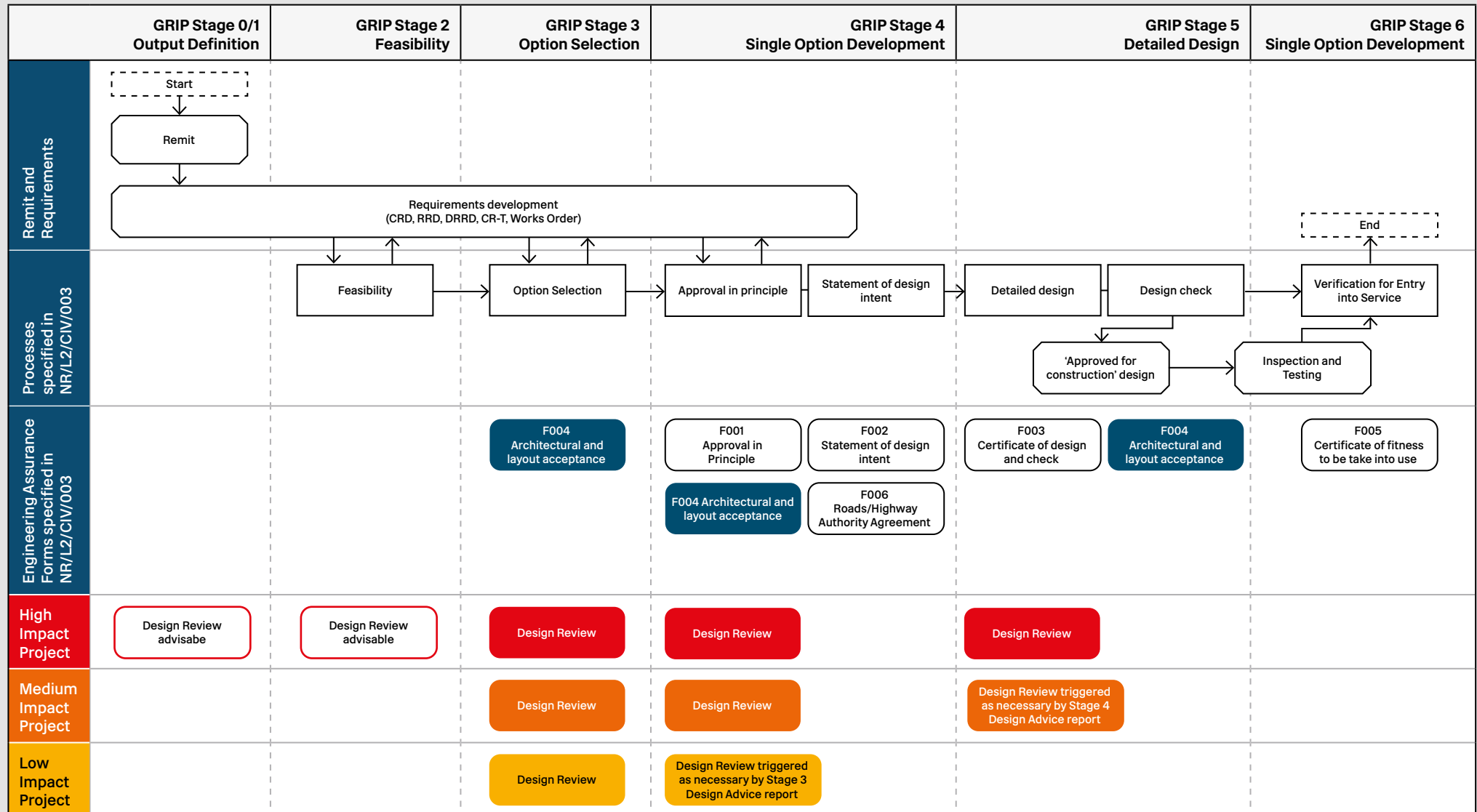


Fig 2.2: The Network Rail GRIP Assurance process

### Key

Process

Process pre-defined

Forms associated with NR/L2/CIV/003

Form 004

Design Review obligatory at this GRIP stage

Design Review at this GRIP stage advisable

# Design Review and the GRIP process

## 2.3 Threshold Matrix Tool



### 2.3.1 Using the Threshold Matrix

The Threshold Matrix is a tool to assess a project's anticipated impact level on passengers, communities and the local environment (Table 2.3). It is designed to help projects determine when and how a design review may be triggered. If unclear or unsure, project teams are encouraged to seek clarity from a regional Design Champion (see Section 4) or alternatively NR Technical Authority.

Projects which have not followed the initial GRIP stage process prior to GRIP 4/5 are strongly advised to undertake a DAP Design Review prior to commencement of that stage.

Low Impact schemes are advised to undertake a DAP review at Stage 3.

Medium Impact schemes should undertake a DAP review at Stage 3 and 4.

High Impact schemes should undertake a DAP review at Stage 3, 4 and 5.

Subsequent DAP Reviews may be triggered by prior DAP findings or discussions between the Routes, Project Teams and Design Champion.

