



# URBAN DESIGN REVIEW TERMS OF REFERENCE

VERSION 2.0  
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## 1. DESIGN REVIEW AT KĀINGA ORA

Urban Design at Kāinga Ora focuses on the elements of good design necessary to achieve successful housing, urban form, open space and streetscapes. We aim to help create sustainable, inclusive, thriving communities that provide people with quality homes, and to ensure that people live well in these neighbourhoods.

The Kāinga Ora Urban Design team helps maintain this vision and consistent design quality, for all housing developments across the Large-Scale Projects (LSP) through design review. The Urban Design team facilitates this by working with the Kāinga Ora development team, external build partners including their design teams and consenting authorities.

Kāinga Ora Design Review acts as a sounding board and critical friend. The Urban Design team aims to work in a partnership approach, sharing input, review and perspective to help build partners get the most out of development opportunities within the LSP.

### THE BENEFITS OF KĀINGA ORA DESIGN REVIEW PROCESSES INCLUDE:

- Providing a supportive and encouraging environment which supports a good standard of design quality 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.
- Add commercial value to the proposal through identifying positive design outcomes which still underpin the proposal's financial feasibility.
- Create certainty and efficiency for the resource consent process by aligning process with the relevant council.
- Advocate for a good design outcomes and ensure alignment with Tāone Ora the Kāinga Ora urban design guidelines, masterplan objectives and the relevant district plan provisions.



## 2. OUR URBAN DESIGN GUIDELINES

**What does good design look like?** The Urban Design team has developed a highly graphic and easily understood set of non – statutory guidelines to support the design process.

Tāone Ora – Urban Design Guidelines is a tool kit for Kāinga Ora design and delivery teams, external development partners and designers.

The guidelines outline the minimum level of design quality that Kāinga Ora expects at the superlot and individual dwellings.



Tāone Ora – Urban Design Guidelines - [Document Link](#)

## 3. THE DESIGN REVIEW PANEL

The Kāinga Ora Design Review Panel (DRP) is used for the review of large and complex developments where Resource Consent require an urban design assessment.

The function of the DRP is to review the design of projects against the expected outcomes identified in the Tāone Ora – Urban Design Guidelines. This includes the overall context and setting of the development, architectural, landscape and urban design qualities.

**The DRP provides the forum to discuss and resolve design opportunities** and provides judgement on whether the development has achieved good design outcomes, is consistent with the masterplan and therefore endorsed to proceed to Resource Consent.

*The Tāone Ora guidelines will help inform better design outcomes as well as provide a benchmark against which projects will be reviewed. While not intended to be prescriptive, the guidelines should be seen as a basis for inspiring imaginative and practical solutions.*





## 4. DRP PROCESS

**Each LSP neighbourhood has an assigned Kāinga Ora urban designer.** During the initial phases of project feasibility this urban designer will be able to support the build partner. The assigned urban designer will identify all relevant masterplan outcomes, identify key design risks and opportunities. The assigned urban designer will also assist in navigating the DRP process and coordination of consenting and design input from council.

The following DRP variations to the design review process are aimed at streamlining the process for simple projects while ensuring there is sufficient review provided for our most complex projects.

	Units	Review Process
<b>Small</b>	<b>10 or Less</b>	Kāinga Ora Internal Sign Off
<b>Large</b>	<b>More than 10</b>	Kāinga Ora DRP
<b>Complex</b>	<b>50 or More</b>	Combined DRP and Auckland Council Urban Design Panel

