



Urban Design Panel

Application for project review

Notes to applicant

Office use

<p>The urban design panel acts in an advisory capacity.</p> <p>This service is free to applicants with projects that have significant urban design implications to Whangarei. It aims to improve project viability and at the same time enhance our built environment.</p> <p>The panel usually meets once a week for 2 hours to consider a maximum of 2 projects.</p> <p>To be included in the next available panel date, please submit your application with complete documentation by noon, a week before the panel date.</p> <p>Maximum presentation time allowed for each project is 15 minutes.</p> <p>Your application is considered confidential unless you waive this privilege or where the application already forms part of the resource consent process.</p> <p>For additional information, or if you are unable to provide any requested items, please contact the Policy and Monitoring Department on 09 430 4200.</p>	<p>Date received _____</p> <p>Name of CSR _____</p> <p>Completeness checked by _____</p> <p>Confirmed panel date/time _____</p> <p>Confirmed panel venue _____</p> <p>Notes:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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It is important that you fully complete all sections

1 Application type

- Conceptual stage
- Pre-consent. If you have spoken to our planning staff, enter name of planner _____
- As part of consents application, please include application number _____
- Further review. Please include date of previous Panel meeting _____

2 Applicant details

Name of applicant _____

Company/organisation _____

Website _____

Contact person (*if different from applicant*) _____

Postal address _____

Phone _____ Mobile _____ Email _____

3 Project details

Project name/title _____

Location of project _____

Legal description _____ CT _____ Site area _____

District Plan environment/zone _____ Property ID _____

Brief project description _____

4 Panel meetings

Names of persons attending (*max 3*) _____

Do you need: Data projector Laptop Screen Other (*please specify*)

Do you need a panel report on the recommendations: Yes No

Note The panel report will be sent to the contact person and may be considered by the planner when assessing your application for resource/building consent

5 Confidentiality

Is your project confidential: Yes No

Note If the project is confidential, the panel report will not be circulated to anyone who was not at the panel meeting. If not confidential, the report may be forwarded to Councillors and other interested public, pursuant to Official Information Act 1982. If a consents application has been lodged, the project will not be considered confidential

6 Attachment checklist

- Coloured ground level photos showing adjoining properties within 75 metre radius
- Coloured elevations showing proposed signage, materials, colours, and textures
- Coloured aerial photo showing site, viewpoints of photos taken and surrounding area (*e.g. from Google Earth*)
- Site Plan and analysis showing pedestrian and vehicle circulation
- Floor plans
- Sections showing relationship with adjacent properties
- Zoning map showing site (*from District Plan*)
- Brief urban design statement on how project contributes/affects the urban environment (*when available*)
- Perspective showing neighbourhood context (*when available*)

Guide to attachments

- 1 Submit five (5) complete sets each with maximum 9 single-sided sheets of A4 or A3 size
- 2 Drawings can be CAD or hand sketched but scaled (*metric ratio or graphical*)
- 3 North arrow on all plans
- 4 All information should be readable, i.e. use appropriate working scale and text sizes
- 5 Depending on the stage of conceptualisation or scale of the project, some of the above requirements can be waived at the discretion of the panel administrator
- 6 Your application for a panel date may be rejected if based on the documents submitted, the proposal is considered to have only a minor urban design impact

Name of applicant (*please print*)

Signature

Date