### Impact on passengers, communities and the environment

Project opportunity	Impact on passengers, communities and the environment		
	Low	Medium	High
	<p>Will the project affect adjacent line-side neighbours or public realm spaces?</p> <p>Is the project a non-occupied building or structure that may impact on visual amenity, noise or light?</p>	<p>Is Planning Consent required, or is the project Permitted Development applicable?</p> <p>Is the project an occupied building subject to accessibility and environmental requirements?</p> <p>Is this a Third Party project?</p>	<p>Is there a Listed Building on site?</p> <p>Is the project within an Area of Outstanding Natural Beauty, or a Conservation Area?</p> <p>Is this an Access for All (AfA) funded project?</p>
	<p>Does the Anticipated Final Cost (AFC) of the project exceed £10m?</p> <p>Engage Design Advice Panel</p>	Engage Design Advice Panel	Engage Design Advice Panel
	<p>Is the project part of a programme of planned works?</p> <p>Engagement of Design Advice Panel is a route based decision and subject to strategic key stakeholder discussions.</p>	Engagement of Design Advice Panel is a route based decision and subject to strategic key stakeholder discussions.	Engage Design Advice Panel
	<p>Has the project brief been agreed by all parties?</p> <p>Is there an agreed budget for the project?</p> <p>Engagement of Design Advice Panel is a route based decision and subject to strategic key stakeholder discussions.</p>	Engagement of Design Advice Panel is a route based decision and subject to strategic key stakeholder discussions.	Engage Design Advice Panel

Fig 2.3: The DAP Threshold Assessment Matrix Tool

# Design Review and the GRIP process

## 2.4 Design Advice Panel process



Fig 2.4 illustrates the process project teams should follow in engaging the Design Advice Panel in order to receive advice that can support and facilitate NR/L2/CIV/003/F004 sign off.

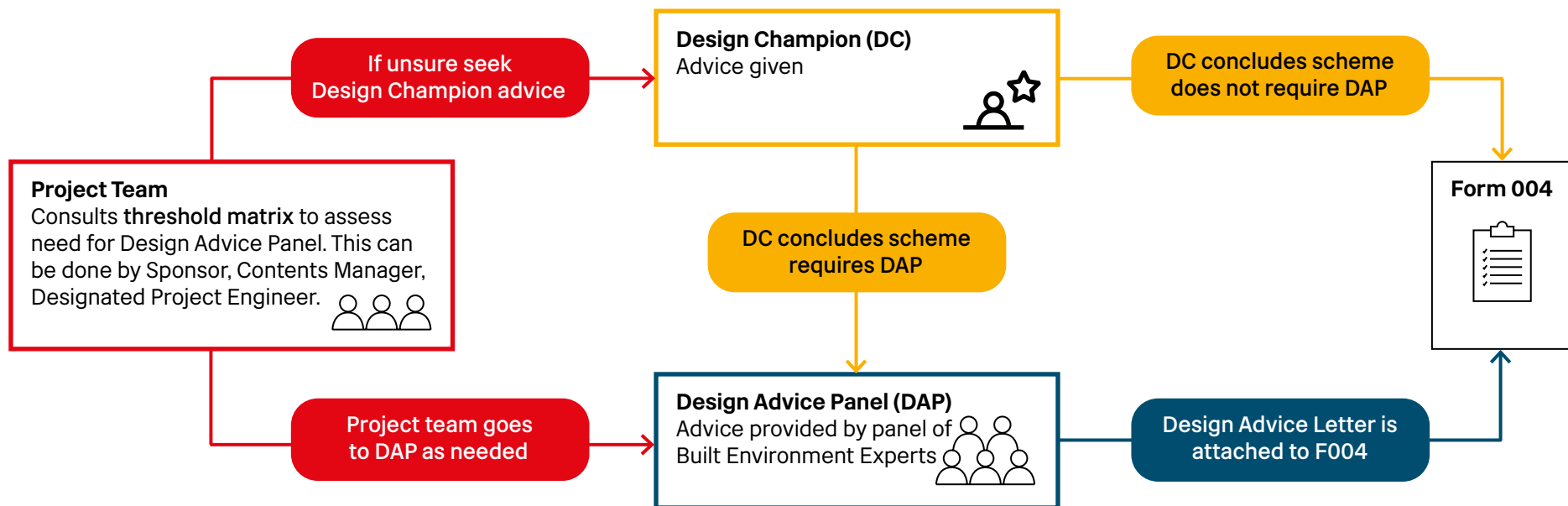
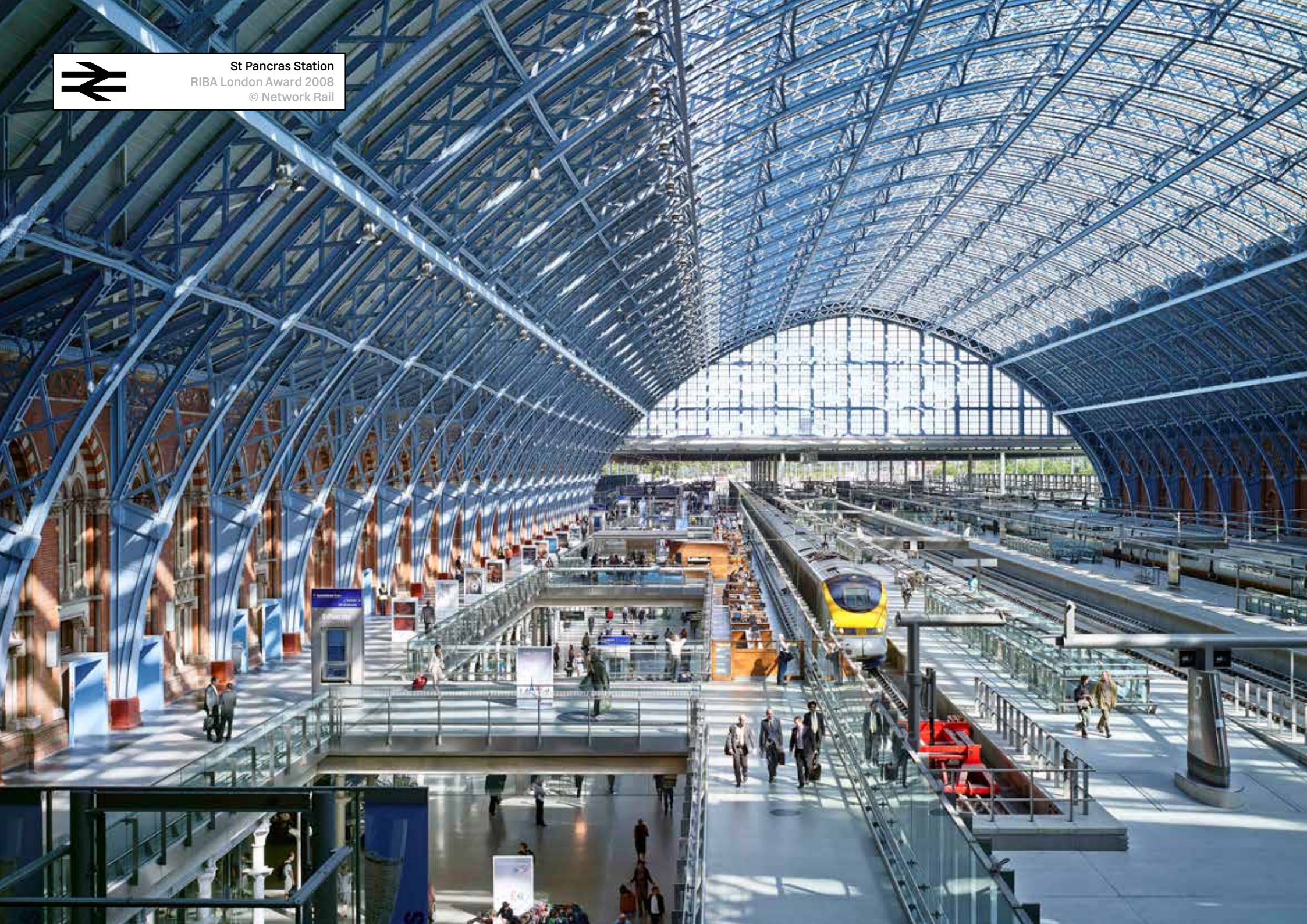


