



NGĀ TIKANGA ĀRAHI PAE AROTAKE HOAHOA

DESIGN REVIEW PANELS
TERMS OF REFERENCE

VERSION 1.0
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RĀRANGI UPOKO

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NGĀ TIKANGA ĀRAHI PAE AROTAKE HOAHOA DESIGN REVIEW PANELS TERMS OF REFERENCE

1. INTRODUCTION

These Terms of Reference update and regularise the Terms of Reference of all Design Review Panels (DRPs) and Technical Advisory Group (TAG) operating within Kāinga Ora. Each DRP has a different focus as outlined in the appendix, which details its specific scope and purpose but does not contradict these Terms of Reference. The appendix and any changes to it must be approved by the Director Urban Design and the relevant business group General Manager.

The following urban design panels currently exist:

- Hobsonville Point Design Review Panel (HP DRP)
- Auckland Housing Programme Design Review Panel (AHP DRP)

- Tāmaki Design Review Panel (Tāmaki DRP)
- Lakeside Design Review Panel (Lakeside DRP)
- Wellington Design Review Panel (Wellington DRP)
- Technical Advisory Group (TAG)
- Acquisitions Design Review Panel (ADRP)
- Rapid Response Off-Site Manufacturing (RROSM) Design Review Panel

New urban design panels may be established as the need arises. A design review panel will exist for as long as the business considers it to be necessary or appropriate.



2. PURPOSE AND BENEFIT OF THE PANELS

The purpose of Kāinga Ora urban design panels is to:

- provide design and development review and advice to promote sustainable and financially viable, thriving communities
- guide development that supports positive social outcomes and wellbeing for people and communities across Aotearoa
- empower Kāinga Ora development managers and market builder partners to make considered decisions
- support a high standard of design quality and design detail across all developments
- identify areas for improvement early on in the design and consenting process when design changes can be made with relatively little waste of time, money and effort
- encourage best-practice approaches to development specific to a site's context, location and tenancy profile and in alignment with the Kāinga Ora design guidelines.

The benefit to applicants of Kāinga Ora urban design panels is to:

- provide an independent peer review from leaders in the industry that bring in a mix of design expertise to further complement the skills available to the scheme
- add economic value to the proposal through supporting good design outcomes within a financially viable framework with full consideration to the end client
- give designers, builder partners and development managers certainty by providing clear milestones and timely, considered advice
- minimise time delays for lodged resource consent applications by supporting the resolution of complex issues early on in the design process, prior to lodgement
- deliver on Kāinga Ora expectations as outlined in the following statutory context.





3. STATUTORY CONTEXT

The **Kāinga Ora–Homes and Communities Act 2019** provides the statutory context for development activities. This includes the relevant strategic outcomes, urban development functions and operating principles set out below.

3.1 Strategic outcomes

Ensuring that developments are designed and progressed in a way that advances Kāinga Ora's strategic spatial and design objectives and in particular contributes to sustainable, inclusive and thriving communities that:

- provide people with good-quality, affordable housing choices that meet diverse needs
- support good access to jobs, amenities and services
- otherwise sustain or enhance the overall economic, social, environmental and cultural wellbeing of current and future generations.

3.2 Urban development functions

Supporting the urban development functions of Kāinga Ora – Homes and Communities, which are to:

- initiate, facilitate or undertake any urban development, whether on its own account, in partnership or on behalf of other persons, including:
 - development of housing, including public housing and community housing, affordable housing, homes for first-home buyers and market housing
 - development and renewal of urban environments, whether or not this includes housing development
 - development of related commercial, industrial, community or other amenities, infrastructure, facilities, services or works
- provide a leadership or coordination role in relation to urban development by:
 - supporting innovation, capability and scale within the wider urban development and construction sectors
 - leading and promoting good urban design and efficient, integrated, mixed-use urban development
- understand, support and enable the aspirations of communities in relation to urban development

- understand, support and enable the aspirations of Māori in relation to urban development.

3.3 Operating principles

Supporting the operating principles of Kāinga Ora – Homes and Communities, which are:

- housing supply meets needs:
 - ensuring that the housing it develops is appropriately mixed (with public housing or community housing, affordable housing and market housing) and is of good quality
- well-functioning urban environments:
 - ensuring its urban development contains quality infrastructure and amenities that support community needs
 - assisting communities where it has housing stock to develop and thrive as cohesive and safe places to live
- stewardship and sustainability:
 - identifying and protecting Māori interests in land and recognising and providing for the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other taonga
 - operating in a manner that recognises environmental, cultural and heritage values and the need to mitigate and adapt to the effects of climate change.

4. URBAN DESIGN PANELS SCOPE

The general function of Kāinga Ora Design Review Panels is to review the progress of the design of masterplans and development projects through the design phases. This includes providing a forum to discuss and resolve design opportunities and challenges and providing judgement on whether the masterplan or development project is achieving good outcomes and therefore endorsed to proceed to the next phase.

Kāinga Ora Design Review Panels act as a sounding board on urban design and landscape architecture matters to be resolved in the project design. The panels ensure alignment with **Kāinga Ora urban design and landscape design guidelines**.



The applicant requires approval from the Large-Scale Projects Design Review Panels (HP DRP, AHP DRP, Wellington DRP, Lakeside DRP and others established as future projects are enabled). The fundamental and significant issues outlined in the assessment report are required to be resolved before moving to the next review stage. A final assessment report is issued as a supportive document for the applicant's resource consent application.

Applicants that present to the Acquisitions Design Review Panel or Technical Advisory Group seek endorsement from the relevant panel. If the panel does not endorse a project at a review stage, the agreed expectation between Market Delivery or Construction & Innovation and Urban Design is that the project will endeavour to address the recommendations summarised in the recommendation report, revise the design and represent the project at the same stage. Recommendations should be explored and taken up where possible. If a recommendation can't be addressed, the panel needs to be notified and the Development Manager/Acquisitions Manager is required to provide reasoning for it.

5. PANEL MEMBERS

The panel members are highly regarded professionals with specialist skills in development and design, including site planning, CPTED, architecture, urban design, landscape architecture and development. This expertise may be derived externally or internally within Kāinga Ora. It is ensured that the selected panellists and panel chairs are independent of the project.

External panellists are selected for their individual experience and qualifications rather than as representatives of their professional firms. They are expected to be leaders in their respective professions, with experience in relation to delivering high-quality design outcomes.

Provision is also made for subject matter experts to attend panel meetings to provide specialised expert advice to the panel where there are complex or significant issues relating to areas outside of the panel's usual expertise. Examples include traffic engineering, universal design specialists and cultural design experts.

This is to allow the panel to reach a decision based on all the relevant information.

Design Review Panels have a minimum of three members. More members might be required for significant or complex sites. The actual number of members will depend on the proposed project. The key considerations are that the right people are involved (the necessary expertise is available) and the panel is an appropriate size to enable efficient consensus decision making.

When deciding on the membership of the Design Review Panel, the Director Urban Design shall have regard to the purpose and functions of the panel set out in these Terms of Reference as well as the [appendix](#). In addition to independent experts, the Director Urban Design can also appoint any Kāinga Ora employee to be a member or a chair of a particular panel. The Director Urban Design will do this in consultation with the associated Kāinga Ora General Manager.

External panellists charge their time to Kāinga Ora for preparation, panel meeting attendance and any post-panel follow-up with a memo.





6. ADMINISTRATION

Administrative support for the operation of the panels is provided by the Kāinga Ora Urban Design Panels Team. This includes but is not limited to the following tasks:

- Advising the applicant which panel they are to present to and making the appointment.
- Coordinating requests for changes to developments post resource consent lodgement.
- Ensuring the applicant's material is fit for presentation to the panel in terms of adequacy and quality.
- Issuing a memo that captures the panel's recommendations.

Please see email addresses below for any queries:

Mid/large-scale projects:

DesignReview@kaingaora.govt.nz

Public housing projects:

TAGreview@kaingaora.govt.nz

Acquisitions new build projects:

AcquisitionsDesignReviewPanel@kaingaora.govt.nz

OSM rapid response projects:

RROSMreview@kaingaora.govt.nz

6.1. Urban design panel sessions

The panels meet on a regular basis, typically weekly at a predetermined time (please find more details in the [appendix](#)). Design review meetings are usually held virtually. The Manager Panels and Programmes can organise in-person meetings if this would benefit the project. In addition to the regular meetings, the Manager Panels and Programmes can call ad hoc meetings to facilitate timely review.

Projects are reviewed according to their scale and complexity, taking any constraints into consideration. If a project has not been endorsed/approved by the panel, a subsequent design review meeting for the same design stage will be required.

Kāinga Ora urban design panels operate on the principles of natural justice, where an issue that has not been identified and discussed in the meeting should not be later identified for change in the minutes. Likewise, it recognises the design process and that

matters of design that were agreed to at prior reviews should not be relitigated at later stages (assuming that they have been adequately addressed). This will be reinforced by the responsible panel advisor.

The Kāinga Ora development manager, assigned urban designer and panel advisor attend the panel meeting along with the applicant (design team, builder partner) and panellists.

6.2. Meeting agenda

Every design review meeting should follow the structure below:

- **Panel preparation meeting:** Kāinga Ora urban designer and panellists meet before the panel session to identify key issues to be explored during the meeting.
- **Whanaungatanga by chair:** The chair welcomes the applicant and starts a round of introductions.
- **Project overview by development manager:** The development manager outlines the project vision and opportunities as well as underlying design decisions and constraints.
- **Recap by chair:** The chair summarises any major concerns, outcomes and actions from the previous design review meeting.
- **Presentation by design team:** The design team presents the scheme, which should be limited to 15–20 minutes. If it is a follow-up meeting, the focus should be on the resolved issues from the previous review as well as any further design refinements.
- **Questions/clarifications by panel:** The panellists may seek points of clarification.
- **Panel discussion and recommendations:** The panellists comment on positive aspects and identify areas for improvement.
- **Close by chair:** The chair clarifies the outcome and next steps at the end of the meeting.



7. ASSESSMENT PROCESS AND REPORT

The practice of design review should be consistent across all proposals presented to the panel. The matters of review will be drawn from the [Kāinga Ora design guidelines](#) and urban design best practice. Consideration is also given to the requirements of the relevant district plan and any applicable urban design frameworks, design guidelines or strategic documents specific to the locality as well as the project's aspirations.

A panel memo is issued after each design review meeting. Any recommendations given by the panel will be captured, and it will be made clear if the project is endorsed or not endorsed to proceed to the next stage. In general, any fundamental and significant issues should be resolved before booking the next review. Advisory comments should be explored by the design team and integrated where possible. These minutes are to be kept simple, without design jargon, while clearly articulating the issues and recommendations of the panel. The minutes may contain screenshots of drawings. The minutes will be drafted by the panel advisor during the meeting and finalised by the chair within 2 working days. The minutes should be issued to the applicant within 3 working days.

8. ACCOUNTABILITIES

- The panel chair must ensure that all panellists get the chance to seek points of clarification and to comment on the scheme.
- The panel chair must ensure that the memo is written using plain language, providing constructive feedback and clear guidance. Embellishing language needs to be avoided.
- It is the panel chair's responsibility to finalise the memo within 2 working days, which will then be issued and distributed by the panel advisor in a timely manner.
- The panel may request a desktop review at any stage of the review process. Depending on the outstanding issues, the desktop review will be conducted by the panel chair, landscape reviewer or development reviewer. A memo will be issued within 5 working days.
- The panel chair must inform the Manager Panels and Programmes about any matters for escalation. Any escalated issues will be discussed with the Manager Urban Design in the first instance.
- In exceptional situations, the Director Urban Design can overrule an endorsement/non-endorsement made by the panel if the panel's decision is not aligned with the purpose and benefits of the panel.
- The panel advisor must alert the appropriate development manager, urban design support, Programme Director Delivery (C&I or UDD where applicable), Manager Urban Design and Director Urban Design about any non-endorsements in a timely manner.
- The Manager Panels and Programmes submits a monthly report to the Director Urban Design with an overview of the number of reviewed projects per month broken down per endorsements/non-endorsements across all panels.
- The Manager Panels and Programmes submits a customised monthly report to the Programme Directors Delivery (C&I), Director Programme Delivery (C&I), Project Directors (UDD), Director Large-Scale Developments (UDD) and Programme Director Acquisitions (Market Delivery) with an overview of all endorsements/non-endorsements.
- The applicant needs to ensure that a complete drawing package is submitted within 3 working days prior to the scheduled review meeting. If timeframes and information requirements are not adhered to, the review will be postponed.
- If the panel requested a desktop review, it is the applicant's responsibility to submit the revised drawings and notify the panel advisor.
- The panellists must familiarise themselves with the submitted proposal prior to the panel meeting. Minutes of any previous panel reviews should be checked.
- The panellists must inform the Manager Panels and Programmes of any potential conflicts of interest and must decline meeting invitations where they identify such conflict.
- The panellists must review and judge the proposal objectively.



