URBAN DESIGN PANEL – CHECKLIST FOR APPLICANTS

Introduction

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 might be information you would not usually submit for a resource consent application.

General issues to cover in a presentation to the panel

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

1. Introduce the site and its context
2. Alert the panel to any issues connected with the design
3. Promote the strengths of the design
4. Provide a rationale for the design choices that have been made
5. Identify any known constraints.

The specific information required from the 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 an electronic version of the following material to the Panel administrator a minimum of **7** working days before the date of the meeting:

PLEASE NOTE all documents must:

- *Be submitted electronically in one combined PDF file.*
- *Drawings to be scaled to A3 size only.*
- *All drawings should have a clear title (i.e. each page).*

1. A completed (1 x A4 page) Panel Application Form
2. 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 (a sketch plan stage is acceptable)
4. A plan showing pedestrian and vehicular access into and through the site as well as parking areas and landscaping
5. A list of the main materials, colours, textures to be used
6. Perspective(s) at key surrounding streets or public spaces which show the proposal in its neighbourhood context (simple sketches or wireframes are acceptable).
7. A design rationale which explains why the project has been designed in a certain way.

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