Fig 2.4: The DAP Process showing NR/L2/CIV/003/F004 Approval route options





St Pancras Station  
RIBA London Award 2008  
© Network Rail





Design Advice Panel

**Design Review and the Design Advice Panel**

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## 01 York House, London Existing

ELLERRE  
PALL  
MONTANARI  
ARCHITETTI



## 03 York House, London Client

### Context

- 12000 sqm of floor area
- 12000 sqm of floor area
- 12000 sqm of floor area
- 12000 sqm of floor area

### Urban context

#### Urban context

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## 04 York House, London Proposal

### Site Strategy



Design Council Design Review  
Discussing real design impacts  
© Design Council

# Design Review and the Design Advice Panel

## 3.1 The Principles of Design Review



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### 3.1.1 What is Design Review?

Design Review is an independent and impartial evaluation process in which a panel of experts on the built environment assess the design of a proposal. The meeting is intended as a collaborative and constructive process to help project teams improve the design quality of their proposals. Design Review provides project teams with opportunity to gain independent, multi-disciplinary expert advice at any stage of the design process.

Design Review is focused on outcomes for people, by endeavouring to improve the quality of architecture, urban design, landscape. The service is provided and arranged on behalf of NR by Design Council who convene a panel of built environment expert practitioners with current experience in design and development, a record of good design in their own projects and the skills to appraise projects objectively. They offer feedback and observations that can lead to the improvement of projects, but not redesign them.



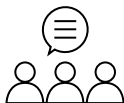
A review panel in action  
© Design Council



# Design Review and the Design Advice Panel

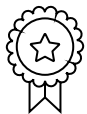
## 3.1 The Principles of Design Review

### 3.1.1 Design Council's 10 principles of Design Review



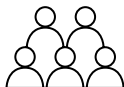
#### **Independent**

It is conducted by people who are unconnected with the project's promoters and decision makers, and it assures that conflicts of interest do not arise.



#### **Expert**

It is carried out by suitably trained people who are experienced in design and know how to criticise constructively. Review is usually most respected where it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.



#### **Accountable**

The Review Panel and its advice must be clearly seen to work for the benefit of the public. This should be ingrained within the panel's terms of reference.



#### **Multidisciplinary**

It combines the different perspectives of architects, urban designers, urban and rural planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.



#### **Transparent**

The panel's remit, membership, governance processes and funding should always be in the public domain.



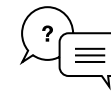
#### **Proportionate**

It is used on projects whose significance, either at local or national level, warrants the investment needed to provide the service.



#### **Timely**

It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.



#### **Advisory**

A design review panel does not make decisions, but it offers impartial advice for the people who do.



#### **Objective**

It appraises projects according to reasoned, objective criteria rather than the stylistic tastes of individual panel members.



#### **Accessible**

Its findings and advice are clearly expressed in terms that design teams, decision makers and clients can all understand and make use of.

