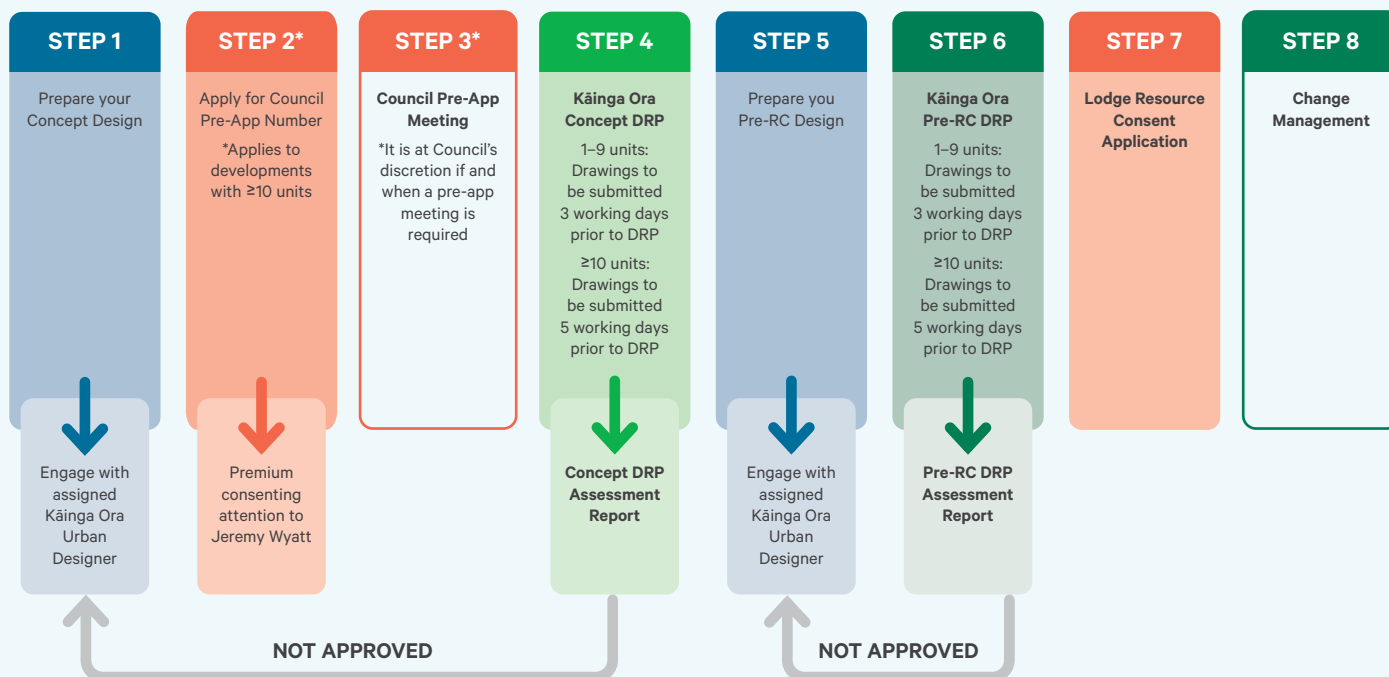


# HOW TO BOOK AN AUCKLAND HOUSING PROGRAMME DESIGN REVIEW

10 FEBRUARY 2023 VERSION 1.0

## 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)
- Pre-RC Design
- Pre-App Meeting with Council (up to Council's discretion)

## Design review process

Every development is reviewed by the Kāinga Ora DRP, a panel made up of three independent urban design experts. The first review occurs at concept design, another at pre-RC design. Additional reviews may be required at either stage.

Note: We provide a streamlined review process by involving an Auckland Council urban designer at DRP meetings. This applies to all developments with 10 or more units.

Further details around the design review panels and process can be found in the [Kāinga Ora Design Review Panel Terms of Reference](#). All schemes are reviewed against the [Kāinga Ora Urban Design Guidelines](#) and the [Landscape Design Guide for Public Housing](#).