NGĀ ĀPITI HANGA AROTAKE HOAHOA DESIGN REVIEW APPENDICES



AROTAKE HOAHOA ONEKIRITEA HOBSONVILLE POINT DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The Hobsonville Point Design Review Panel (HP DRP) was set up in 2013 to deliver independent design advice and promote quality urban environment in reference to the regulatory framework and design guidelines established for Hobsonville Point. The precincts include Buckley, Sunderland, Catalina, Launch Bay, Te Uru and Airfields.

The function of the panel is to conduct a design review and approval process in order to:

- produce a design assessment report for the applicant and the Council as set out in the terms of reference
- ensure that the vision for Hobsonville Point is maintained in perpetuity regardless of the changes in stakeholders
- streamline the consenting process.

2. PURPOSE/VISION

The programme helps Hobsonville Point to develop as a vibrant community by delivering more quality homes more quickly. It seeks to develop and enhance the existing positive characteristics of a neighbourhood and provide greater housing choice for the benefit of existing and new residents alike.

Kāinga Ora's overarching design philosophy as identified in the design guidelines is that development can have the most impact on whānau building and place building through the quality of the built environment. The two main environments that are fundamental to this are the private realm (the dwelling and its outdoor space) and the public realm (streetscapes and open spaces).

Quality built environments help to support positive social outcomes and wellbeing for people and communities. In turn, this helps to create vibrant and enduring neighbourhoods that are attractive places to live.

3. DESIGN GUIDELINES

The panel will assess proposals against the following documents:

- [Kāinga Ora design guidelines](#)
- HP precinct framework plans
- Unitary Plan urban design provisions
- Waitākere District Plan
- Comprehensive development plan
- Other strategic documents specific to the locality.

In addition, urban design best practice will be used to assess development proposals in a consistent manner.

4. TRIGGERS FOR DESIGN REVIEW

The HP DRP will be used to assist with the design review of concept design of superlots, including lot planning and architecture and landscape strategies.

There is no threshold for proposals. Every development located in one of the above outlined precincts is required to undergo a design review.

All proposals that will require subdivision and land use consent must attend the panel at pre-application stage, and the final report should be submitted as part of the application for resource consent.

Applicants must present their proposals to the panel at concept design stage and developed design stage prior to lodgement.

5. PANEL MEMBERS

Panel members are selected for their knowledge of and professional experience and track record in architecture, urban design, landscape architecture and property development.

The nominated appointees, upon agreement and acceptance by all participating nominating parties, shall become the panel members. If vacancies arise, new appointees shall be nominated by the



relevant stakeholder as needed to maintain the representation requirements.

A panel consists of three members:

- An Auckland Council officer from the Tāmaki Makaurau Design Ope.
- A representative appointed by Kāinga Ora.
- An independent party with particular housing experience drawn from the Auckland Urban Design Panel (please refer to the [AUDP terms of reference](#) for details of the appointment of AUDP Panel members). This person will act as chair for the panel.

The following panel members are currently appointed:

- Natasha Markham – MAUD, Architect and Urban Designer, Chair.
- Alistair Ray – Jasmax, Architect and Urban Designer, Chair.
- John Stenberg – Auckland Council, Urban Designer.
- Madeline Sharpe – Jasmax, Architect and Urban Designer.
- Graeme Scott – Independent Urban Designer.

6. ROLES AND RESPONSIBILITIES

All panel members are to act in an independent advisory manner.

The panel does not have statutory decision-making powers. However, the assessment report can be endorsed by Council in order to make up the specialist urban design report once the application has been lodged.

Therefore, if a proposal is approved by the panel during the pre-application process and the application remains unchanged prior to lodgement, Council will support the application and assist a streamlined application process.

Role of Council officers

An urban designer from Auckland Council will sit on the panel and act as an independent party during the review process.

However, in an equal capacity to all the other panel members, the Council urban designer will input

into the panel's evaluation and recommendations to achieve the overall design objectives set out for the development.

The final assessment report from the panel at pre-application stage shall be submitted with the application. Post-lodgement, the report can be accepted and endorsed by the Council's urban designer as their specialist opinion as part of the application process.

The Council's Planner and Planning Team Leader are invited to be present for the duration of the panel meeting. However, they are not required to attend and do not have any formal responsibilities.

It is the applicant's responsibility to identify any areas of non-compliance with the precinct's regulatory framework to the panel.

7. DESIGN REVIEW PROCESS

We highly recommend engaging with the responsible Kāinga Ora urban designer after you have signed your land sales agreement in order to refine your design. This urban designer will be able to support you through the design review and approval process.

HP DRP sessions are held fortnightly on Thursday afternoon. In general, an HP DRP slot is 1.5 hours. Depending on the complexity of the proposal, the panel advisor will allow more time for the review.

Bookings can be made with the Urban Design Panel Team at DesignReview@kaingaora.govt.nz. When booking, please allow a minimum of 10 working days prior to the desired panel session date.

Drawings need to be submitted by the applicant by Monday 12pm and be in accordance with the relevant [information requirements checklist](#).

It is recommended that the applicant team attends a pre-application meeting with Council planners as part of the normal process to seek guidance on relevant regulatory matters.

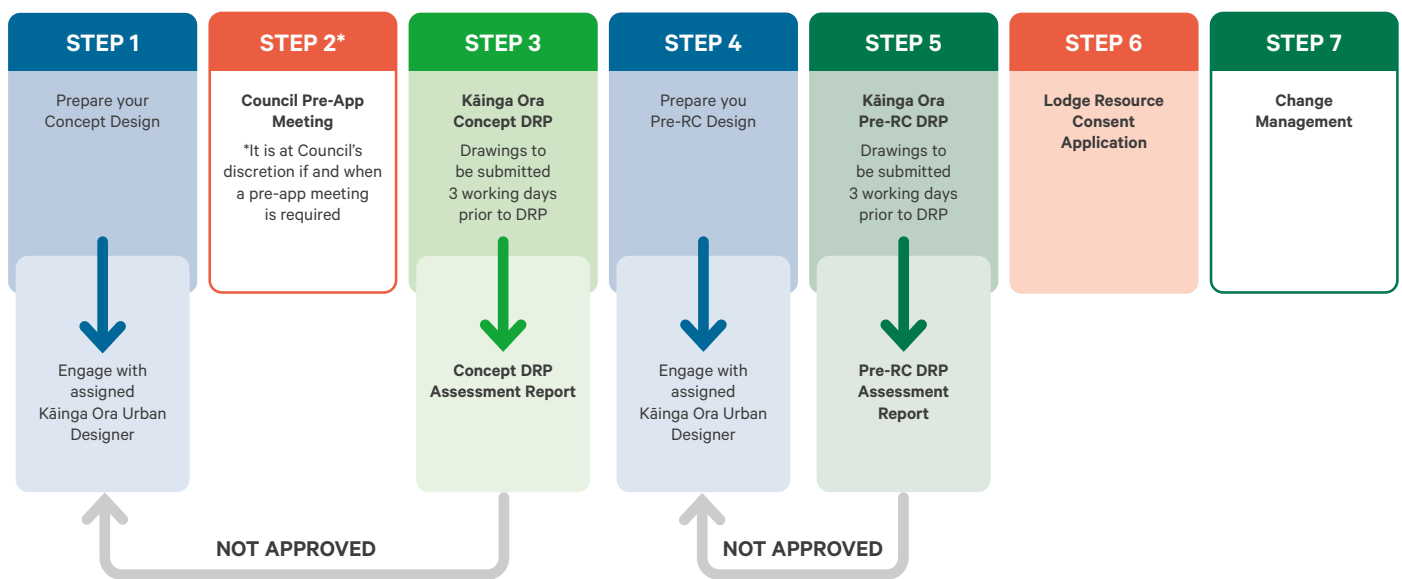
In reviewing proposals, the panel will focus on the appropriateness of the building or development in relation to its physical, social and cultural context, including any identified heritage values. In striving

for excellence in design, the panel will consider the overall quality of the development and its architecture as well as its appearance for the street and public spaces and contribution to the Hobsonville Point vision.

The first review occurs at concept design, another at developed design. Additional reviews may be required at either stage. The developer partner or representatives (i.e. architect, landscape architect, builder) presents the scheme, which should be limited to 20 minutes. The chair then invites the panellists to seek points of clarification and to discuss key issues with the developer partner and representatives.

The panel issues an assessment report. This report identifies all significant design issues that require further refinement and makes a clear recommendation if an additional DRP session is required. The assessment report is distributed to the applicant by the Urban Design Panel Team within 3 working days after your session. A final assessment report will be issued if all fundamental issues are resolved. This document is needed to apply for resource consent.

Hobsonville Point design review process



KEY

- Collaboration between Urban Design Support, Development Manager and Design Team
- Concept Design
- Pre-App Meeting with Council (up to Council's discretion)
- Change Management (applicant requires the panel's approval if changes are made after the Final Assessment Report is issued)
- Pre-RC Design
- Council Involvement



AROTAKE HOAHOA KAUPAPA WHARENOHO O TĀMAKIMAKAUROU (AHP) AUCKLAND HOUSING PROGRAMME (AHP) DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The Auckland Housing Programme (AHP) was set up in 2016 as a joint initiative between Housing New Zealand (HNZ) and Hobsonville Land Company (HLC) to deliver small, medium and large-scale housing developments in Auckland. The current large-scale project neighbourhoods include Ōwairaka, Māngere West, Māngere East, Roskill South, Roskill Schools, Northcote, Oranga, Aorere, Wesley and Waikōwhai.

Over 10 years, it will deliver almost 11,000 additional new public houses and over 12,600 new affordable and market homes.

High-quality and distinctive urban design thinking and built form will be critical to the success of development within the AHP areas. This is in line with the Auckland Plan, which seeks to:

- demand good design in all development
- realise quality compact urban environments
- create enduring neighbourhoods, centres and business areas.

2. PURPOSE/VISION

The programme helps Auckland to develop as a vibrant city by delivering more quality homes more quickly. It seeks to develop and enhance the existing positive characteristics of a neighbourhood and provide greater housing choice for the benefit of existing and new residents alike.

Kāinga Ora's overarching design philosophy as identified in the design guidelines is that development can have the most impact on whānau building and place building through the quality of the built environment. The two main environments that are fundamental to this are the private realm (the dwelling and its outdoor space) and the public realm (streetscapes and open spaces).

Quality built environments help to support positive social outcomes and wellbeing for people and communities. In turn, this helps to create vibrant and enduring neighbourhoods that are attractive places to live.

3. DESIGN GUIDELINES

The DRP will assess proposals against:

- [Kāinga Ora design guidelines](#)
- [Landscape Design Guide for Public Housing](#)
- AHP neighbourhood design guidelines
- strategic frameworks
- open space plans
- neighbourhood masterplans
- Unitary Plan urban design provisions.

The design guidelines are to be used as a design tool to inform the built outcomes and as an assessment tool for the design review process.

4. TRIGGERS FOR DESIGN REVIEW

The DRP will be used to assist with the design review of AHP projects in the following circumstances:

- Preparation of strategic frameworks.
- Preparation of neighbourhood masterplans.
- Preparation of streetscape and open spaces plans.
- Concept design of superlots, including lot planning and architecture and landscape strategies.

There is no threshold for proposals. Every development located in an AHP neighbourhood needs to be presented to the panel.

