Checklist for applicants:

Presenting your application to the Urban Design panel should not delay it. 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. The information is outlined below.

A presentation to the Urban Design Panel should include the following:
1. Introduction of the site in its context
2. Alerting 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

The following information should be provided to the planner and the panel as part of the application:

Application name:
Applicant name:
Location:
Description of application:

- A location plan of the site showing the surrounding area at scale 1:1250 to ensure the panel understands the context of the site.
- Plans of the development to enable the panel to understand the entire development.
- Elevations of the development, including any signage - these should include all elevations as the panel needs to understand the proposal in its entirety, from all sides
- 3D representation preferably from ground level at key surrounding streets or public spaces. Options include sketches, axonometrics or photomontages. It is not necessary that these be coloured, artistic renderings; simple sketches or wireframes are acceptable – the idea is to provide drawings showing sufficient information to allow the panel to visualise the development that is expected.
- Photographs of the site and its surrounding area – between 5 to 10 - in order for the panel to fully understand the site in its context as it is before development.
- Information on proposed materials, colours and textures
- Information on landscaping
- A design rationale – an explanation of the decisions behind the design to enable the panel to understand why the project has been designed in a certain way.

Christchurch City Council