

AUCKLAND URBAN DESIGN PANEL



INFORMATION REQUIREMENTS

1. INSTRUCTIONS FOR SUBMITTING AUDP INFORMATION REQUIREMENTS

The following instructions identify the process required for all Auckland Urban Design Panel (AUDP) presentations.

Draft AUDP Information Requirements – 2 weeks prior

The draft AUDP Information Requirements are required 2 weeks prior to the Panel meeting date. This must be in electronic format and emailed to the reporting urban design specialist, planner and Cc. urbandesignpanel@aucklandcouncil.govt.nz

The reporting urban design specialist will assess the draft AUDP Information Requirements for adequacy and relevance against the AUDP Information Requirements Checklist (section 3 below), and will notify your design team of any information gaps within 24 hours of receipt. This assessment will take into account what the panel is being asked to assess at each review.

Final AUDP Information Requirements – 1 week prior

The final hard copies of the AUDP Information Requirements (including any information gaps identified by the urban design specialist) are due 1 week prior to the Panel meeting date with the following instructions:

- 8 x hard copies
- Unbound
- No plastic covers
- 20 pages max
- Double-sided
- Page numbers included
- Accurate scale and north arrow on all plans

Submitting hard copy information:

Hard copy AUDP Information Requirements should be couriered or hand delivered to the ground floor reception at 135 Albert Street.

Addressed to:
*Auckland Urban Design Panel
Auckland Design Office
Auckland Council
Level 21
135 Albert Street*

Auckland Central

Also send a copy of your AUDP Information Requirements to urbandesignpanel@aucklandcouncil.govt.nz

Confirmation of Panel meeting

The Panel meeting will be confirmed once the final and completed hard copies of the AUDP Information Requirements are received. If the timeframes and information requirements are not adhered to, the Panel meeting will be postponed.

Please note that no additional hard copy information will be provided to the Panel at the meeting.

2. INSTRUCTIONS FOR THE PANEL MEETING

Panel Presentation

Your team will have a 20 minute time slot to present the proposal to the Panel at the meeting.

Have your presentation uploaded on a USB Stick in either PowerPoint or PDF format to provide to the Panel Assistant on the day. The Panel Assistant will upload this to the projector.

Please make sure your presentation is workable with Windows.

Personal laptops can be used for presentations by previous arrangement only with the Panel Assistant. Please bring a compatible VGA or HDMI cable and provide a backup USB in this instance.

Advise the Panel Assistant if you intend to bring more than 5 people so that appropriate arrangements can be made.

All external visitors will be required to sign in at the ground floor reception on arrival. Please allow an extra 10 minutes for this.

3. INFORMATION REQUIREMENTS CHECKLIST

Project Description (brief): _____

Site Address: _____

Panel to assess (tick all relevant boxes):

- Bulk, scale, massing and layout
- Facade strategy
- Landscape strategy
- Detailed elevational design
- Detailed landscape design

Required Information	Provided	
	Yes (✓)	No (x)
<p>Cultural Context</p> <p>Where a proposal requires consultation with Mana Whenua, a summary of such consultation including:</p> <ul style="list-style-type: none"> • Outcome of and design response to Mana Whenua feedback • Response to Te Aranga Design principles (<i>refer to Auckland Design Manual</i>) 		
<p>Unitary Plan context</p> <p>Summary of Unitary Plan context including:</p> <ul style="list-style-type: none"> • Map showing relevant zones, overlays, designations, precincts, and scheduled items and places (including heritage buildings) on and surrounding the site • Reasons for consent of relevance to the panel review – e.g. new building, infringement of standards, heritage building etc. • The degree of any infringement - what's permitted v what's proposed • The relevant urban design related plan provisions (objectives, policies, purpose statements and assessment criteria) and how the proposal is in general accordance with theses 		
<p>Aerial Photo</p> <p>1: 1000 minimum scale, identify site</p>		
<p>Neighbourhood context</p> <p>1: 5000 minimum plan(s) of existing features of the neighbourhood that show:</p> <ul style="list-style-type: none"> • Subject site and north point • Topography, landscape, open spaces, vegetation, watercourses and coastal environments 		