To speed up the review process and ensure consistency, we have worked with Auckland Council to develop a streamlined, combined design review process. This streamlined service is available to all developments of 10 or more units.



5. PANEL MEMBERS

The AHP DRP has been established to provide independent design review of key projects within the AHP redevelopment areas.

The panel consists of three independent experts in urban design, architecture and landscape architecture who individually are recognised as having experience within Auckland's design and development community.

The panel members currently appointed are:

- Natasha Markham – MAUD, Architect and Urban Designer, Chair.
- Greg Boyden – BUD Living, Architect and Urban Designer.
- Claire Walker – WLA, Landscape Architect.

For developments with 10 or more units, we provide a streamlined review process by involving an Auckland Council urban designer and planner at DRP meetings.

6. ROLES AND RESPONSIBILITIES

The DRP's primary purpose is to assist in achieving a high standard of design quality by reviewing projects and identifying areas for improvement early in the design process.

The roles and benefits of the DRP to development partners and their designers are to:

- provide independent design review of AHP projects
- identify areas for improvement early in the design and consenting process
- advocate for a high standard of design quality, drive best practice urban design and ensure alignment with the Kāinga Ora design guidelines, masterplan objectives and relevant provisions of the Unitary Plan
- provide a degree of certainty to the look and feel of AHP areas while also encouraging variety and interest in the buildings and landscape
- create certainty and efficiency in the planning approval process
- create a forum for discussion and exchange of information relating to housing design and regeneration

- drive neighbourhood quality (safety, access to amenity, open spaces), which in turn drives better social and economic outcomes for residents.

7. DESIGN REVIEW PROCESS

Each AHP neighbourhood has an assigned Kāinga Ora urban designer. We highly recommend engaging with this person after you have signed your land sales agreement in order to refine your design. This urban designer will be able to support you through the design review and approval process.

AHP DRP sessions are held weekly on Tuesday morning. In general, an AHP DRP slot is 1 hour. Depending on the complexity of the proposal, the panel advisor will allow more time for the review.

Bookings can be made with the Urban Design Panel Team at DesignReview@kaingaora.govt.nz. When booking, please allow a minimum of 10 working days prior to the desired panel session date.

Drawings need to be submitted by the applicant by Thursday 12pm and be in accordance with the relevant [information requirements checklist](#).

For developments with 10 or more units, an Auckland Council urban designer and planner will be involved in the review process, which will help to create a smooth review and consenting pathway. When your resource consent is processed, the normal review by the Council urban designer and planner will have already been completed.

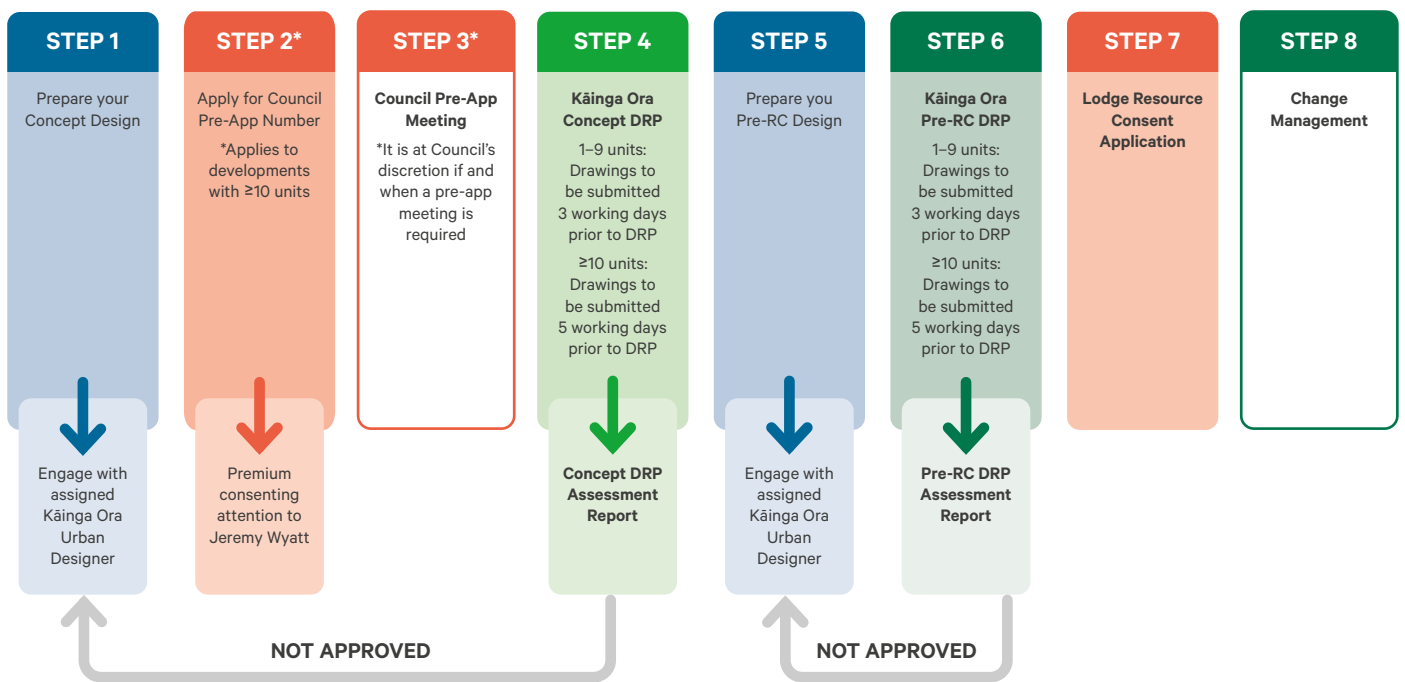
Please reserve a DRP slot 3–4 weeks prior to your preferred review date.

Please request a pre-app via the Auckland Council website and tick 'Premium Consenting'. For each pre-app, there is a works description section that the applicant can fill out to explain the proposal. Please state here 'For input into the Kāinga Ora AHP DRP Panel – attention Jeremy Wyatt'. We can only confirm DRP bookings if a pre-app number is supplied. Drawings need to be submitted 1 week in advance by the applicant (Monday 12pm) to allow the Auckland Council urban designer and planner to review your drawings prior to the session.

The first review occurs at concept design, another at developed design. Additional reviews may be required at either stage. The developer partner or representatives (i.e. architect, landscape architect, builder) presents the scheme, which should be limited to 20 minutes. The chair then invites the panellists to seek points of clarification and to discuss key issues with the developer partner and representatives.

The panel issues an assessment report. This report identifies all significant design issues that require further refinement and makes a clear recommendation if an additional DRP session is required. The assessment report is distributed to the applicant by the Urban Design Panel Team within 3 working days after your session. A final assessment report will be issued if all fundamental issues are resolved. This document is needed to apply for resource consent.

Auckland Housing Programme design review process



KEY

- Collaboration between Urban Design Support, Development Manager and Design Team
- Concept Design
- Council Involvement
- Change Management (applicant requires the panel's approval if changes are made after the Final Assessment Report is issued)



AROTAKE HOAHOA TĀMAKI

TĀMAKI DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The Tāmaki Regeneration Company (TRC) was established by the government and Auckland Council to facilitate the regeneration of Tāmaki. This regeneration is helping to realise the great potential of Tāmaki while tackling significant challenges. Tāmaki Regeneration Limited (TRL) owns the bulk of land within the suburbs of Glen Innes, Point England and Panmure, which is managed by TRC.

Over the next 25 years, the Tāmaki regeneration programme will transform 150 hectares of suburban land to deliver some 10,500 new houses, of which approximately 30% will be new public homes and the remainder affordable and market housing. The regeneration programme is underpinned by new and improved infrastructure as well as enhanced community amenities.

Tāmaki is characterised by an outstanding but degraded natural environment, a culturally diverse community and a young population. The proximity to the Auckland central business district and strong public transport connections along with strong community networks makes for an excellent location and opportunity.

2. PURPOSE/VISION

Tāmaki's vision is to create an inclusive Tāmaki – a place where everyone can flourish and prosper in an inclusive, collaborative, affordable, safe and vibrant community.

Tāmaki's overarching design philosophy, as identified in the Tāmaki Precinct Design Guidelines, includes key six spatial design principles:

- Respecting Tāmaki's unique identity.
- Repairing the open space network.
- Enhancing the natural environment.
- Strengthening neighbourhoods.
- Rethinking streets as places.
- Doing density well.

3. DESIGN GUIDELINES

The DRP will assess proposals against:

- Tāmaki precinct design guidelines
- strategic frameworks
- open-space plans
- neighbourhood masterplans
- Unitary Plan urban design provisions.

The [Kāinga Ora design guidelines and Landscape Design Guide for Public Housing](#) are also to be used as design tools to inform built outcomes and as assessment tools for the design review process.

4. TRIGGERS FOR DESIGN REVIEW

TRC, Kāinga Ora and Auckland Council are leading the urban regeneration activity in Tāmaki to achieve social transformation, economic development, place making and housing delivery. Every development project within Tāmaki is reviewed by either the Compact Projects DRP or the Large-Scale Projects DRP. Applicants will only have to present to one of the two panels.

The panels' primary purpose is to assist in achieving a high standard of design quality by reviewing projects against the Tāmaki design guidelines and identifying areas of design improvement. Each panel is made up of three independent design experts. The first review occurs at concept design, another at developed design. Additional reviews may be required at either stage.

The Large-Scale Projects DRP is administered by Auckland Council's Urban Design Unit and provides review for all complex projects greater than 50 units including apartments and marker buildings. This panel may include representatives from TRC and Kāinga Ora based on the complexity of the project.

The Compact Projects DRP is administered by Kāinga Ora and provides review for all superlots of less than 50 units. This panel may include representatives from TRC and Auckland Council's Urban Design Unit based on the complexity of the project.



5. PANEL MEMBERS

The Tāmaki DRP has been established to provide independent design review of key projects within the Tāmaki redevelopment areas. This DRP consists of three independent experts in urban design, architecture and landscape architecture who individually are recognised as having experience within Auckland's design and development community. In addition, a representative of TRC also attends the DRP meetings.

The panel members currently appointed are:

- Lisa Mein – Mein Urban Design, Architect and Urban Designer, Chair
- Scott Donnell – Donnell & Day Architecture, Architect
- Lee Brazier – Bespoke Landscape, Landscape Architect.

Additional attendees:

- Jayesh Parekh – Tāmaki Regeneration Company, Regeneration Manager

6. ROLES AND RESPONSIBILITIES

The DRP's primary purpose is to assist in achieving a high standard of design quality by reviewing projects and identifying areas for improvement early in the design process. The DRP plays an important part in ensuring all parties are held responsible for their part in achieving the Tāmaki vision.

The roles and benefits of the DRP to development partners and their designers are to:

- identify areas for improvement early in the design and consenting process
- advocate for a high standard of design quality, drive best-practice urban design and ensure alignment with the Tāmaki precinct design guidelines, Tāmaki regeneration outcomes and relevant provisions of the Unitary Plan
- provide a degree of certainty to the look and feel of development areas while also encouraging variety and interest in the buildings and landscape

- create a forum for discussion and exchange of information relating to housing design and regeneration
- drive neighbourhood quality (safety, access to amenity, open spaces), which in turn drives better social and economic outcomes for the community
- provide the community with confidence and reassurance around potential outcomes that may affect them.

7. DESIGN REVIEW PROCESS

It is recommended to engage with the assigned urban designer after the land sales agreement has been signed in order to refine the design. If a site needs to be reviewed by the Compact Projects DRP, please give the Panels Team a heads-up about 4 weeks prior to making the booking.

Tāmaki DRP sessions are held fortnightly on Thursday morning. In general, a Tāmaki DRP slot is 1 hour. Depending on the complexity of the proposal, the panel advisor will allow more time for the review.

Bookings for the Compact Projects DRP can be made with the Urban Design Panel Team at DesignReview@kaingaora.govt.nz. When booking, please allow 10 working days prior to the desired panel session date.

The proposal is required to be submitted by the applicant by Monday 12pm and be in accordance with the relevant [information requirement checklist](#).