# Design Review and the Design Advice Panel

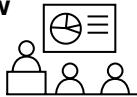
## 3.2 Types of Reviews



### 3.2.1 There are three types of Independent Design Review:

When deciding which type of review is best, teams should be guided by project impact as determined by the Threshold Matrix on page 14. In general:

#### Standard Design Review Full & Half Day



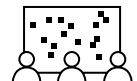
High impact projects require full day reviews & workshops

#### Workshop Design Review Full & Half Day



Medium impact projects require full day reviews & workshops

#### Desktop Reviews Half Day



Low impact projects require half day reviews & workshops



NOTE: In addition to these services Design Council can provide bespoke design advice sessions as required.

# Design Review and the Design Advice Panel

## 3.2 Types of Reviews



### 3.2.2 Standard Design Review

Standard Design Reviews are carried out as presentation sessions, where the team presents the project to the panel. It gives the design team the opportunity to make a personal case for their ideas, engage in discussion and hear the panel's comments directly.

Standard Design Reviews can be undertaken at Grip Stages 3, 4 and 5.

The panel will consist of a Chair and five panel members. The project team, Design Council staff and other agreed upon stakeholders will attend Standard Design Reviews.

Standard Design Reviews can either be held as a full-day or half-day meeting. The session including a site visit, presentations on strategic and detailed issues, panel discussion and a chair summary of comments and advice.

### 3.2.3 Workshop Design Review

Design Workshops are a more collaborative and informal Design Review meeting. They are intended as a working session to support the project team in solving design challenges. Workshops are best suited for projects in the early stages of development which have more flexibility for change or that are struggling to resolve certain strategic challenges.

Workshop Design Reviews can be undertaken at Grip Stages 1, 2 and 3.

The panel will consist of a Chair and three panel members. The project team, Design Council staff and other agreed upon stakeholders will attend workshops.

Workshop Design Reviews can either be held as a full-day or half-day meeting. The session includes a site, project team presentations, group discussion and/or working session followed by a chair summary of advice.

### 3.2.4 Desktop Design Reviews

Desktop Design Reviews are much smaller, focused meetings between panellists and Design Council staff. The panel will review a set of drawings and provide comments in the form of a Design Advice letter. This approach should be utilised when a quick assessment of small changes to previously reviewed projects or of highly specific elements is required.

Desktop Design Reviews can be undertaken at Grip Stages 4 and 5.

The panel will consist of a Chair and one panel member. Design Council Staff will also attend. The project team is not present at this meeting.