<ul style="list-style-type: none"> • Built form character, urban grain, setbacks and subdivision patterns 		
<ul style="list-style-type: none"> • Movement and access for vehicles, servicing, cyclists and public transport including proximity to bus stops, train stations, ferry terminals 		
<ul style="list-style-type: none"> • Predominant land uses and proximity to community facilities (schools, hospitals, libraries) and local retail/commercial centres 		
<ul style="list-style-type: none"> • Key pedestrian desire lines to community facilities, public transport, commercial centres and through the neighbourhood 		
<p>Site context</p> <p>Site plan(s) of the existing site based on a survey drawing showing the features of the site and immediate surroundings including:</p>		
<ul style="list-style-type: none"> • Boundaries, site dimensions and north point 		
<ul style="list-style-type: none"> • Topography at 0.5m intervals for the site and across the site boundaries. Sections showing land gradients of abutting properties where level changes exist 		
<ul style="list-style-type: none"> • Location, height and use of existing buildings, and location of open spaces (public and private) on the site and adjoining sites 		
<ul style="list-style-type: none"> • Pedestrian and vehicle access into the site and adjoining sites including location of parking 		
<ul style="list-style-type: none"> • Natural characteristics on and across the site including vegetation, watercourses, coastal edges, predominant wind patterns, sun movement and views 		
<ul style="list-style-type: none"> • Relevant infrastructure or legal considerations including easements, overland flow paths, property boundaries and utility services 		
<p>Streetscape assessment</p> <p>Photographs or drawings of the site in relation to the streetscape for both sides of the street within 75m of the site that show:</p>		
<ul style="list-style-type: none"> • Heights of buildings (storeys and metres) and important parapet/datum lines of adjacent buildings 		
<ul style="list-style-type: none"> • Patterns of building frontage, fenestration, entrances, form, urban grain and street setbacks 		
<ul style="list-style-type: none"> • Predominant colours and materials 		
<ul style="list-style-type: none"> • Planned building heights and massing 		

<p>Opportunities and constraints plan</p> <p>A plan that synthesises and interprets the context & streetscape analysis above and identifies the key elements of relevance to the development of the site</p>		
<p>Vision and overall concept for the development</p> <p>A description of the vision for the development proposed.</p> <p>A Concept Plan that identifies the general design principles that respond to the opportunities and constraints identified above.</p>		
<p>Development details</p> <p>A summary of the proposal that identifies the:</p> <ul style="list-style-type: none"> • Site area • Activities and GFA • Unit numbers and mix • Height in metres and storeys • Number of vehicle and cycle parking spaces 		
<p>Design proposal</p> <p>Scaled plans and drawings of the proposal illustrating:</p>		
<ul style="list-style-type: none"> • Site layout 		
<ul style="list-style-type: none"> • Building and open space locations 		
<ul style="list-style-type: none"> • Land uses throughout the development 		
<ul style="list-style-type: none"> • Pedestrian and vehicle entrances, and movement 		
<ul style="list-style-type: none"> • Building heights, scale and massing 		
<ul style="list-style-type: none"> • Representative floor plans of internal layouts including roof & parking levels 		
<ul style="list-style-type: none"> • Elevations of entire development identifying building materials, colours & textures, and relationship to the ground plane. A reference map/plan shall also be provided. 		
<ul style="list-style-type: none"> • Sections including land gradients of abutting properties & significant RL's. A reference map/plan shall also be provided. 		
<ul style="list-style-type: none"> • Hard and soft landscape plan including retaining walls 		
<p>Building massing and appearance</p> <p>Visualisations that show the proposal in the immediate, neighbourhood and wider context, including:</p>		
<ul style="list-style-type: none"> • Street elevations of the proposal in the context of the adjacent three properties or for 50m in each direction, including ground level and roof form. A reference map/plan shall also be provided to illustrate points from 		

which the proposal is being shown.		
<ul style="list-style-type: none"> • 3D visual simulations with viewer at pedestrian level showing the entire development in its immediate, mid-range and long-range context, as seen from key public realm locations. The locations are to be agreed with the urban design, landscape and heritage specialists. The visual simulations must accurately and realistically illustrate the general massing and appearance of the proposal and the surrounding built form context. A reference map/plan shall also be provided to illustrate points from which the proposal is being shown. 		
<ul style="list-style-type: none"> • Where the proposal infringes Unitary Plan height and massing standards, comparative visual simulations must also be provided of a complying scheme. 		
<ul style="list-style-type: none"> • Shadow diagrams of the proposal. 		
<ul style="list-style-type: none"> • Where the proposal infringes Unitary Plan height and massing standards, comparative shadow diagrams must also be provided of a complying scheme. 		
<ul style="list-style-type: none"> • Wind assessment where a proposal infringes Unitary Plan height and massing standards. 		