

## DECISION MAKING PROCESS FOR DETERMINING WHETHER AN APPLICATION IS SUITABLE FOR REVIEW BY THE URBAN DESIGN PANEL

**Step 1:** The project should be considered for an urban design review if it falls into one or more of the following categories:

- it has the potential to significantly impact on the quality of urban design in the area
- it is in the town centre zone with frontage onto a street, lane or other public place
- it includes three or more residential units
- it is a Council capital project
- it is either a Council or privately initiated plan change
- the planner processing the resource consent has recommended the project be reviewed by the Panel



**Step 2:** The applicant contacts Council's Urban Designer to outline the project details and confirm that the project is suitable for review by the Urban Design Panel.



**Step 3:** The applicant contacts Council's Urban Design Panel administrator to book a date for the Panel Meeting. Once a date is set the applicant is required to submit their application at least 6 working days prior to the scheduled design panel meeting.



**Step 4:** The panel considers the application and completes its report within 5 working days of the panel meeting. The report is forwarded to the applicant as well as to those involved in statutory and regulatory processes related to the project such as Consent planners and Council sub-committees.



**Note 1:** It is strongly recommended that projects be brought to the Panel early in the concept stage of the design process, and well before lodgement for resource consent.

**Note 2:** The Panel's support does not constitute Council approval to proceed with the project. The findings of the Panel sit outside both the statutory processes of the Resource Management Act and other regulatory functions of Council. The report will however be taken into account during those statutory and regulatory processes in regard to matters relating to urban design.