**Geneagles Station**  
National Heritage Award 2016  
© Network Rail





# Design Review and the Design Advice Panel

## 3.3 Design Review Timeline

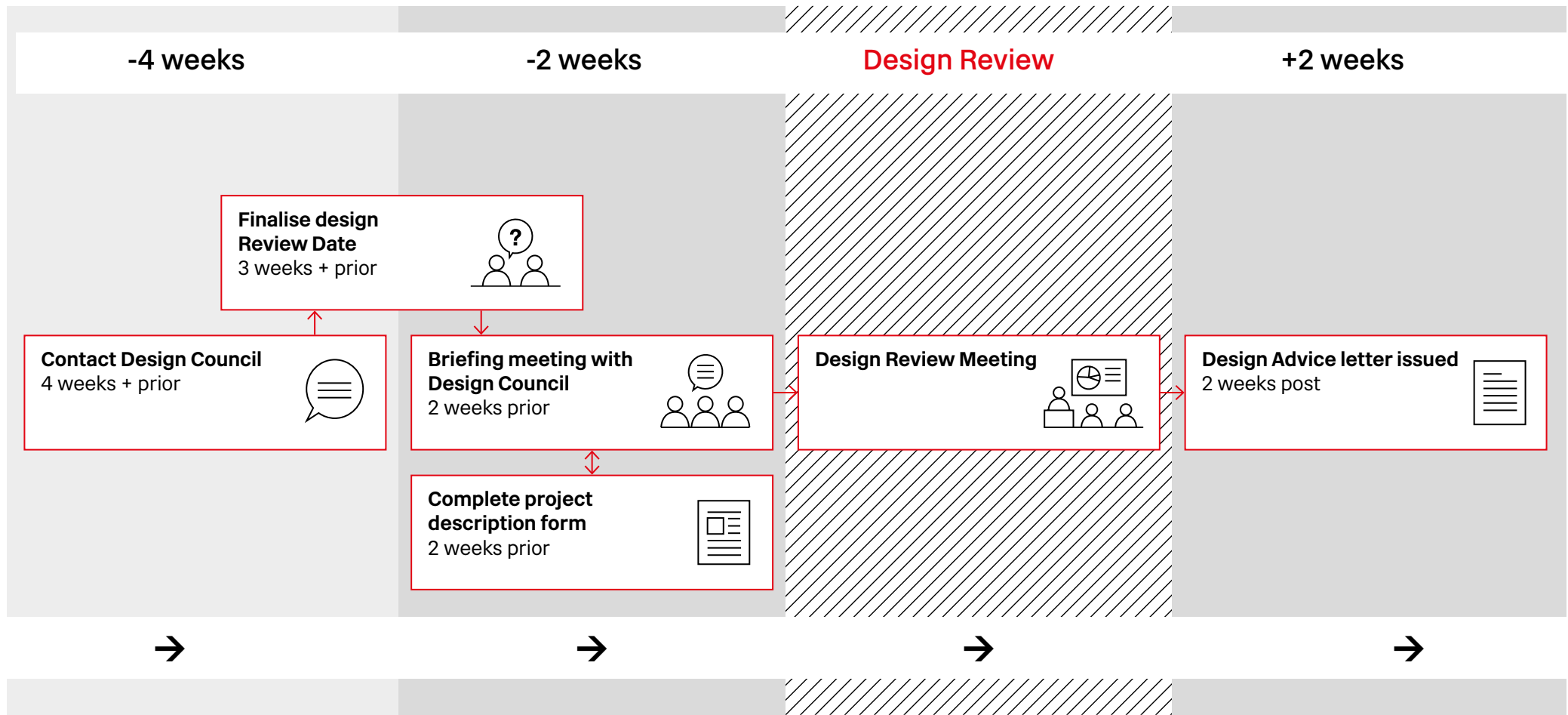


Fig 3.3 The Design Review timeline showing preparation and response time from start to finish.

# Design Review and the Design Advice Panel

## 3.4 Preparation



### 3.4.1 Arranging a Panel Meeting

The first step to schedule a Design Review meeting is to contact Design Council's Architecture & Built Environment team. This can be done by the Project Manager or Sponsor and should be done one month in advance of the desired meeting date.

A Design Council Lead Programme Manager will be appointed to manage the review and will be your key point of contact throughout. They will help you in deciding which Design Review meeting type (page 23) is best suited for the project.

Design Council contact details can be found on page 33.

### 3.4.2 Virtual vs Face-to-Face

Design Council offers face-to-face and virtual Design Reviews. When a project is first reviewed a face-to-face meeting is recommended, pending exceptional circumstances. Digital reviews can be utilised for follow-up reviews as well as for briefing meetings in advance of formal session.

### 3.4.5 Venues

Design Review venues in London can be arranged by Design Council. For Reviews held outside of London, securing a venue is the responsibility of the project team. This includes any associated costs such as hire and refreshments. Design Council can provide support in selecting an appropriate venue that meets standard review venue requirements. Venues should:

- Be fully accessible, with enough room for everyone in attendance to sit and circulate comfortably.
- Have space to display drawings and models as required.
- Have audio-visual equipment for digital presentations as required.
- Be located close to the site.

### 3.4.6 Briefing Meetings

Two weeks prior to the Design Review a Briefing Meeting will be scheduled by Design Council. The meeting is an opportunity for Design Council staff to understand the project better; provide recommendations for the upcoming Design Review; and answer any questions. This meeting can be held in London or virtually. This meeting is attended by the project team and Design Council.

### 3.4.7 Project Descriptions Forms

Design Council's Project Description Forms should be completed at least two weeks prior to the Design Review date. This form is to help Design Council staff and panel members prepare for the Design Review meeting. It is split into two parts;

- [Part 1](#) - outlines basic project information required by Design Council to begin the process of setting up the Design Review meeting.
- [Part 2](#) - captures high level information on the proposal, including how the project is addressing Network Rail's Principles of Good Design, to help brief the design council staff and panel members in advance of the Design Review meeting.

Design Council staff issue the form to the project team on request when contacted.

# Design Review and the Design Advice Panel

## 3.5 Summary of Evidence from workshops



### 3.5.1 What the DAP are expecting to see

While providing advice to design teams about how to best prepare for a Design Review, the DAP understands that Design teams will have a unique understanding of their project and will subsequently know how best to present it. The following information should be used as a guideline for the content of a presentation. The specific way this information is conveyed is subject to the design team's discretion.

You should explain a project to the panel by first outlining the brief and nature of the site, and then describing the design proposals by proceeding from the strategic to the detail. The presentation material to be used will depend on the stage the project is at, its size, and nature. The best presentations feature a clear narrative of the project through the boards, with the 'story' of the design legible even without a presenter.

Analysis and explanation is usually most successful in the form of annotated drawings, diagrams and models rather than in writing (a picture is worth a thousand words). It is vital that all the information presented is legible and easily understandable, as review panels are unlikely to have time to closely read all text.

Architectural design and layout are more than aesthetics and appearance. Aspects such as planning, design scope clarity, accessibility and evacuation, capacity evaluation, diversity impact assessments, sustainability, materials and maintenance strategies,

urban realm design and the wider contextual relationship of the project, are of equal significance. These should be captured in the emerging NR/L2/CIV/003/F004 report, which often forms the basis of a presentation to the DAP.

Projects should demonstrate that they have been involved in a consultation process with relevant stakeholders during the GRIP process, and can provide responses in relation to the following areas at each stage:

#### Grip 2: Feasibility

- Project brief, scope and history
- Strategic site analysis; immediate and wider area
- Planning context
- Public and key stakeholder engagement
- Feasibility studies
- Drawings, including initial sketch diagrams

#### Grip 3: Option Selection

- Overview of items above for GRIP 2
- Detailed site analyses - immediate and wider area
- Detailed planning context
- Options development and design iterations
- Landscape & Visual Impact assessments (LVIA)
- Capacity assessments
- Diversity Impact assessments (DIA)
- Sustainability targeting (BREEAM/CEEQUAL)
- Drawings would typically include wider context plan, site plans, sketch plan, sections and/or visualisations

#### Grip 4: Single Option Development (Approval In Principle)

- Overview of items above for GRIP 2 and 3
- Public and key stakeholder engagement
- Design Development
- Access & Maintenance Strategy
- Material specifications
- Fire strategy
- Security strategy
- Drawing suite would typically include wider context plan, site plans, detailed plans, sections, elevations and visualisations

#### Grip 5: Detailed Design (Approved for Construction)

- Overview of items above for GRIP 2, 3 and 4
- Design Detail
- Technical Approval
- CDM Risk Register
- IDR/IDC - Interdisciplinary Checks
- Drawing suite would typically include wider context plan, site plans, detailed plans, sections, elevations and visualisations

# Design Review and the Design Advice Panel

## 3.6 Review Day



### 3.6.1 Attendees and Observers

Key members of the project team and key stakeholders should attend Design Reviews. These could include: Project Manager, Network Rail Sponsor, Design Team, Design Champion, Design Manager, Network Rail Planner, Third Party funder, Local Authority and/or Conservation Officer.