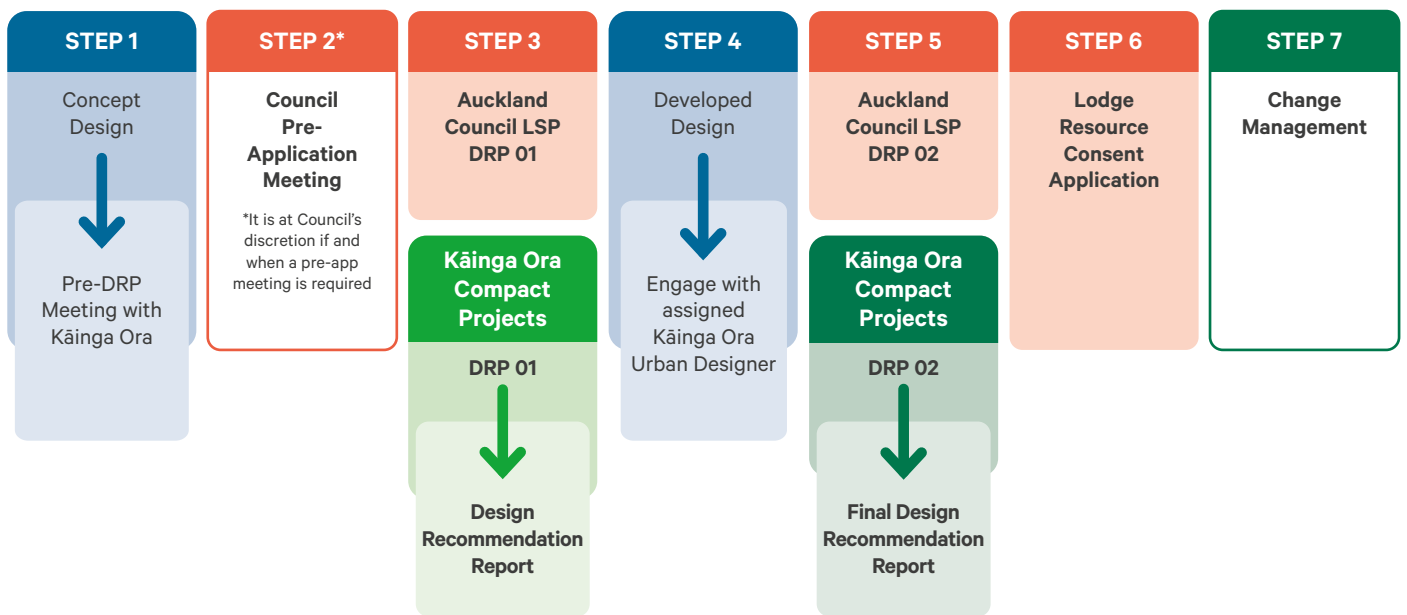
The first review occurs at concept design, another at developed design. Additional reviews may be required at either stage. The developer partner or representatives (i.e. architect, builder) presents the scheme, which should be limited to 20 minutes. The chair then invites the panellists to seek points of clarification and to discuss key issues with the developer partner and representatives.

The panel issues a design recommendation report. This report identifies all significant design issues that require further refinement and makes a clear recommendation if an additional DRP session is required. The design recommendation report is

distributed to the applicant by the Urban Design Panel Team within 3 working days after your session. A final design recommendation report will be issued if all fundamental issues are resolved. This document is needed to apply for resource consent.

Please note, the Large-Scale Projects DRP is administered by Auckland Council. Bookings need to be made by contacting trcpanel@aucklandcouncil.govt.nz.

Tāmaki design review process



KEY

- Collaboration between Urban Design Support, Development Manager and Design Team
- Concept Design
- Pre-App Meeting with Council (up to Council's discretion)
- Change Management (applicant requires the panel's approval if changes are made after the Final Assessment Report is issued)
- Pre-RC Design
- Council Involvement

AROTAKE HOAHOA LAKESIDE LAKESIDE DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

Lakeside is a greenfield development in Te Kauwhata, Waikato, led by Winton in partnership with Kāinga Ora. The development is looking to deliver approximately 1,650 new affordable and market homes with supporting facilities and infrastructure to create a new thriving community. As part of the land development, Winton is delivering a walkable streetscape, well-connected open space network, a local centre and primary school. Lakeside will be built up in five stages over an 8–10-year programme.

2. PURPOSE/VISION

The key objective of the Lakeside Design Control Guidelines is to ensure a high-quality built environment and to limit development to a coordinated palette of materials in keeping with the Lakeside setting.

Much like tenants' investment, the stunning views and natural environment surrounding Lakeside are deserving of protection. These controls ensure the neighbours share the same vision.

The landscaping and lot frontage of units will help form the fabric of the high-quality Lakeside development. The Lakeside Design Control Guidelines are centred around protecting the quality of views, streetscapes and vast network of reserves. The intent of these controls is to create a lush green vegetated frontage to every lot for a social and healthy community while giving tenants flexibility within the boundary hedges and fences.

3. DESIGN GUIDELINES

The Lakeside Design Control Guidelines is the document that the independent reviewer will assess against when reviewing design proposals. The guidelines are a registered covenant on the title for all lots at Lakeside and focus on architectural features, finishes and landscape treatments while also defining the relationship of primary interfaces with the street.

The key objective of the guidelines is to ensure a high-quality built environment and to limit developments to an appropriate and coordinated palette of materials in keeping with the Lakeside settings.

Please refer to the [Lakeside Design Control Guidelines](#) document for further details.

4. TRIGGERS FOR DESIGN REVIEW

The DRP process is intended to deliver a quality design outcome and concentrates on urban design primarily. Architecture and landscape design are significant contributors to how successful an urban design outcome is and are therefore assessed in this context.

It is a requirement that every proposed development in Lakeside goes through the design review process and receives a final approval letter from the independent reviewers before commencing works on the development.

5. PANEL MEMBERS

The DRP has been established to provide independent design review of key projects within the Lakeside redevelopment areas.

One independent reviewer serves on the panel to provide cohesive expertise across urban design, landscape architecture and architecture.

The independent reviewer is Claire Walker, WLA. She has extensive experience across the Kāinga Ora DRP process.

The independent reviewer conducts compliance checks for proposals and issues final approval letters for approved proposals.

6. ROLES AND RESPONSIBILITIES

Main compliance categories that the panel will assess include building construction controls (setbacks, building height, coverage and outdoor space, materials, etc.), landscape controls, driveways and general items.

The panel’s primary purpose is to assist in achieving a consistent and high standard of design quality by reviewing projects and identifying areas for improvement early on in the design process.

The roles and benefits of the DRP to development partners and their designers are to:

- identify areas for improvement early on in the design and consenting process
- advocate for a high standard of design quality to be in line with the Lakeside Design Control Guidelines
- provide a degree of certainty to the look and feel of developments while ensuring consistency in the buildings and landscape design
- create a forum for discussion and exchange of information relating to housing design
- ensure neighbourhood quality (safety, access to amenity, open spaces), which in turn contributes to creating an attractive and liveable community
- provide the community with confidence and reassurance around the urban design outcomes anticipated in Lakeside

- play an important part in ensuring all parties are held responsible for their part in achieving the Lakeside vision.

Kāinga Ora’s independent reviewer conducts design reviews for each lot and issues final approval letters for approved designs.

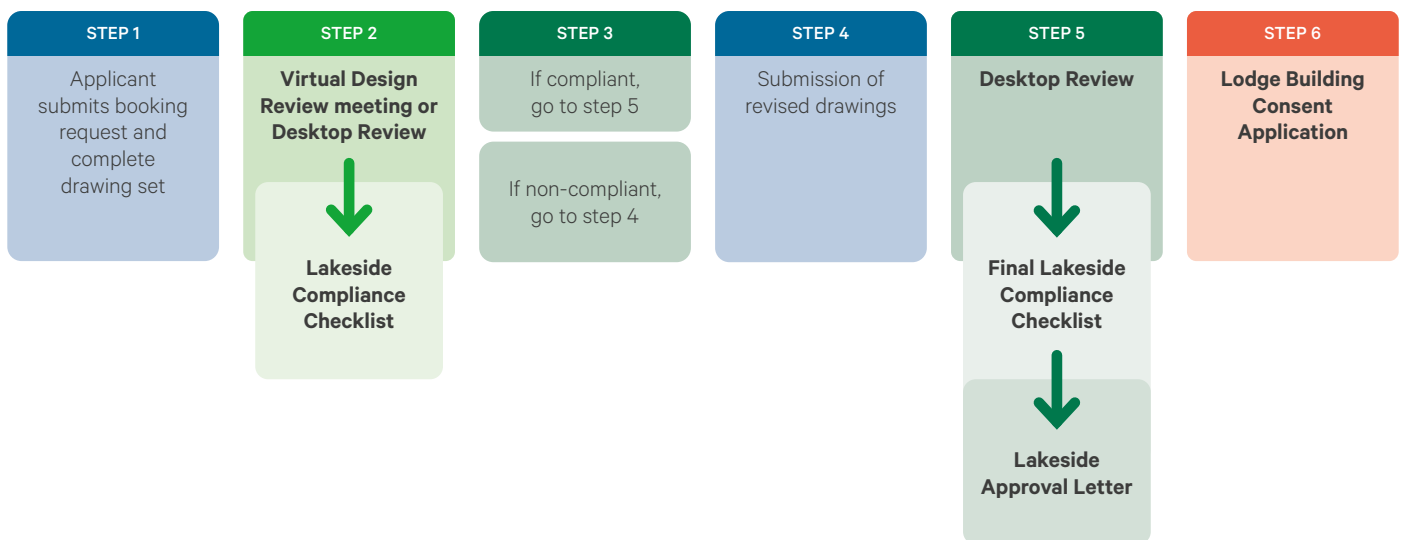
7. DESIGN REVIEW PROCESS

Lakeside design reviews are conducted offline on a weekly basis with capacity to review a maximum of eight lots per week. Depending on the complexity of the proposal, the panel advisor may arrange an online DRP session with the independent reviewer, builder partner and Kāinga Ora team.

Bookings can be made with the Urban Design Panel Team at DesignReview@kaingaora.govt.nz. Full drawing packs must be provided before a DRP review can be confirmed.

The final proposal is required to be submitted by the applicant by 8am 5 working days prior to the review and be in accordance with the relevant [information requirements checklist](#) for Lakeside DRP.

Lakeside design review process



- KEY**
- Collaboration between Urban Design Support, Development Manager and Design Team
 - Concept Design
 - Pre-RC Design
 - Council Involvement



AROTAKE HOAHOA TE WHANGANUI-A-TARA WELLINGTON DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The Wellington Design Review Panel was set up in 2020 to deliver small, medium and large-scale housing developments in Eastern Porirua. The current large-scale project neighbourhoods include Cannons Creek and Waitangirua.

Over the next 20 years, the programme will deliver 4,000 new houses of which approximately 50% will be new public houses and the remainder affordable and market housing. The regeneration programme is underpinned by new and improved infrastructure as well as enhanced community amenities.

High quality and distinctive urban design thinking and built form will be critical to the success of Kāinga Ora development activities in Eastern Porirua. This is in line with [Porirua City – Our Vision](#), which seeks the outcomes of:

- diverse housing options
- low-carbon community
- ready for growth – infrastructure, homes and business
- sustainable use of resources.

2. PURPOSE/VISION

The programme helps Eastern Porirua to develop as a vibrant city by delivering more quality homes more quickly. It seeks to develop and enhance the existing positive characteristics of a neighbourhood and provide greater housing choice for the benefit of existing and new residents alike.

Kāinga Ora's overarching design philosophy as identified in the design guidelines is that development can have the most impact on whānau building and place building through the quality of the built environment. The two main environments

that are fundamental to this are the private realm (the dwelling and its outdoor space) and the public realm (streetscapes and open spaces).

Quality built environments help to support positive social outcomes and wellbeing for people and communities. In turn, this helps to create vibrant and enduring neighbourhoods that are attractive places to live.

3. DESIGN GUIDELINES

The panel will assess proposals against the following documents:

- [Kāinga Ora design guidelines](#)
- [Landscape Design Guide for Public Housing](#)
- spatial plan
- neighbourhood masterplans
- Medium Density Design Guide.