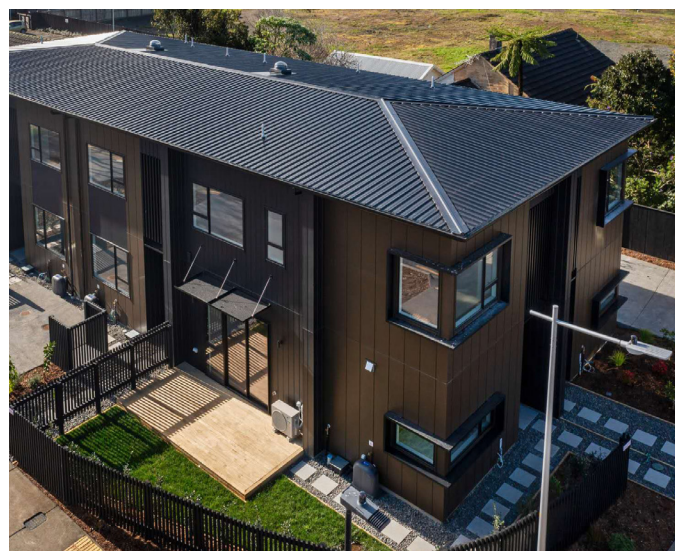
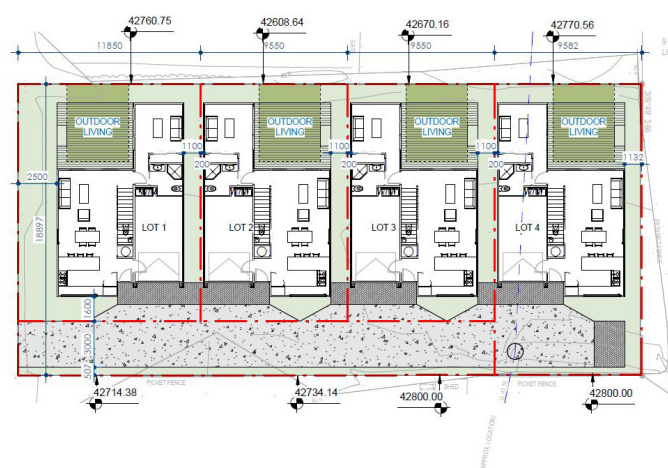


Build to Rent Development at Oranga

## SMALL PROJECTS REVIEW PROCESS

This process provides a simplified, **streamlined review for smaller developments**. Drawings are reviewed by the internal design support team with a focus on alignment of design outcomes and preparation for Resource Consent application. Review is carried out offline with any questions or queries being directed back to the build partner. Drawings are reviewed at an early concept stage then again at developed stage, prior to submission of Resource Consent. While a single round of review may be possible for straight forward projects, two reviews are likely .

Number of Units	10 or less
Panel Makeup	Internal review by Kāinga Ora reporting Urban Designer and Landscape Architect
Council Coordination	None
Approval Process	<ol style="list-style-type: none"> <li>1. Initial Kāinga Ora design support from reporting Urban Designer</li> <li>2. Submit concept drawings</li> <li>3. Offline review and issue Assessment Report to build partner (3 working days to complete)</li> <li>4. Submit developed design</li> <li>5. Offline review and issue Final Assessment Report (3 working days to complete)</li> <li>6. Submit Resource Consent with Final Assessment Report</li> </ol>
Contact	Kāinga Ora reporting Urban Designer, Development Manager and/or email <a href="mailto:designreview@kaingaora.govt.nz">designreview@kaingaora.govt.nz</a>
Costs	All panel costs are met by Kāinga Ora



Terraced Development at Owairaka



## LARGE PROJECTS REVIEW PROCESS

This process **includes council input** and is targeted at **streamlining the Resource Consent process for large projects**. Drawings are reviewed by the independent DRP alongside Council staff. Review is usually carried out through an online review sessions at the concept stage then again at developed stage prior to submission of Resource Consent. Further reviews may be required where deemed appropriate by the DRP. Resource Consent will be assessed by Councils Premium Consenting Team.

Number of Units	More than 10
Panel Makeup	2-3 DRP panel members covering Urban Design, Architecture and Landscape Architecture. Kāinga Ora Development Manager and reporting Urban Designer to attend in support role.
Council Coordination	At the discretion of the build partner, but typically the urban designer and planner accessing the Resource Consent to attend the DRP
Approval Process	<ol style="list-style-type: none"> <li>1. Initial Kāinga Ora design support from reporting Urban Designer</li> <li>2. Submit concept drawings (5 working days before DRP)</li> <li>3. Online review and issue Assessment Report to build partner (3 working days to complete)</li> <li>4. Submit developed design (5 working days before DRP)</li> <li>5. Offline review and issue Final Assessment Report (3 working days to complete)</li> <li>6. Submit Resource Consent with Final Assessment Report</li> </ol>
Contact	Kāinga Ora reporting Urban Designer, Development Manager and/or email <a href="mailto:designreview@kaingaora.govt.nz">designreview@kaingaora.govt.nz</a>
Costs	Where council staff attend DRP meetings, their time/cost for preparation and attendance at DRP meetings will be charged directly to the build partner by Council. All other panel costs are met by Kāinga Ora.
Council Pre-App	An Auckland Council pre-app application number is required in order for Council staff to attend DRP meetings. Please request a pre-app number via the Auckland Council website and tick 'Premium Consenting'.