Attendance at Design Review meetings can be a valuable source of Continuing Professional Development. They provide an opportunity for Network Rail staff, outside the project team, to familiarise themselves with the work of Network Rail's Design Advice Panel and develop their design knowledge. Attendance of observers should be agreed in advance with Design Council and the project team.

### 3.6.2 Site Visits

Wherever possible, a site visit should be arranged for Standard and Workshop Design Reviews. It is an opportunity to highlight spatial conditions, challenges and opportunities. All panel members are required to attend, alongside Design Council Staff. The project team should lead the site visit. Printed site plans for panel members are encouraged. Site visits typically last 45 to 60 minutes.

### 3.6.3 Review Meeting Agenda

A draft agenda for the Design Review meeting is discussed with the project team in advance at the Briefing Meeting and finalised one week prior to the meeting date.

Standard and Workshop Design Reviews meetings include the following steps:

1. Site visit; (45 to 60 minutes)
2. Briefing for panel members; (30 minutes)  
Design Council staff brief panel members in private before a review.
3. Presentation; (45-60 minutes)  
The project team are asked to present the proposal, identifying the key design aspects and challenges. Presentations typically last 45 minutes.
4. Clarifications/Stakeholder Comments; (30 minutes)  
Panel members ask questions to clarify any aspects of the proposal that are unclear. Other attendees are asked to provide comments on behalf of their stakeholder group.

5. Panel Comments & Discussion; (60 - 120 minutes)  
Panel members offer strategic and detailed observations and advice. At workshops attendees will partake in the discussion. At the conclusion of the meeting, the chair summarises the panel advice.

6. De-Briefing for panel members; (30 minutes)  
Design Council staff meet with the panel to confirm their views. No new observations will be introduced during this discussion.

For full-day meetings; steps 2-5 are repeated in the morning and afternoon for strategic and detail areas of the proposal respectively.





Birmingham New Street Station  
Station Excellence Award 2016  
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# Design Review and the Design Advice Panel

## 3.7 Design Advice Panel Reports



### 3.7.1 Design Advice Panel Reports

During the Design Review meeting, Design Council staff take comprehensive notes of the discussion and these form the basis of the Design Advice Panel (DAP) report. The report is written by Design Council staff and checked with the panel Chair. The reports are intended to be a comprehensive and articulate summary of Design Council's advice pertaining to the design proposal rather than not minutes of the meeting.

The report covers the project's strategic challenges and opportunities as well as what is currently working successfully and advice as how to improve the areas that require further development.

Like the Design Review meeting, the Design Advice reports are intended to be constructive and transparent – to reflect and only cover fundamental comments made at the Design Review meeting. The report also summarises how the project is meeting and addressing Network Rail's Principles of Good Design.

The DAP report is normally issued two weeks after the Design Review date.

### 3.7.2 How the advice is used

Design Review and the subsequent DAP reports are intended first and foremost as constructive tools for project teams to improve the design quality of their proposals. The process is formalised in the Engineering and Architectural Assurance Standard **NR/L2/CIV/003/F004** which advises that a DAP Report should be recommended to be submitted alongside all Form 004 applications.

### 3.7.3 Confidentiality

DAP reports are confidential and remain internal to Network Rail, unless otherwise requested by the project sponsor.

The reports can be used as a tool in strategic discussions and negotiations with local planning authorities and other key stakeholders.

Projects are advised that DAP reports are subject to Freedom of information requests.

→ **NOTE:** The Design Advice report is normally issued two weeks after the Design Review

# Design Review and the Design Advice Panel

## 3.8 Cost, Payment and Cancellation



### 3.8.1 Cost

Sponsors should be aware that while the Design Advice Panel has been set up under a Network Rail framework to provide easily accessible design support, each project is responsible for the cost of its design review. It is therefore advisable to factor in the cost of these reviews at an early stage of the project, preferably during development of the Project Remit Requirements.

The cost of design review services can be obtained on request from the Design Council (Contact details on page 35). The cost will depend on the type of review required. The range of options are:

Standard Design Review (full day)

Standard Design Review (half day)

Workshop Design Review (full day)

Workshop Design Review (half day)

Desktop Design Review (half day)

### 3.8.2 Payment

#### Internal projects / project teams:

To formally agree and proceed with a Design Advice Panel service, the Network Rail project team must be issued with an invoice by Design Council. To achieve this, Design Council will provide Network Rail with a 'Purchase Order Request Form' which will list the service details and price. The project team can then use this form to generate an internal Purchase Order Number. This number would then be shared with Design Council to provide an invoice to Network Rail. Fees are to be paid based on terms on the invoice.