The design guidelines are to be used as a design tool to inform the built outcomes and as an assessment tool for the design review process.

4. TRIGGERS FOR DESIGN REVIEW

The panel will be used to assist with the design review of projects in Eastern Porirua in the following circumstances:

- Preparation of strategic frameworks.
- Preparation of neighbourhood masterplans.
- Preparation of streetscape and open spaces plans.
- Concept design of superlots, including lot planning and architecture and landscape strategies.

There is no threshold for proposals. Every development located within Eastern Porirua needs to be presented to the panel.



5. PANEL MEMBERS

The panel has been established to provide independent design review of projects within the Eastern Porirua redevelopment areas.

The panel consists of three independent experts in urban design, architecture and landscape architecture who individually are recognised as having experience within the Wellington design and development community.

The following panel members are currently appointed:

- Andrew Burns – McIndoe Urban, Urban Designer, Chair.
- Deyana Popova – Urban Perspectives, Urban Designer, Chair.
- Graeme Scott – Independent Urban Designer.
- Dan Males – Local Collective, Landscape Architect.
- Nicole Thompson – Wright & Associates Landscape Architects, Landscape Architect.

6. ROLES AND RESPONSIBILITIES

The panel's primary purpose is to assist in achieving a high standard of design quality by reviewing projects and identifying areas for improvement early in the design process.

The role and benefits of the panel to development partners and their designers are to:

- provide independent design review of Eastern Porirua projects
- identify areas for improvement early in the design and consenting process
- advocate for a high standard of design quality, drive best-practice urban design and ensure alignment with the Kāinga Ora design guidelines, masterplan objectives and relevant provisions of the spatial plan
- provide a degree of certainty to the look and feel of Kāinga Ora large-scale project areas whilst also encouraging variety and interest in the buildings and landscape

- create certainty and efficiency in the planning approval process
- create a forum for discussion and exchange of information relating to housing design and regeneration
- drive neighbourhood quality (safety, access to amenity, open spaces, etc.) which in turn drives better social and economic outcomes for residents.

7. DESIGN REVIEW PROCESS

Each large-scale project neighbourhood has an assigned Kāinga Ora urban designer. We highly recommend engaging with this person after you have signed your land sales agreement in order to refine your design. This urban designer will be able to support you through the design review and approval process.

WLGT DRP sessions are held fortnightly on Wednesday morning. In general, a WLGT DRP slot is 1 hour. Depending on the complexity of the proposal, the panel advisor will allow more time for the review.

Bookings can be made with the Urban Design Panel Team at DesignReview@kaingaora.govt.nz. When booking, please allow a minimum of 10 working days prior to the desired panel session date.

Drawings need to be submitted by the applicant by Friday 12pm and be in accordance with the relevant information requirements checklist.

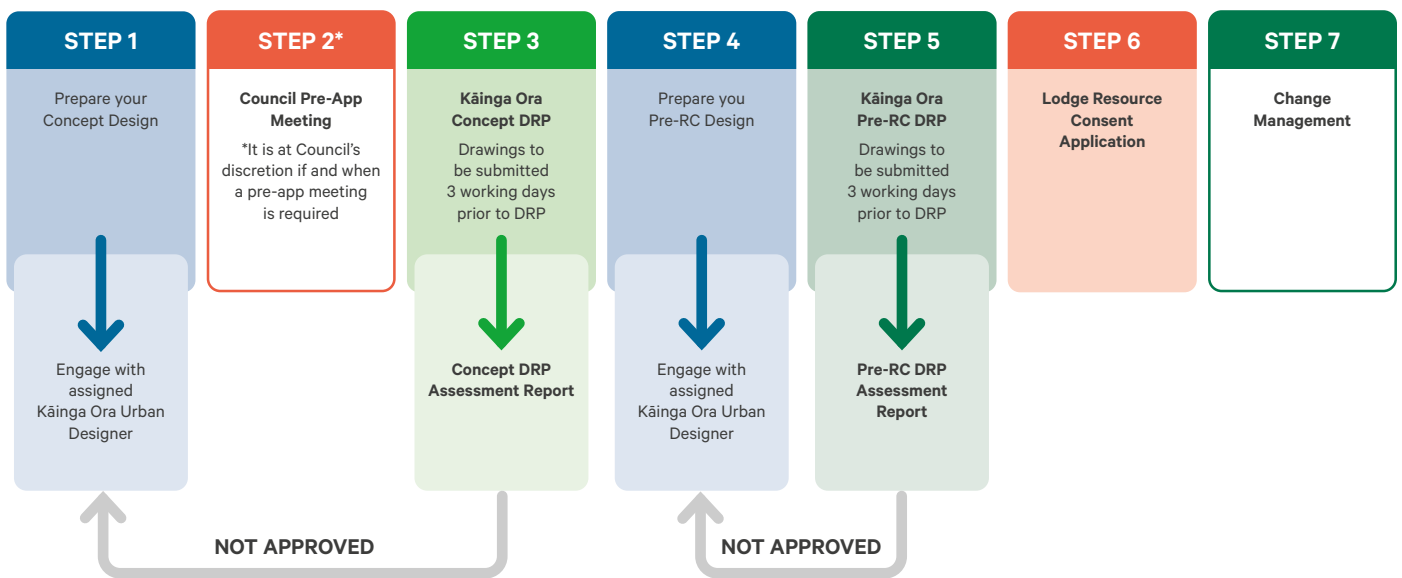
The first review occurs at concept design, another at developed design. Additional reviews may be required at either stage. The developer partner or representatives (i.e. architect, landscape architect, builder) presents the scheme, which should be limited to 20 minutes. The chair then invites the panellists to seek points of clarification and to discuss key issues with the developer partner and representatives.

The panel issues an assessment report. This report identifies all significant design issues that require

further refinement and makes a clear recommendation if an additional DRP session is required. The assessment report is distributed to the applicant by the Urban Design Panel Team within 3 working days after your session. A final assessment report will

be issued if all fundamental issues are resolved. This document is needed to apply for resource consent.

Wellington design review process



KEY

- Collaboration between Urban Design Support, Development Manager and Design Team
- Concept Design
- Pre-App Meeting with Council (up to Council's discretion)
- Change Management (applicant requires the panel's approval if changes are made after the Final Assessment Report is issued)
- Pre-RC Design
- Council Involvement

RŌPŪ TOHUTOHU HANGARAU (TAG) TECHNICAL ADVISORY GROUP (TAG)

1. ESTABLISHMENT AND PARTNERSHIPS

Kāinga Ora's Technical Advisory Group (TAG) was set up in 2016 as a joint initiative between Urban Design and Construction & Innovation to enable continuous improvement for our developments. The TAG empowers the development manager (DM), upskills design consultants and provides an independent, objective perspective.

2. PURPOSE/VISION

The TAG provides a quality assurance checkpoint at key stages in the design process, ensuring the designs are best for the project and conform to the Kāinga Ora design guidelines and development expectations.

The design review process provides an opportunity to unlock latent potential by creating vibrant and enduring communities. This can be achieved by creating places that are liveable, practical and affordable. The process ensures that the quality of developments is consistent regarding design, construction and community wellbeing.

3. DESIGN GUIDELINES

The TAG consists of independent experts who assess the proposals against the [Kāinga Ora Urban Design Guidelines](#) and [Landscape Design Guide for Public Housing](#) and provide impartial advice.

The TAG follows the following design principles that are outlined in the [Simple Guide to Urban Design and Development](#):

- **Planning:** Aim to weave buildings, networks and natural landscapes together to create integrated, holistic environments.
- **Place making:** People-centred approach to planning, designing and managing an area. Aim to create a sense of belonging.

- **Public spaces** (spaces between and around buildings): Aim to create attractive, animated, well-used and well-supervised public spaces.
- **Community:** Aim to promote diversity and community wellbeing throughout social, environmental and economic dimensions.
- **Sustainability:** Aim for a holistic approach that embraces environmental, economic, social and cultural outcomes, meeting current needs without compromising the ability to meet the needs of future generations.

4. TAG REVIEW PROCESS

Projects with six or more units trigger a TAG review.

Express projects with 6–10 units (one or two-level buildings) follow the express TAG pathway. The consultant design team, supported by the UD/LA support and DM explore design strategies and options for the site and agree on a preferred concept design. The design review is conducted at concept stage. A peer review is conducted at pre-RC stage by a locally based senior urban designer and landscape architect.

IMO standard projects require design review at two key design stages – site layout and pre-RC. A concept TAG review can be arranged if this is requested by the C&I Development Manager.

The TAG is composed of three subject matter experts for simple and standard projects.

IMO significant projects require design review at site layout, concept and pre-RC stage. Significant projects trigger a 'super panel' that consists of five members.

The TAG may request a desktop review at any stage of the review process. The reviewer will respond with a formal memo indicating endorsement or non-endorsement.



5. TAG MEMBERS

Each TAG panel consists of three independent experts in urban design, architecture, landscape architecture and development delivery who are individually recognised as having experience within New Zealand's design and development community.

The following core panel members are currently appointed:

Urban design reviewers

- Anthony Flannery – UD Chair
- Greg Boyden – UD Chair

Development reviewers

- Andrew Showler – Technical Director, C&I
- Marian McDonald – Senior DM
- Chad Smith – Senior DM
- Ben Davies – Senior DM

Landscape reviewers

- Mark Whillans – Senior LA
- Hugh Smith – Senior LA

6. ROLES AND RESPONSIBILITIES

The TAG's primary purpose is to assist in achieving a high standard of design quality by reviewing projects and identifying areas for improvement early on in the design process.

The roles and benefits of the TAG to development managers and their designers are to:

- provide independent design review
- identify areas for improvement at the appropriate time during the design and consenting process
- advocate for a high standard of design quality, drive best-practice urban design, and ensure alignment with the urban design and development design guidelines
- create certainty and efficiency in the planning approval process
- create a forum for discussion and exchange of information relating to public housing design and creating communities

- contribute to improving neighbourhood quality (safety, access to amenity, open spaces), which in turn drives better social and economic outcomes for residents.

The peer review is intended to be a collaborative process initiated by the project team with a focus on resolving building and landscape qualities. The DM arranges the peer review through the panels advisor once the project reaches pre-RC stage. A revised drawing package as well as a design statement should be filed on Objective. The peer reviewers will either reinforce a design solution or provide a route to an improved alternative. The peer assessment will be completed within 3 working days.

7. DESIGN REVIEW PROCESS

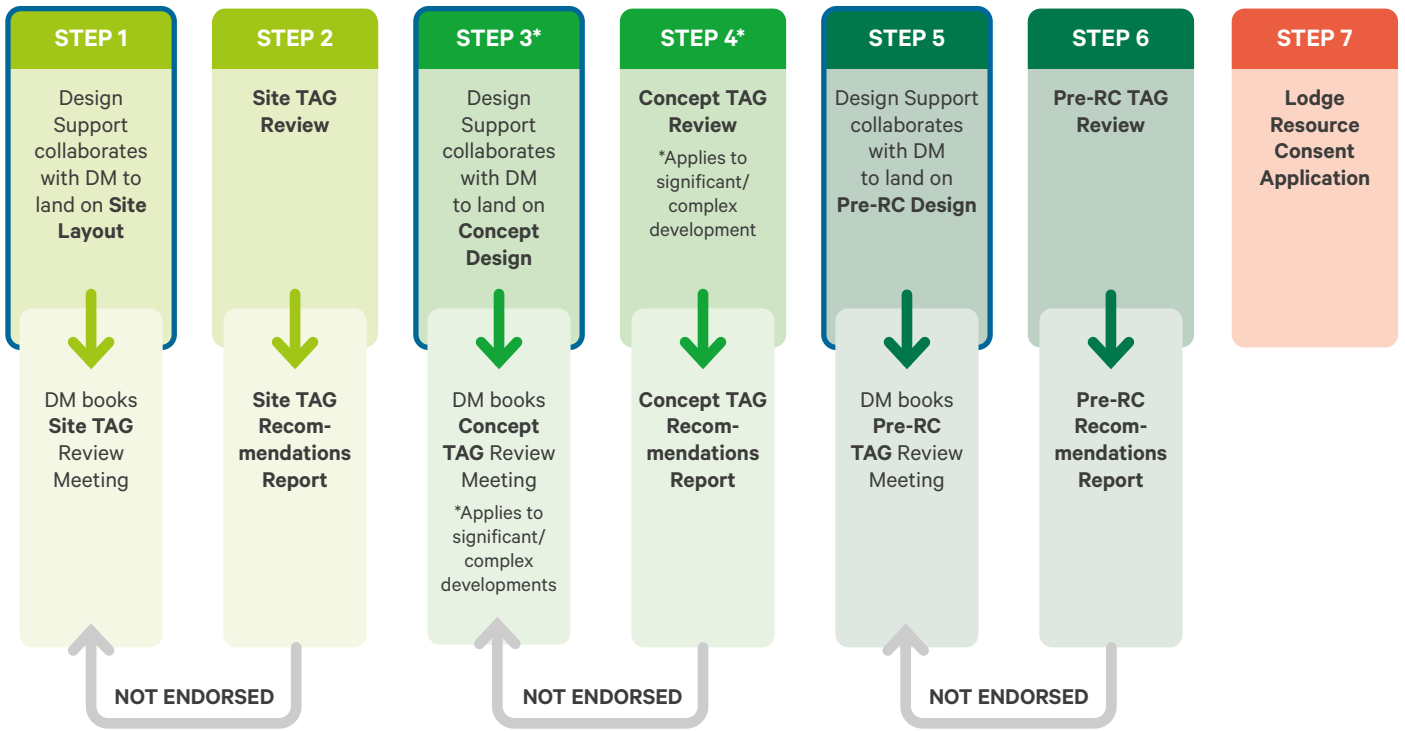
TAG reviews take place three times a week on Tuesday, Wednesday and Friday from 9am–12pm. During peak times, additional slots on Wednesday and Thursday morning will be made available.