## Booking a panel session

Our DRP sessions are held weekly on Tuesday mornings. Bookings can be made with the Urban Design Panel Team at [DesignReview@kaingaora.govt.nz](mailto:DesignReview@kaingaora.govt.nz).

When booking, please allow 15 working days prior to your desired panel session date.

Note: For developments with 10 or more units, please request a pre-app number through the Auckland Council website. Please tick 'Premium Consenting' and state the following in the works description section: '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.

If it is your first DRP, the Urban Design Panel Team will provide a DRP booking template that needs to be filled out and returned.

Details on uploading design documents to Basecamp will be provided at the same time.

## Documentation standards

The following general documentation standards apply to assist the panel in review:

- All drawing sets must include page numbering, DRP session date, superlot code and street address.
- Accurate scale and north arrow on all plans.
- All units should be individually numbered.
- Drawing package to be a single PDF file no greater than 35MB.

## File naming

Please follow the Kāinga Ora Urban Design Panel naming convention:

**Architect\_Superlot Code\_Architectural Drawings\_DRP#\_Date**

**Landscape Architect\_Superlot Code\_Landscape Plans\_DRP#\_Date**

Examples:

Muster Architects\_MN-AO-031\_Architectural Drawings\_DRP01\_20210225

Muster Landscape Design\_MN-AO-031\_Landscape Plans\_DRP01\_20210225

## Uploading supporting material

Ensure that you upload relevant design documents to Basecamp 5 working days prior to your booked DRP session date. The panel will review the material prior to the meeting. **If timeframes and information requirements are not adhered to, the DRP will be postponed.**

## Your DRP session

The allocated time for an AHP DRP review is 1 hour. At the beginning of the meeting, the builder partner should inform the panel about the project vision and opportunities as well as any underlying design decisions and constraints. Following that, the architect and landscape architect will present the scheme, which should be limited to 20 minutes. The chair then invites the panellists to seek points of clarification. The panel will comment on positive aspects and identify areas for improvement. The chair will make the outcome and next steps clear at the end of the meeting.

## Desktop review (DTR) request

The panel may request a desktop review at any stage of the review process. The DTR is used to streamline the approvals process where outstanding issues are not considered fundamental. To complete a DTR, upload your revised drawings to Basecamp and notify the panel advisor. The DTR will be conducted within 2 working days and a formal memo indicating next steps or approval will be issued.

## DRP assessment reports

Assessment reports will classify any issues as fundamental, significant or advisory. If the panel identifies fundamental issues, a subsequent panel session will be required. The approved assessment report will be uploaded to Basecamp and 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 and significant issues are resolved. You'll need this document to apply for resource consent.