#### External projects / project teams:

To formally agree and proceed with a Design Advice Panel service, an external team must sign a standard Design Council contract. The project team should sign the contract and provide an internal Purchase Order Number to be used by Design Council to generate an invoice.

### 3.8.3 Cancellation

Once the review date has been agreed in writing (and contract signed where relevant for external Project Manager/Sponsors) Network Rail Design Advice Panel services (including Design Review meetings) are subject to Design Council cancellation costs. Cancellation costs are the responsibility of the Project team.

The project team may cancel or postpone the Design Review by advising Design Council's Lead Programme Manager in charge of the meeting. The following conditions apply:

- A. 100% of Design Review cost: cancellation equal or less than 24 hours in advance of Design Review date.
- B. 75% of Design Review cost: cancellation more than 24 hours but less than or equal to one week prior to Design Review date.
- C. 50% of Design Review cost: cancellation more than one week but less than two weeks prior to Design Review date.
- D. 50% of Design Review cost: if the project description is not provided to Design Council five (5) business days before.

# Design Review and the Design Advice Panel

## 3.9 Design Council & Built Environment Experts



### 3.9.1 Design Council

Design Council is an independent charity and the government's advisor on design. They champion the use of design as a force for change. Design Council demonstrates the power of design and how it impacts three key areas of the economy: business innovation, places and public services.

They do this through commissioning our pioneering, evidence-based research, developing ground-breaking programmes and using insights from these in our ongoing influencing and policy work. They are trusted partner to public, private and third sector organisations in the UK and abroad, bringing together non designers and designers alike, sharing with them our design expertise to transform the way they work.

### 3.9.2 Panel Members

Design Advice panellists will be chosen from Design Council's 400 Built Environment Experts (BEEs) from across the UK. Each Design Review panel is selected to bring together relevant design expertise, knowledge and mix of disciplines.

### 3.9.3 Diversity and Inclusion

A core principle of Design Review is that it offers advice from a diverse range of experts with a broad spectrum of professional skills and experience. This is an important feature of the rounded, big-picture assessment it provides. Some projects may have to be reviewed by specialist panel members and this will be accommodated as necessary. Panels will reflect the diversity of the community that it serves and will be formed of people from a cross section of different genders, ethnicities, and ages.

### 3.9.4 Understanding of Local Context

Some panellists will have in-depth knowledge of the local context and others will have a national expertise, to bring a wide range of perspectives and assurance that a balance of views is on offer.

### 3.9.5 Panel Chair

All Design Review meetings will have an experienced and effective Chair who is responsible managing the panel discussion and drawing a coherent conclusion for each presentation.

### 3.9.6 Conflicts of Interest

Recognising that those with rail expertise and working in the UK Rail industry will likely be working or will have worked with Network Rail in some capacity, Design Council will check conflicts of interest using the Conflicts of Interest Matrix for Strategic Projects and Organisations. For further information on this matrix and conflicts of interest, please do not hesitate to contact a member of the Design Council team.







# Design Review and the Design Advice Panel

## 3.10 Contacting the Design Advice Panel (DAP)



Design Advice Panel  
Design Manual  
NR/GN/CIV/100/01  
Issued: Dec 2020

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### Contacting the Design Council to arrange a DAP

The contact details on this page may be used to contact the Design Council's Architecture and Built Environment team (ABE) in order to discuss or schedule a Design Review with the Design Advice Panel.

A Design Council Lead Programme Manager is typically appointed to manage the review and will be your key point of contact throughout.



#### Email

[abe@designcouncil.org.uk](mailto:abe@designcouncil.org.uk)



#### Telephone

020 7420 5200



Birmingham New St Station public consultation model © Network Rail



Stakeholder Consultation  
ThinkStation Workshop 2019  
© Design Council



**"People ignore design  
that ignores people"**

Frank Chimero, Designer

Design Advice Panel  
**Design Champions**







### 4.1.1 A Regional Network of NR Design Champions

Network Rail has identified a regional network of Design Champions who are a point of contact for project teams and stakeholders looking to understand Network Rail's design-led aspirations and processes, including design review. They will also assure successful engagement with the independent Design Advice Panel across our organisation by working with and supporting project teams as they navigate the design assurance process.

Design Champions act as a local point person for those involved in delivering rail projects across Britain – including but not limited to Project Managers, Sponsors, engineers and design consultants. They are able to provide guidance on Network Rail's organisational vision, ambitions and processes – including effectively utilising the Network Rail Design Advice Panel service.

They are able to provide advice and support on how to meaningfully incorporate Network Rail's Principles of Good Design into a project.

### 4.1.2 Who are NR Design Champions, and who funds them?

Design Champions are appointed because of their joint built environment design expertise and also company organisational knowledge. Most are registered architects and, where required, are authorised to accept or request re-submission of NR/L2/CIV/003/F004 (Architectural and Layout Acceptance), or to delegate that authority to a suitably qualified built environment professional.

Design Champions are an internal resource who can be contacted at any Grip Stage by project teams looking for support in achieving design assurance sign-off. They can also advise project teams on the requirements and processes of engaging with the Design Advice Panel. The extent and cost of this support is typically agreed and absorbed by each project in advance, on a project-by-project basis.

It is highly advisable for projects to assess the requirement for Design Champion engagement at an early stage so that any costs for this support can be factored in.