Bookings can be made with the Urban Design Panel Team at: TAGReview@kaingaora.govt.nz

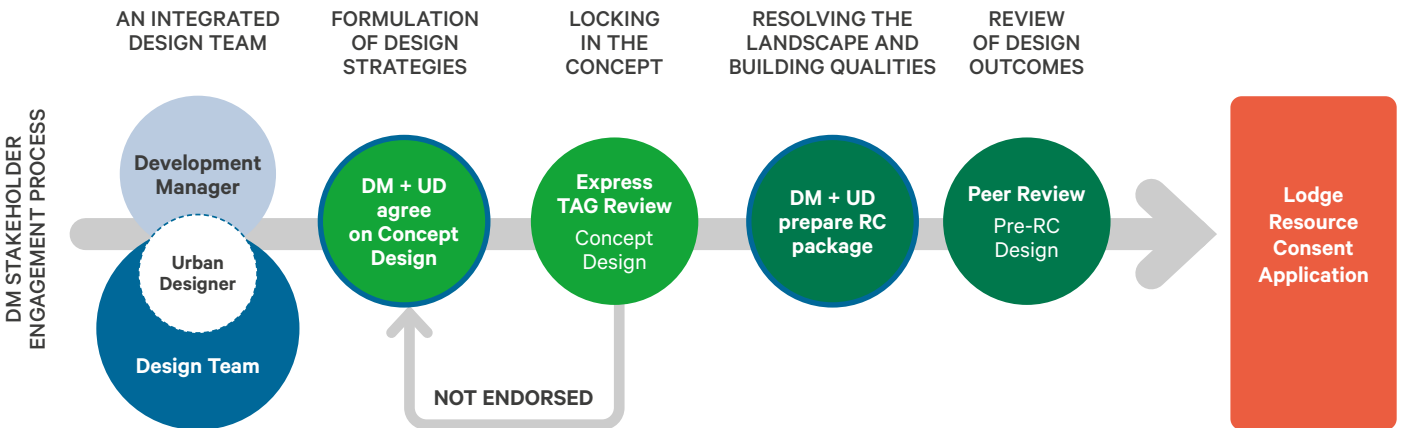
When booking, please allow a minimum of 10 working days prior to your desired TAG review date. The panel advisor will provide a booking template that needs to be filled out and returned.

If you need to cancel a scheduled TAG review, please notify the panel advisor as early as possible – at the latest 5 working days prior to date of booking.

TAG pathway for IMO standard and significant projects



Express TAG pathway for simple projects



- KEY**
- Collaboration between Urban Design Support, Development Manager and Design Team
 - Site Layout
 - Concept Design
 - Pre-RC Design
 - Council Involvement

AROTAKE HOAHOA RIRONGA ACQUISITIONS DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The acquisition design review process was established in February 2020 in collaboration with Market Delivery. The process has been amended over time to enable fast evaluation to identify acquisition potential. The process empowers the acquisitions manager (AM) to make considered decisions.

The Acquisitions Design Review Panel (ADRP) has been established to provide independent design review of acquisitions new build projects to ensure the designs are best for the project and conform to the development expectations.

2. PURPOSE/VISION

The acquisition design review process provides a quality assurance checkpoint at key stages in the design process in order to procure quality housing. The objective is to unlock latent potential and build positive partnering relationships with market partners. The process aims to create strong working relationships between the acquisitions managers and the urban design support.

Market Delivery ensures that houses are procured of sufficient quantity and quality. Urban Design provides advice to ensure consistent quality nationwide.

3. DESIGN GUIDELINES

The ADRP assesses projects against the checklist in the 5% workshop memo for:

- drawing standards
- site plan
- site layout
- pedestrian safety, carparking, access and driveways
- CPTED
- architectural design
- landscaping.

4. TRIGGERS FOR DESIGN REVIEW

Following the 5% workshop, the ADRP assists with the design review of acquisition projects in the following circumstances:

- If the site has 10 or more units.
- If urban design support has endorsed the project with a 5% workshop memo.

Projects with fewer than 10 units are endorsed by a 15% desktop review instead of the panel.

Accelerated FY24 projects are presented at the acquisitions improvement workshop (AIW), which is led by James Radics, Sen. Acquisitions Manager. The workshop is held twice a week and proposals are assessed by subject matter experts in urban design, quality assurance and acquisitions. All acquisition proposals with approved resource consent or building consent need to be presented at the AIW and be assessed in accordance with the reduced standards for Category B assets. Complex projects are sent to ADRP.

5. PANEL MEMBERS

The ADRP consists of five subject matter experts in urban design, architecture, landscape architecture, acquisitions and quality assurance.

The panel members currently appointed are:

- Anthony Flannery or Graeme Scott – Chair Urban Design
- Thorsten Dettmer – UD Programme Lead
- Ken Davis – QA Design Reviewer
- Nav Bains or Scott Holdsworth – Acquisitions Reviewer
- Mark Whillans or Hugh Smith – Landscape Reviewer.



6. ROLES AND RESPONSIBILITIES

The roles and responsibilities of the urban design support are to:

- build strong working relationships with the AM
- provide fast evaluation of submitted proposals
- support the AM by producing alternative site layouts
- enable the AM to make decisions based on the 5% memo for panel review or endorse 15% for fewer than 10 projects.

The roles and responsibilities of the ADRP are to:

- provide independent design review of acquisitions new build projects
- identify areas for improvement early on in the design and consenting process
- advocate for a high standard of design quality, drive best-practice urban design and ensure alignment with all projects coming through the acquisition design review process
- create a forum for discussion and exchange of information relating to public housing design
- drive neighbourhood quality (safety, access to amenity, open spaces), which in turn drives better social and economic outcomes for residents
- build relationships internally between the AM, urban designers and landscape architects.

7. DESIGN REVIEW PROCESS

Design review requests should be sent to

AcquisitionsDesignReviewPanel@kaingaora.govt.nz.

The panel advisor will assign an urban designer to the project and set up a Basecamp folder. Drawings and any supporting information should be uploaded to Basecamp by the AM.

Representatives from Quality Assurance, Landscape Architecture and Urban Design meet twice a week to discuss new projects at a workshop. A designated urban design support person will provide initial feedback within 3 working days and advise if further information is required. If the drawing set has a sufficient level of detail, the urban design support will conduct a 5% assessment and issue an assessment report. This report advises on the next steps. If the project is endorsed at 5% stage and the AM decides to proceed, a 15% panel review needs to be booked via the inbox.

The AM needs to ensure that all relevant design documents are uploaded to Basecamp 2 working days prior to the scheduled meeting. ADRP meetings are held on Tuesday afternoon and Thursday morning. A 15% ADRP assessment report will be uploaded to Basecamp and distributed to the AM within 2 working days.

If the site has fewer than 10 units, ADRP review is not required. In this instance, the 15% review will be conducted by the urban design support.

Please note, if the assigned urban designer requested additional information in order to conduct the 5% assessment and the AM does not provide those within three months, the panel advisor will close the project.



AROTAKE HOAHOA WHAKANAONGA URUPARE TERE I WAHI KĒ (RROSM) RAPID RESPONSE OFF-SITE MANUFACTURING (RROSM) DESIGN REVIEW

1. ESTABLISHMENT AND PARTNERSHIPS

The Rapid Response Off-Site Manufacturing (RROSM) design review process was established in June 2021 in collaboration with C&I Programme Team 6.

The RROSM programme (formerly known as the TH-1K programme) aims to deliver 1,000 transitional homes by using off-site manufacturing (OSM). This is a highly accelerated process that has required multiple stakeholders across the organisation to change the way they operate to support the programme. As such, a specialised design review approach has been established to be fit for purpose.

A number of suppliers across the country have been procured to undertake the delivery of the initial tranche of units. The bulk of these dwellings are one and two bedrooms. A variety of typologies and groupings can be achieved with the typical modules.

Sites selected for this project are being identified through a variety of avenues, including existing large-scale projects, acquisitions and existing Kāinga Ora sites.

2. PURPOSE/VISION

As this is an accelerated programme, a bespoke and interactive format was required for the design review process. This delivers an agile design process and allows urban design input at key stages in the design process and quick gateway approvals.

Design review of the proposed typical units will be undertaken as a one off. This feedback will be taken forward to the respective suppliers with the aim to make any adjustments from the onset. The panel will receive the finalised layouts for information once they have been confirmed with the suppliers.

The panel will not be able to comment on the internal layout of these and any fixed elements.

3. DESIGN GUIDELINES

A series of design principles have been collated to provide design guidance for site composition, landscape quality and lot arrangement. The design review undertaken is underpinned by the design principles and creates a baseline for assessment.

The items listed below should be addressed and shown, where appropriate, on the drawing sets submitted to the DRP.

Urban design/architecture

- Site context and commentary on proximity to amenities/open space/transit nodes or corridors.
- Organising site structure and elements – if there is a community room or space, what is the rationale for its placement?
- Existing site plan showing natural and built features, trees to be retained, constraints – overland flow, contours, services lines/manholes.
- Prior options explored (if any), including rationale for why these were not preferred.
- Site plan showing indicative levels and contours, any retaining or adjustment to contours.
- Façade treatment and screening elements – how do the elevations provide privacy and create a welcoming entry?
- CPTED and passive surveillance of spaces – how is this achieved?
- Pedestrian routes from public footpaths and amenities throughout the site.
- Vehicle manoeuvring and carparking arrangement.
- For walk-ups: location of external amenities such as washing lines, bins, etc.
- Refuse collection strategy.



Landscape

- Overall site landscape strategy plan, including:
 - response to contextual drivers, site history and site elements
 - summary of overarching design principles
 - a clear movement/circulation hierarchy and public/private interface.
- Tree canopy retention strategy.
- Site plan showing:
 - interface with built form and interior spaces
 - location of utility space including bin locations, sheds (if required) and washing lines
 - clear indication of surface finishes and treatments
 - indication of community open space
 - key levels to illustrate the relationship between spaces and how stormwater/overland flow will be dealt with.
- Site fencing, retaining and boundary treatments.
- Planting strategy including key tree and plant species/size and selection.
- Site sections shall be provided, where required, to illustrate relationship to built form and how the proposal responds to site topography.
- Provide commentary on maintenance approach anticipated in relation to landscape strategy.

4. TRIGGERS FOR DESIGN REVIEW

Every site that is part of the RROSM programme will be brought to the design workshop to seek urban design and landscape input.