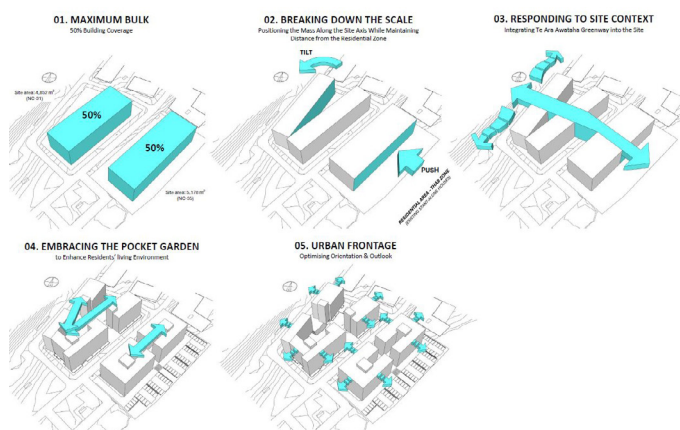


Terraced Development at Oranga

## COMPLEX PROJECTS REVIEW PROCESS

This process is used in cases where the development is significantly **complex (50+ units)** and/or for reasons such as being over Unitary Plan height controls, council may require that a project goes through a combined DRP and Auckland Urban Design Panel (AUDP) process. Resource Consent will be assessed by Councils Premium Consenting Team.

Number of Units	More than 50 and/or complex from a planning or urban design perspective
Panel Makeup	2 DRP panel members and 2 AUDP panel members covering Urban Design, Architecture, Landscape Architecture and Te Ao Māori. Kāinga Ora Development Manager and UD to attend in support role.
Council Coordination	Will include pre-app meeting and attendance by reporting Council Planner and Urban Designer
Approval Process	<ol style="list-style-type: none"> <li>1. Initial Kāinga Ora design support from reporting Urban Designer</li> <li>2. Pre-app meeting with Council</li> <li>3. Submit concept drawings (10 working days before DRP)</li> <li>4. In person DRP review at Auckland Council (2-3 hours)</li> <li>5. Distribution of DRP Recommendations (3 working days)</li> <li>6. Submit Resource Consent</li> </ol>
Contact	Kāinga Ora reporting Urban Designer, Development Manager and/or email <a href="mailto:designreview@kaingaora.govt.nz">designreview@kaingaora.govt.nz</a>
Costs	Where council staff attend DRP meetings, their time/cost for preparation and attendance at DRP meetings will be charged directly to the build partner by Council. All other panel costs are met by Kāinga Ora.
Council Pre-App	An Auckland Council pre-app application number and meeting is required in order for Council staff to attend DRP meetings. Please request a pre-app number via the Auckland Council website and tick 'Premium Consenting'.



Apartment Development at Northcote

## 4. DRP ASSESSMENT REPORT

The DRP will issue an Assessment Report no more than 3 working days following the review meeting.

The assessment report will identify all design issues that require further refinement including where appropriate, recommendations for how those design issues may be resolved.

Where required the assessment report may also note specific areas on non-compliance with regulatory standards and the corresponding design rationale for support by the DRP.

A Final Assessment Report (FAR) will be issued when all **Fundamental and Significant issues have been deemed resolved by the DRP** and/or approved at the discretion of the Kāinga Ora Manager of Urban Design.

The FAR is issued as support for the project from an Urban Design and Landscape perspective and should be submitted alongside the Applicant's Resource Consent application. The FAR is expected by Council when processing Resource Consent for all sites within the LSP.

### THE THREE TIERS OF DESIGN ISSUES INCLUDE:

**Fundamental** – Fundamental issues typically relate to superlot layout, circulation or housing typology and result in the project being unsupportable and fundamental issues must be addressed prior to subsequent review and approval.

**Significant** – Significant issues typically relate to individual dwellings or more localised aspects of the layout. While the overall success of the project doesn't hinge on their resolution, these issues should be resolved or mitigated prior to subsequent review and approval.

**Advisory** – Advisory issues typically fall into the 'icing on the cake' or 'added value' category and are suggestions for the developer to improve the amenity and saleability of the project.

## 5. DRP BOOKINGS

Bookings and any general design review queries to: [designreview@kaingaora.govt.nz](mailto:designreview@kaingaora.govt.nz) and/or contact your project Urban Designer



Terraced Development at Northcote



## 5. INFORMATION REQUIREMENTS

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

Required Information D – Draft      F – Final	Concept DRP 01	Developed DRP 02
<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
Vision and overall concept for the development		
<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	
Development details		
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
Design proposal		
Scaled plans and drawings of the proposal illustrating:		
<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



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QUESTIONS IN REGARDS TO THIS DOCUMENT:  
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