### 4.1.3 The NR Design Champion Role

The Design Champion role includes:

- Providing a local regional, route based point of contact and support for Project Managers, Sponsors, design teams, engineers and consultants looking to achieve Network Rail design assurance
- Helping to assure a consistent design vision across Network Rail
- Providing leadership, motivation and incentive to assure that each regional and route business unit embraces design
- Reviewing and accepting a NR/L2/CIV/003/Form 004 submission on behalf of Network Rail
- Supporting project teams as they prepare for an independent design review with the Network Rail Design Advice Panel.



### Contact:

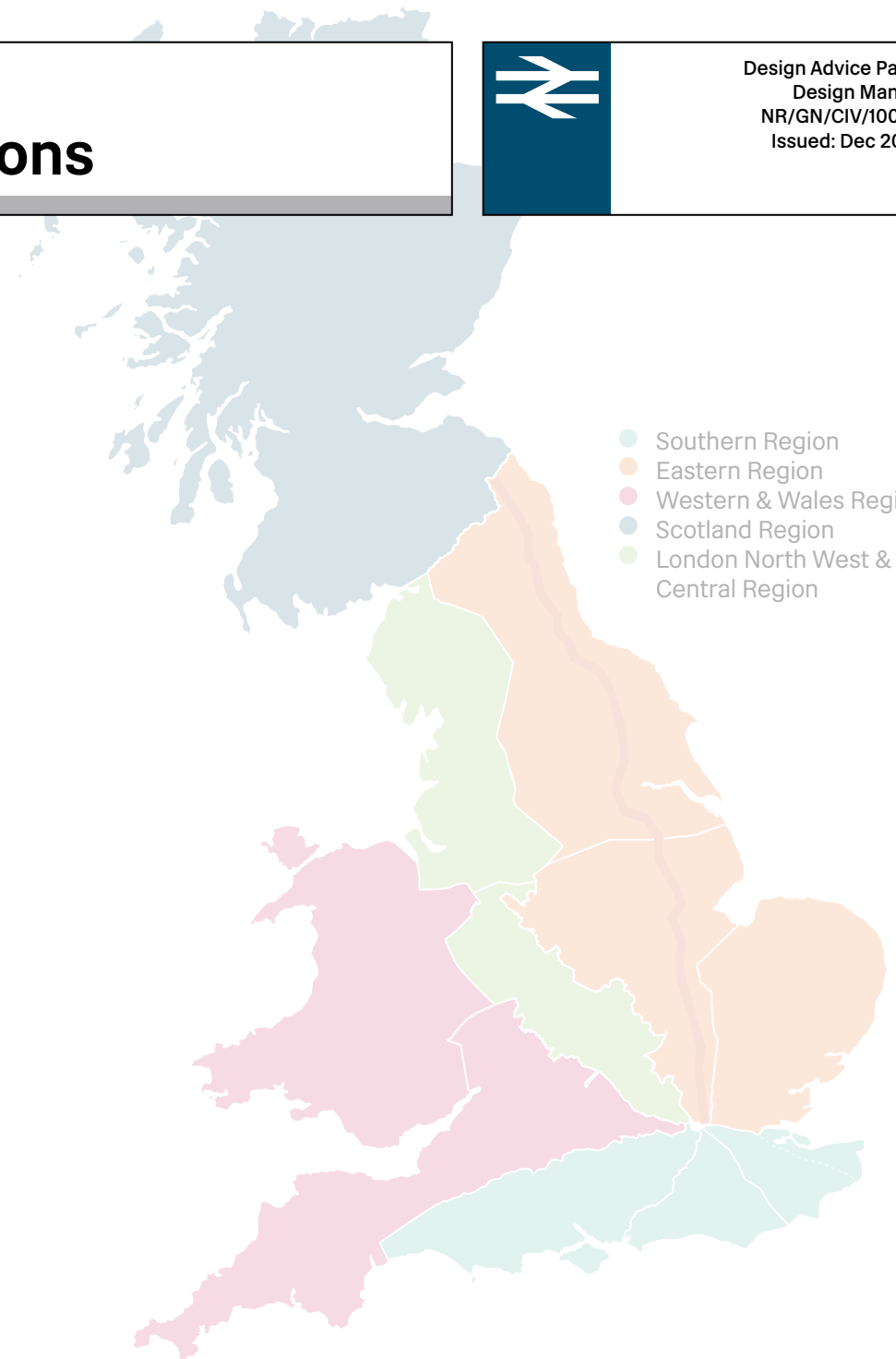
#### Network Rail Technical Authority

To request details of the NR Design Champion currently representing a particular Region or Route contact Network Rail's central Technical Authority - Buildings and Architecture team.



**Telephone**  
0207 557 8000

-  Southern Region
-  Eastern Region
-  Western & Wales Region
-  Scotland Region
-  London North West & Central Region



# Reference Documentation



## Disclaimer

The following list is provided for reference only and is not exhaustive.

For any dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

## Reference Documents

### Network Rail Standards

NR/L2/CIV/003	Engineering and Architectural Assurance of Building and Engineering Works
NR/L2/ONS/0047	Application of the Construction (Design and Management) Regulations to NR Construction Projects
NR/SP/ENV/015	Environment and Social Minimum Requirements for Projects - Design and Construction
NR/L2/INI/P3M/101	Governance for Railway Investment Projects (GRIP)

### Other Documents

**Our Principles of Good Design** Network Rail's vision document highlighting the 10 Principles leading to better design quality





Tyne Bridge, Newcastle  
Grade II Listed Heritage Structure  
© Network Rail



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