

URBAN DESIGN PANEL – CHECKLIST FOR APPLICANTS

Introduction

In order to ensure the Urban Design Panel process runs as smoothly as possible and you gain the greatest benefit from the free advice on offer, we would like to request the provision of certain information. This should be information you will already have as part of the design of your buildings or spaces, but may be information you would not usually submit for a resource consent application.

General issues to cover in presentation to panel

A presentation to the Urban Design Panel should alert the Panel to how the design of the development achieves quality urban design outcomes, and should cover the following general issues:

1. Introduction to the site in its context
2. Alert the panel to any issues connected with the design
3. Promotion of the strengths of the design
4. Provision of a rationale for the design choices that have been made
5. Identifying constraints

Specific information required from applicant

Applicants will be required to give notice to the Panel administrator a minimum of 15 working days before a proposed meeting of their intention to appear before the Panel.

Applicants will be required to provide 4 paper copies and an electronic version of the following material to the Panel administrator a minimum of 10 working days before the date of the meeting:

1. A completed (1 x A4 page) Panel Application Form
2. An aerial (1:1000 min scale) and ground level photographs of the site and surrounding area
3. Site, floor and elevation plans of the development and proposed landscaping (at sketch plan stage is OK)
4. A plan showing pedestrian and vehicular access into and through the site as well as parking areas
5. List main materials, colours, textures and show landscaping
6. Perspective(s) at key surrounding streets or public spaces which show the proposal in its neighbourhood context (simple sketches or wire frames are acceptable).
7. A design rationale which explains why the project has been designed in a certain way.