Sites with fewer than 10 units only require input from the design support team prior to lodging the resource consent.

Sites with 10 or more units need to be reviewed by the panel at the design review clinic and require the panel's endorsement prior to lodging the resource consent.

If the site is located in a masterplanned area (Large-Scale Project), the approved design review clinic design needs to be presented to the appropriate Large-Scale Projects Design Review Panel (LSP DRP).

The assigned urban designer and Development Manager schedule the review and ensure that this aligns with the programme sought.

5. PANEL MEMBERS

Three key specialist fields are required for this panel – urban design, landscape architecture and, where appropriate, land development.

The RROSM panellists appointed are:

- Urban design: Greg Boyden – Senior Urban Designer
- Landscape architecture: Mark Whillans or Hugh Smith – Senior Landscape Architect
- Land development: Colleen McCorkindale – Project Director Greenfields & Complex Projects.

6. ROLES AND RESPONSIBILITIES

The panel's primary purpose is to assist in achieving a high standard of design quality by reviewing projects and identifying areas for improvement early on in the design process.

The role of the DRP team is to provide independent advice to sites that are part of the RROSM programme.

7. DESIGN REVIEW PROCESS

The RROSM design workshop is held with the consultant team to resolve any key issues and prepare the design for review. A workshop memo is written by the urban design support and filed on Objective. In some instances, and if appropriate, the workshop can be replaced for weekly design team meetings with the project team present.

In the next instance, the design review is undertaken by three panel members in a design review clinic format where constructive feedback is provided to make any necessary changes, if required, to ensure that the design proposal meets the design principles and delivers a quality output. If the panel is comfortable with the proposal and all comments made by the panel have been addressed, the resource consent can be lodged. It is up to the urban design support to ensure that the consultant team has appropriately resolved the issues identified by the panel.

If any fundamental issues are identified in the design review clinic, a subsequent design workshop is undertaken, followed by an offline design review clinic where the urban design support presents the revised drawings to the panel.

Urban design and landscape design support team members are involved throughout and help facilitate the design review process. It is up to the design support team members to advise that the proposal is ready to proceed to the design review clinic.

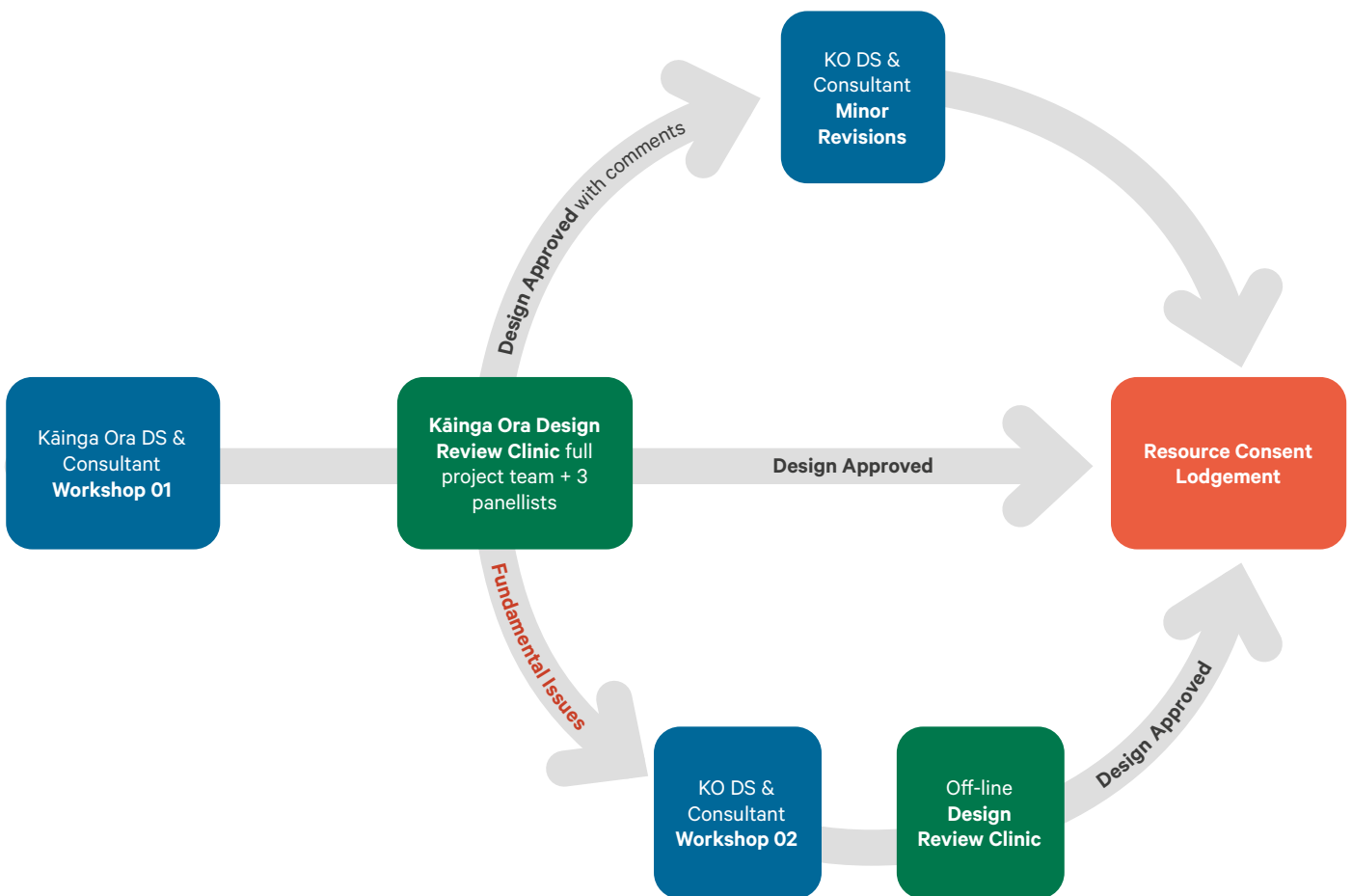
8. FREQUENCY AND TIMING

RROSM design workshops are held on Monday and Thursday morning. Bookings can be made via RROSMReview@kaingaora.govt.nz 1 working day in

advance by 12pm. Drawings or sketches don't need to be submitted in advance but should be filed on Objective. An Objective link will be provided in the meeting invitation.

RROSM design clinic reviews are held on Monday mornings. Bookings should be made via RROSMReview@kaingaora.govt.nz by Thursday EOB. Drawings are to be submitted by midday 12pm on the Friday prior. An Objective link will be provided in the meeting invitation. Development managers will coordinate with the design team to ensure that drawings are uploaded on time and that architectural and landscape drawings are coordinated.

The time allocated to the sessions will be dependent on the number of sites ready for review.



INFORMATION REQUIREMENTS CHECKLIST

LARGE-SCALE PROJECTS

Required Information D – Draft F – Final	Concept DRP 01	Developed DRP 02
Unitary Plan context		
Summary of Unitary Plan context, including:	F	
<ul style="list-style-type: none"> plan showing relevant zones, overlays, designations, precincts and scheduled items and places (including heritage buildings) on and surrounding the site 	F	
<ul style="list-style-type: none"> reasons for consent of relevance to the panel review, e.g. new building, infringement of standards, heritage building 	F	
<ul style="list-style-type: none"> the degree of any infringement – what’s permitted versus what’s proposed 	F	
<ul style="list-style-type: none"> the relevant urban design-related plan provisions (objectives, policies, purpose statements and assessment criteria) and how the proposal is in general accordance with these. 	F	
Aerial Photo		
1:1000 minimum scale, identify site	F	
Neighbourhood context		
1:5000 minimum plan(s) of existing features of the neighbourhood that show:	F	
<ul style="list-style-type: none"> subject site and north point 	F	
<ul style="list-style-type: none"> topography, landscape, open spaces, vegetation, watercourses and coastal environments 	F	
<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 	F	
<ul style="list-style-type: none"> key pedestrian desire lines to community facilities, public transport, commercial centres and throughout the neighbourhood. 	F	
Site context		
Site plan(s) of the existing site based on a survey drawing showing the features of the site and immediate surroundings, including:	D	F
<ul style="list-style-type: none"> boundaries, site dimensions and north point 	D	F
<ul style="list-style-type: none"> street/public realm context – location of berm, footpath, vehicle crossings and street trees and any public accessible areas abutting the site, e.g. parks or walkways 	D	F
<ul style="list-style-type: none"> topography at 0.5m intervals for the site and across the site boundaries and site sections showing land gradients of abutting properties where level changes exist 	D	F
<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 	D	F
<ul style="list-style-type: none"> pedestrian and vehicle access into the site and adjoining sites, including location of parking 	D	F
<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 	D	F
<ul style="list-style-type: none"> relevant infrastructure or legal considerations, including easements, overland flowpaths, property boundaries and utility services. 	D	F

Required Information D – Draft F – Final	Concept DRP 01	Developed DRP 02
Vision and overall concept for the development		
<ul style="list-style-type: none"> Description of the vision for the development proposed. Concept plan that identifies the general design principles that respond to design guidelines. 	F	
Development details		
A summary of the proposal that identifies the:		
<ul style="list-style-type: none"> site area 	D	F
<ul style="list-style-type: none"> activities and GFA 	D	F
<ul style="list-style-type: none"> unit numbers and mix 	D	F
<ul style="list-style-type: none"> height in metres and storeys 	D	F
<ul style="list-style-type: none"> number of vehicle and cycle parking spaces 	D	F
<ul style="list-style-type: none"> if mixed tenure, define where each is located. 	D	F
Design proposal		
Scaled plans and drawings of the proposal illustrating:		
<ul style="list-style-type: none"> site layout including ground floor plans for buildings 	D	F
<ul style="list-style-type: none"> building and open space locations (any open space adjacent site to be dimensioned and labelled on all plans) 	D	F
<ul style="list-style-type: none"> land uses throughout the development 	D	F
<ul style="list-style-type: none"> pedestrian and vehicle entrances and movement (parking and rubbish truck turning where applicable) 	D	F
<ul style="list-style-type: none"> representative floor plans of internal layouts (with overall dimensions) including roof and parking levels 	D	F
<ul style="list-style-type: none"> elevations of entire development identifying building materials, colours and architectural concept for all buildings 	D	F
<ul style="list-style-type: none"> building heights, scale and massing 	D	F
<ul style="list-style-type: none"> concept landscape plan, including fencing and retaining walls (indicate heights), bin store, bike storage, washing line and letterbox locations 	D	F
<ul style="list-style-type: none"> hard landscape plan including fencing and retaining wall heights and types, materiality and surface treatments, section details where relevant to describe strategies for changes in level 		F
<ul style="list-style-type: none"> soft landscape plan showing location and species of all existing trees, all proposed trees and shrubs (including botanical and common names, grades, spacings and size at maturity). 		F
Building massing and appearance		
<p>Visualisations that show the proposal in the immediate and neighbourhood context at pedestrian level. The visual simulations must accurately and realistically illustrate the general massing and appearance of the proposal.</p>		F

INFORMATION REQUIREMENTS CHECKLIST

LAKESIDE DESIGN REVIEW

Masterplan context

Summary of masterplan context, including:

- plan showing relevant zone and precinct (e.g. medium/higher density precinct) within the Waikato District Plan. Indicate location of the site in relation to the Lakeside masterplan, any critical open spaces and amenities etc.

Site context

Site plan(s) of the existing site based on a survey drawing showing the features of the site and immediate surroundings, including:

- street/public realm context – location of berm, footpath, vehicle crossings and street trees and any public accessible areas abutting the site, e.g. parks or walkways
- pedestrian and vehicle access into the site and adjoining sites including location of parking
- relevant infrastructure or legal considerations including easements, overland flowpaths, property boundaries and utility services
- boundaries, site dimensions and north point
- topography at 0.5m intervals for the site and across the site boundaries and site sections showing land gradients of abutting properties where level changes exist
- natural characteristics on and across the site, including vegetation, watercourses, open space/reserve edges.