## Information requirements checklist

REQUIRED INFORMATION D – Draft    F – Final	CONCEPT DRP 01	DEVELOPED DRP 02
<b>UNITARY PLAN CONTEXT</b>		
Summary of Unitary Plan context, including:	F	
<ul style="list-style-type: none"> <li>plan showing relevant zones, overlays, designations, precincts and scheduled items and places (including heritage buildings) on and surrounding the site</li> </ul>	F	
<ul style="list-style-type: none"> <li>reasons for consent of relevance to the panel review, e.g. new building, infringement of standards, heritage building</li> </ul>	F	
<ul style="list-style-type: none"> <li>the degree of any infringement – what's permitted versus what's proposed</li> </ul>	F	
<ul style="list-style-type: none"> <li>the relevant urban design-related plan provisions (objectives, policies, purpose statements and assessment criteria) and how the proposal is in general accordance with these.</li> </ul>	F	
<b>AERIAL PHOTO</b>		
1:1000 minimum scale, identify site	F	
<b>NEIGHBOURHOOD CONTEXT</b>		
1:5000 minimum plan(s) of existing features of the neighbourhood that show:	F	
<ul style="list-style-type: none"> <li>subject site and north point</li> </ul>	F	
<ul style="list-style-type: none"> <li>topography, landscape, open spaces, vegetation, watercourses and coastal environments</li> </ul>	F	
<ul style="list-style-type: none"> <li>movement and access for vehicles, servicing, cyclists and public transport, including proximity to bus stops, train stations, ferry terminals</li> </ul>	F	
<ul style="list-style-type: none"> <li>key pedestrian desire lines to community facilities, public transport, commercial centres and throughout the neighbourhood.</li> </ul>	F	
<b>SITE CONTEXT</b>		
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"> <li>boundaries, site dimensions and north point</li> </ul>	D	F
<ul style="list-style-type: none"> <li>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</li> </ul>	D	F
<ul style="list-style-type: none"> <li>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</li> </ul>	D	F
<ul style="list-style-type: none"> <li>location, height and use of existing buildings and location of open spaces (public and private) on the site and adjoining sites</li> </ul>	D	F
<ul style="list-style-type: none"> <li>pedestrian and vehicle access into the site and adjoining sites, including location of parking</li> </ul>	D	F
<ul style="list-style-type: none"> <li>natural characteristics on and across the site, including vegetation, watercourses, coastal edges, predominant wind patterns, sun movement and views</li> </ul>	D	F
<ul style="list-style-type: none"> <li>relevant infrastructure or legal considerations, including easements, overland flowpaths, property boundaries and utility services.</li> </ul>	D	F

<b>REQUIRED INFORMATION</b> <b>D – Draft      F – Final</b>	<b>CONCEPT DRP 01</b>	<b>DEVELOPED DRP 02</b>
<b>VISION AND OVERALL CONCEPT FOR THE DEVELOPMENT</b>		
<ul style="list-style-type: none"> <li>Description of the vision for the development proposed. Concept plan that identifies the general design principles that respond to design guidelines.</li> </ul>	F	
<b>DEVELOPMENT DETAILS</b>		
A summary of the proposal that identifies the:		
<ul style="list-style-type: none"> <li>site area</li> </ul>	D	F
<ul style="list-style-type: none"> <li>activities and GFA</li> </ul>	D	F
<ul style="list-style-type: none"> <li>unit numbers and mix</li> </ul>	D	F
<ul style="list-style-type: none"> <li>height in metres and storeys</li> </ul>	D	F
<ul style="list-style-type: none"> <li>number of vehicle and cycle parking spaces</li> </ul>	D	F
<ul style="list-style-type: none"> <li>if mixed tenure, define where each is located.</li> </ul>	D	F
<b>DESIGN PROPOSAL</b>		
Scaled plans and drawings of the proposal illustrating:	D	F
<ul style="list-style-type: none"> <li>site layout including ground floor plans for buildings</li> </ul>	D	F
<ul style="list-style-type: none"> <li>building and open space locations (any open space adjacent site to be dimensioned and labelled on all plans)</li> </ul>	D	F
<ul style="list-style-type: none"> <li>land uses throughout the development</li> </ul>	D	F
<ul style="list-style-type: none"> <li>pedestrian and vehicle entrances and movement (parking and rubbish truck turning where applicable)</li> </ul>	D	F
<ul style="list-style-type: none"> <li>representative floor plans of internal layouts (with overall dimensions) including roof and parking levels</li> </ul>	D	F
<ul style="list-style-type: none"> <li>elevations of entire development identifying building materials, colours and architectural concept for all buildings</li> </ul>	D	F
<ul style="list-style-type: none"> <li>building heights, scale and massing</li> </ul>	D	F
<ul style="list-style-type: none"> <li>concept landscape plan, including fencing and retaining walls (indicate heights), bin store, bike storage, washing line and letterbox locations</li> </ul>	D	F
<ul style="list-style-type: none"> <li>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</li> </ul>		F
<ul style="list-style-type: none"> <li>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).</li> </ul>		F
<b>BUILDING MASSING AND APPEARANCE</b>		
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.		F