

Auckland Urban Design Panel

# Information requirements



## 1. INSTRUCTIONS FOR SUBMITTING AUDP INFORMATION REQUIREMENTS

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

### ***Draft AUDP Information Requirements – 2 weeks prior***

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

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

*Failure to provide a draft presentation pack 2 weeks prior to the scheduled panel date may result in postponement of the panel session to the next available date.*

### ***Final AUDP Information Requirements – 1 week prior***

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

- 40 pages max (on 20 double-sided sheets). *Please keep in mind you will only have 20-25 minutes to present your proposal when preparing your presentation pack.*
- A3 landscape
- 6 x hard copies
- Unbound
- No plastic covers
- Page numbers included
- Accurate scale and north arrow on all plans

### Submitting hard copy information:

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

Addressed to:

*Auckland Urban Design Panel  
Urban Design Unit  
Auckland Council  
Level 23  
135 Albert Street  
Auckland Central*

Also send a copy of your AUDP Information Requirements to [urbandesignpanel@aucklandcouncil.govt.nz](mailto:urbandesignpanel@aucklandcouncil.govt.nz) attached to the email or via a One:drive link.

### ***Confirmation of Panel meeting***

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

Please note that no additional hard copy information is to be provided to the Panel at the meeting without prior agreement.

## **2. INSTRUCTIONS FOR THE PANEL MEETING**

### ***Panel Presentation***

- Your team will have a 20-25-minute time slot to present the proposal to the Panel at the meeting. This will allow 1 hour for panel member clarifications, questions and discussion.
- The Panel Assistant will have the final information drawing set received the week prior loaded onto the screen for you to present to.
- Please compress and flatten your presentation and ensure the file size no larger than 20mb
- Please make sure your presentation is workable with Windows.
- Personal laptops can be used for presentations by previous arrangement only with the Panel Assistant. Please bring a compatible VGA or HDMI cable and provide a backup USB in this instance.
- Advise the Panel Assistant if you intend to bring more than 5 people so that appropriate arrangements can be made.
- All external visitors will be required to sign in at the ground floor reception on arrival and may be asked to provide photo ID. Please allow an extra 10 minutes for this.

### 3. INFORMATION REQUIREMENTS CHECKLIST

Project Description (brief): \_\_\_\_\_

Site Address: \_\_\_\_\_

Panel to assess (tick all relevant boxes):

- Bulk, scale, massing and layout
- Architectural strategy
- Landscape strategy
- Detailed architectural design
- Detailed landscape design

Required Information		Provided	
		(✓)	(x)
<b>Site Analysis</b>  <i>What to present:</i>  <i>Drawings that analyse and record the characteristics of the site and the relationship to immediately adjoining sites and streets</i>	Aerial Photo of the site at 1: 1000 minimum scale		
	Site plan of the existing site (based on a survey drawing) showing: <ul style="list-style-type: none"> <li>• Boundaries, site dimensions and north point</li> <li>• Topography at 0.5m intervals for the site and across the site boundaries</li> <li>• Location, height and use of existing buildings</li> <li>• Location of open spaces (public and private) on the site and adjoining sites</li> <li>• Pedestrian and vehicle access into the site and adjoining sites including location of parking</li> <li>• Natural characteristics on and across the site including vegetation, watercourses, coastal edges, predominant wind patterns, sun movement and views</li> <li>• Relevant infrastructure or legal considerations including easements, overland flow paths, property boundaries and utility services</li> </ul>		
	Sections showing land gradients of abutting properties where level changes exist		
<b>Unitary Plan Context</b>  <i>What to present:</i>  <i>Information on relevant plan objectives, policies, assessment criteria and development controls</i>	Summary of Unitary Plan context including: <ul style="list-style-type: none"> <li>• Map showing relevant zones, overlays, designations, precincts, and scheduled items and places (including heritage buildings) on and surrounding the site</li> <li>• Reasons for consent of relevance to the panel review – e.g. new building, infringement of standards, heritage building etc.</li> </ul>		