Development details

Building plans (preferred scale 1:100) to include:

- site plan including floor plans for the building(s) with dimensions
- if a group of sites are being submitted, a site plan that shows all the proposed lots
- building area breakdowns and site coverage calculations
- building elevations showing roof slopes, building sections, finished floor levels, finished ground levels and building heights from survey datum with existing levels and contours – the elevations must include recession planes and overall heights
- roofing and cladding materials (including any special features) with LRV information
- any rooftop equipment, including antennae, satellite dishes, chimneys and exterior lighting
- any other information the applicant may deem necessary.



Landscape plans (preferred scale 1:100) to include:

- dimensions of all site boundaries, existing and proposed ground level, lot orientation with north point
- fencing and retaining wall (if any) details, including the location, materials, colours, height and construction details
- planting schedule, including location, species, size at the time of planting and maximum size/height for all trees, shrubs, grasses and other planting
- soft and hard surface treatments for all exterior spaces, including but not limited to private outdoor spaces, front yards and entrances, decking and driveway treatments
- the extent of the driveway to include the road edge with the vehicle crossover to be cut in
- location, materials and colours of any necessary building structure, shed, awning, pergola, playhouse etc.

Compliance table

- Lakeside design control guidelines and compliance

Building massing and appearance – tbc

Visualisations that show the proposal in the immediate and neighbourhood context at pedestrian level. The visual simulations must accurately and realistically illustrate the general massing and appearance of the proposal.

INFORMATION REQUIREMENTS CHECKLIST

TAG DESIGN REVIEW

X - Required + - Information to be included from previous stage	Standard TAG Stages			Express TAG Stages	
	Site	Concept*	Pre-RC	Express TAG Review	Express TAG Peer Review
* Please note: Concept TAG Review is only required for significant projects or large standard projects with a higher level of complexity on site. This will be agreed with the DM prior to consultant engagement.					
Site and Neighbourhood Context Maps/diagrams illustrating how the site relates to local amenities/facilities, and the wider neighbourhood.					
<ul style="list-style-type: none"> Subject site location at city and neighbourhood scales, movement networks (pedestrian/cycle/vehicle/public transport), 5 and 10-minute walking map to community facilities, schools, open space and commercial centres. 	X	+	+	X	+
<ul style="list-style-type: none"> Natural characteristics of the site such as existing trees and vegetation (including root protection zones), watercourses and overland flowpaths, coastal edges, topography, predominant wind patterns and sun paths, key views, parks and open spaces, natural hazards, e.g. flooding risk, tidal inundation risk, fault line/liquefaction zones. 	X	+	+	X	+
<ul style="list-style-type: none"> Relevant legal and planning considerations, including titles, easements and property boundaries (with dimensions); planning overlays, designations, precincts and setbacks; scheduled items and places (including heritage buildings) on and surrounding the site. 	X	+	+	X	+
<ul style="list-style-type: none"> Site context and considerations such as topographical survey with spot heights and contours (minimum 0.5m); locations and photographs of existing buildings, vegetation and associated streetscape character; street berm, footpaths, vehicle crossings, street trees, lighting, signage and power poles; infrastructure, including three waters, power lines and transformers; neighbouring sites/properties, noting the uses such as residential (location, orientation, height of dwellings), public parks/walkways, schools, commercial etc.; any nearby Kāinga Ora houses/developments. 	X	+	+	X	+

X - Required + - Information to be included from previous stage	Standard TAG Stages			Express TAG Stages	
	Site	Concept *	Pre-RC	Express TAG Review	Express TAG Peer Review
* Please note: Concept TAG Review is only required for significant projects or large standard projects with a higher level of complexity on site. This will be agreed with the DM prior to consultant engagement.					
Proposed Site Plan(s) To clearly understand the site layout and the relationship between the buildings, common space and the public realm. Plans should define delineation between public and private spaces and demonstrate the use of each space to give a glimpse into how the design team envisions the final product.					
Urban Design					
General					
<ul style="list-style-type: none"> Vision/strategy for the project and key responses to the brief, site context and outcomes, including project-specific design principles/objectives, environmental and cultural design context/response. 	X	+	+	X	+
<ul style="list-style-type: none"> Brief appraisal – commentary of the yield study and challenging the brief. 	X			X	+
<ul style="list-style-type: none"> Exploration of alternative layouts with analysis, yield comparison against brief and preferred option. 	X			X	+
<ul style="list-style-type: none"> Site diagram showing the key design moves, connections, pedestrian movement, vehicular movement, delineation of the private, common and public space. 	X	+	+	X	+
<ul style="list-style-type: none"> Planning standards and any infringements, including yard setback, HIRTB, outlook, outdoor living area and minimum dimension, site coverage, landscape area and permeability. 	X	+	+	X	+
Site Layout					
<ul style="list-style-type: none"> Site layout plan, including unit numbers, bedroom count, location of kitchen/dining/living for ground floor plans, main entry points, key pedestrian/vehicular routes, proposed FFLs and ground levels. 	X			X	
<ul style="list-style-type: none"> Developed plan with internal layouts, outdoor living, common areas, utility areas, levels, etc. 		X		X	
<ul style="list-style-type: none"> Finalised and coordinated plan. 			X		X
<ul style="list-style-type: none"> Summary table of the proposal, including site/lot area, existing units, target yield, proposed yield, unit numbers and mix, activities and associated GFA, FUD/accessible units. 	X	X	X	X	X
Vehicular and pedestrian access and circulation					
<ul style="list-style-type: none"> Site access, pedestrian routes, JOAL layout, car parking with associated unit number identified, accessible car parking, bicycle parking with vehicle tracking where applicable. 	X			X	
<ul style="list-style-type: none"> Dimensions and area of JOAL, dimensions of car parks, vehicle tracking for non-standard parking bays, turnaround area if required, refuse/delivery/emergency vehicle tracking, traffic calming, pedestrian priority routes, visibility splays etc. 		X		X	
<ul style="list-style-type: none"> Finalised and coordinated pedestrian and vehicular access and circulation. 			X		X

X - Required + - Information to be included from previous stage	Standard TAG Stages			Express TAG Stages	
	Site	Concept *	Pre-RC	Express TAG Review	Express TAG Peer Review
* Please note: Concept TAG Review is only required for significant projects or large standard projects with a higher level of complexity on site. This will be agreed with the DM prior to consultant engagement.					
Proposed floor plans					
• Representative floor plans of internal layouts (with overall dimensions) including roof and parking levels.	X				
• Developed floor plans including area schedule of the proposed GFA, internal circulation of both standard, FUD and accessible units and M-255/M-134 compliance.		X		X	
• Finalised floor plans showing all required information and compliant with M-255/M-134.			X		X
Building massing, appearance and materiality					
• Preliminary massing showing the height/bulk of the building and any HIRTB infringements as well as any adjacent sites/dwellings to better understand the mass of the building and levels across the site.	X	X		X	
• 3D renders from key views indicating massing, including adjacent sites where relevant.		X	X		
• Shading diagrams illustrating solar gain to internal living areas and outdoor living spaces.		X	X	X	
Sections, elevations and materiality					
• Key site sections to illustrate topography, relationship of buildings, communal spaces, roads and neighbours.	X			X	
• Detailed sections and elevations illustrating interface between buildings, and public/private areas. Elevations to indicate façade treatment, colour and materiality.		X		X	
• Indicative material palette and strategy relating to external appearance.		X	X	X	X
• Finalised sections and elevations confirming cladding, colour scheme and materials.			X		X
Landscape					
Landscape site information					
• General arrangement plan showing existing features (including existing trees), building access, vehicular and pedestrian routes, hard and soft landscape areas, lot boundaries, private outdoor space, utilities areas, communal amenity spaces and response to the cultural design context.	X			X	
• Plan showing interface of landscape with architecture, pedestrian access around the site, vehicle circulation, parking and manoeuvring, pedestrian access around the private lot, including all-weather circulation for obvious routes, accessible circulation as required, practical location and arrangement of utility area (bins, sheds, clothes line), detention tanks, heat-pump units (if required).		X		X	
• Development of the above information coordinated with other disciplines and incorporating feedback and guidance.			X		X

X - Required + - Information to be included from previous stage	Standard TAG Stages			Express TAG Stages	
	Site	Concept *	Pre-RC	Express TAG Review	Express TAG Peer Review
* Please note: Concept TAG Review is only required for significant projects or large standard projects with a higher level of complexity on site. This will be agreed with the DM prior to consultant engagement.					
Hardscape plan					
<ul style="list-style-type: none"> Plan showing hardscape strategy for pedestrian and vehicular paved areas, including communal and private access routes and utility areas. Materials strategy to be included. 	X			X	
<ul style="list-style-type: none"> Paving plan showing pedestrian and vehicular areas, parking (permeable if required), delineated pedestrian routes, kerbs, steps and ramps, private lot paths and paved or decked areas. 		X			X
<ul style="list-style-type: none"> Development of above showing materials and finishes. 			X		
Softscape plan					
<ul style="list-style-type: none"> Softscape plan showing existing trees to be retained/relocated/removed, planting strategy for both communal and private areas. 	X			X	
<ul style="list-style-type: none"> Planting plan showing tree locations and general planting areas for both communal and private areas. 		X			X
<ul style="list-style-type: none"> Development of the above showing species list for planting mixes, planting schedule for trees, areas of different planting mixes (including botanical and common names, size at planting, size at maturity, spacing). 			X		
Boundary treatments					
<ul style="list-style-type: none"> Strategy for boundary treatments for street, JOAL, neighbouring sites/properties and individual lots. This could include the type of boundary treatment, how this responds to privacy and surveillance and character of the architecture, development and streetscape. 	X			X	
<ul style="list-style-type: none"> Fencing plan showing fence heights, type of fence, gates and how the fencing will provide privacy to the primary living areas (internal and external) while allowing passive surveillance out to the street, JOAL and communal areas. 		X		X	
<ul style="list-style-type: none"> Fencing plan showing heights, materiality, finish and visual permeability where required. Balustrades and handrails should be shown where required. 			X		X
Levels information					
<ul style="list-style-type: none"> Key site levels and strategy – existing site contours overlay, FFLs, deck/patio levels, car park/JOAL levels, key levels at site entrance and adjacent sites. 	X			X	
<ul style="list-style-type: none"> Site levels – FFLs, deck/patio levels, steps, path/ramp gradients, surface drainage, car park/JOAL levels. 		X			X
<ul style="list-style-type: none"> Site levels coordinated with architecture and civils showing access. 			X		

X - Required + - Information to be included from previous stage	Standard TAG Stages			Express TAG Stages	
	Site	Concept *	Pre-RC	Express TAG Review	Express TAG Peer Review
* Please note: Concept TAG Review is only required for significant projects or large standard projects with a higher level of complexity on site. This will be agreed with the DM prior to consultant engagement.					
Retaining					
<ul style="list-style-type: none"> Proposed retaining and indicative heights, including indications of high/low sides of retaining. 	X			X	
<ul style="list-style-type: none"> Retaining walls with top of wall/bottom of wall spot heights at key points along the wall. Combined wall and fence heights shown where relevant. 		X			X
<ul style="list-style-type: none"> Retaining coordinated with civils, including construction type/material and heights of wall and fences. 			X		
Refuse management					
<ul style="list-style-type: none"> Refuse management strategy showing location of private and/or communal bins and how they will be collected. 	X			X	
<ul style="list-style-type: none"> Location of private/communal bins. For kerb collection, plans should show number/size of bins required by local authority, screening if required and route to kerb collection location. Communal bins should show location, size, screening/access and tracking for collection vehicles. 		X			X
<ul style="list-style-type: none"> As above, with coordinated/confirmed tracking. Size, material and colour of any screening panels. 			X		
Site furniture					
<ul style="list-style-type: none"> Location of letterboxes, seating, play features, bicycle parking/storage, lighting etc. 	X			X	
<ul style="list-style-type: none"> Refinement of size and location of above features, including materiality and finish. 		X			X
<ul style="list-style-type: none"> Finalisation and coordination of site furniture features. 			X		
Site sections and elevations					
<ul style="list-style-type: none"> Landscape sections/elevations showing interface between buildings, living areas and public/private areas. 		X	X	X	X

PLEASE GET IN TOUCH IF YOU HAVE ANY
QUESTIONS IN REGARDS TO THIS DOCUMENT:
urbandesignrequests@kaingaora.govt.nz