<i>that will influence the development of the site</i>			
	<ul style="list-style-type: none"> <li>• The degree of any infringement - what's permitted v what's proposed</li> <li>• The relevant urban design related plan provisions and how the proposal is in general accordance with these</li> </ul>		
<p><b>Neighbourhood Context</b></p> <p><i>What to present:</i></p> <p><i>Information to explain the predominant built character of the wider neighbourhood.</i></p>	<p>1: 5000 minimum plan(s) of existing features of the neighbourhood that show:</p> <ul style="list-style-type: none"> <li>• Subject site and north point</li> <li>• Topography, landscape, open spaces, vegetation, watercourses and coastal environments</li> <li>• Built form character, urban grain, setbacks and subdivision patterns</li> <li>• Movement and access for vehicles, servicing, cyclists and public transport including proximity to bus stops, train stations, ferry terminals</li> <li>• Predominant land uses and proximity to community facilities (schools, hospitals, libraries) and local retail/commercial centres</li> <li>• Key pedestrian desire lines through the neighbourhood</li> </ul> <p>Streetscape assessment photographs or drawings of the site in relation to the streetscape for both sides of the street within 75m of the site that show:</p> <ul style="list-style-type: none"> <li>• Heights of buildings (storeys and metres) and important parapet/datum lines of adjacent buildings</li> <li>• Patterns of building frontage, fenestration, entrances, form, urban grain and street setbacks</li> <li>• Planned building heights and massing</li> </ul>		
<p><b>Cultural Context</b></p> <p><i>What to present:</i></p> <p><i>Information on any Mana Whenua consultation, the outcome and the design response</i></p>	<p>Where a proposal requires consultation with Mana Whenua, a summary of such consultation including:</p> <ul style="list-style-type: none"> <li>• Outcome of and design response to Mana Whenua feedback</li> <li>• Response to Te Aranga Design principles (refer to Auckland Design Manual)</li> </ul>		

<p><b>Opportunities and Constraints</b></p>	<p>An opportunities and constraints plan that includes:</p> <ul style="list-style-type: none"> <li>• The key built and environmental elements identified in the site and neighbourhood context analysis that the project is responding to</li> </ul>		
<p><b>Design Response</b></p> <p><i>What to present:</i></p> <p><i>The overall vision for the project and how the proposed design responds to the opportunities and constraints identified above.</i></p>	<p>A description of the Vision and overall concept for the development including:</p> <ul style="list-style-type: none"> <li>• A Concept Plan that identifies the general design principles that respond to the opportunities and constraints identified above.</li> </ul>		
	<p>A summary of the proposal that identifies the:</p> <ul style="list-style-type: none"> <li>• Site area, Activities and GFA</li> <li>• Unit numbers and mix</li> <li>• Height in metres and storeys</li> <li>• Number of vehicle and cycle parking spaces</li> </ul>		
	<p>Scaled plans and drawings of the proposal illustrating:</p> <ul style="list-style-type: none"> <li>• Site layout</li> <li>• Building and open space locations</li> <li>• Land uses throughout the development</li> <li>• Pedestrian and vehicle entrances, and movement</li> <li>• Building heights, scale and massing</li> <li>• Representative floor plans of internal layouts including roof &amp; parking levels</li> </ul>		
	<ul style="list-style-type: none"> <li>• Elevations of entire development identifying building materials, colours &amp; textures</li> </ul>		
	<ul style="list-style-type: none"> <li>• Sections including land gradients of abutting properties &amp; significant RL's.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Hard and soft landscape plan including retaining walls</li> </ul>		
	<ul style="list-style-type: none"> <li>• Visualisations illustrating the Building massing and appearance that show the proposal in the immediate, neighbourhood and wider context</li> </ul>		
	<ul style="list-style-type: none"> <li>• Street elevations of the proposal in the context of the adjacent three properties or for 50m in each direction, including ground level and roof form (include a key plan)</li> </ul>		
	<ul style="list-style-type: none"> <li>• Where the proposal infringes Unitary Plan height and massing standards, comparative shadow diagrams must also be provided of a complying scheme.</li> </ul>		

	<ul style="list-style-type: none"><li>• Shadow diagrams of the proposal.</li></ul>		
	<ul style="list-style-type: none"><li>• Wind assessment where a proposal infringes Unitary Plan height and massing standards.</li></ul>		