

## **SCHOOL/DEPARTMENT: Architecture & Planning**

## **COURSE OUTLINE: ARCHDES300 / Semester 1, 2017**

### **1.0 GENERAL COURSE INFORMATION**

<b>Course Code:</b>	ARCHDES300
<b>Course Title:</b>	Design 5
<b>Points Value:</b>	30 points
<b>Prerequisites:</b>	ARCHDES200 or 210
<b>Restrictions:</b>	ARCHDES310
<b>Course Director:</b>	Prof Andrew Barrie, Room 335, Building 421, a.barrie@auckland.ac.nz
<b>Course Co-ordinator:</b>	Aprof Uwe Rieger, Room 544, Building 421, u.rieger@auckland.ac.nz>
<b>Teaching Staff:</b>	Richard Goldie, richard@peddlethorp.co.nz, office hours 830am-5pm Tutor: Michael McCabe mmcc653@aucklanduni.ac.nz

### **2.0 CLASS CONTACT HOURS**

Monday, Tuesday & Friday, 1pm – 5pm; Level 4 Design Studios, Building 421.

Crits will be held in studio, or at Peddle Thorp offices on Fridays on the dates shown in section 6 below. These will take the form of a 'Tokyo Crit' which requires students, in groups of 5, to pin their work up (A3 landscape), and speak to it for two minutes each. Feedback on each students work will be given for three minutes.

A Site visit, with the Client, is planned for Wednesday 7<sup>th</sup> March. Transport by train from Britomart. All Students are encouraged to attend.

### **3.0 COURSE PRESCRIPTION**

**Apartment Building at 4 Koa Street, Meadowbank.**



## **Introduction.**

Apartments are becoming more and more a part of the Auckland scene, and is one that Architects will increasingly be engaged in. The challenge for Students in this Course is a real one, and one that Practicing Architects are challenged with every day - to create great apartment buildings while satisfying Client commercial requirements.

Koa Street Apartment Building is a project involving a real Client, on a very real site, with a clear Brief that requires a high level of design resolution to achieve great architectural outcomes while delivering the Clients commercial imperatives (Town planning, number and size of apartments, etc). It is intended that Students develop skill in the careful design and resolved floor planning of small spaces as well assembling them into a comprehensive, compelling and attractive building.

The Course and the scope of students' work and 'Deliverables' are structured around the NZIA Agreement for Architects Services, further emphasising the course as a real world exercise.

Mark Todd, of Ockham Developments, the owner and 'Client' of this project says...

'630sq.m site, turning one standalone house into x10 two bedroom units.

The plans attached (prepared by the Client, in Appendix A) are essentially a yield study with the architecture far from complete.

This is a case study project showcasing the fullest extent of the mixed housing urban zoning potential. The client brief is to maximum the housing yield in the best possible way to respond to the demographic and economic needs of Aucklanders. It is the clients view that this entails more affordable housing units relative to the existing housing stock in the neighbourhood.

The site is also well connected with walking and cycle routes to the city waterfront and CBD'.

The Client, and particular an Honours Graduate of the University of Auckland School of Architecture, Hannah Chiaroni-Clark will be involved in the assisting students and critting the project.

## **4.0 TEACHING AIMS**

The aims of this course are to:

Design 5 presents an introduction to complex architectural thinking. It examines context, commercial, legislative historical and spatial. Set in a real world situation with a Client, a Brief and an NZIA scope, the project develops an understanding of corresponding architectural methodologies and systems.

## **5.0 LEARNING OUTCOMES**

### **General ARCHDES300 Course Outcomes**

On successful completion of this course, students should be able to:

- Theory: Show evidence of engagement with selected / prescribed areas of architectural theory and knowledge. Further, to show evidence of the exploration of the possible influence of this upon the development of architectural propositions.
- Architectonics: Demonstrate abilities to project, explore and develop the tectonic characteristics of the project through the creative engagement with material, structural or constructional propositions.
- Programme: Show evidence of engagement with identified cultural, social and functional positions as they might inform speculative architectural propositions.
- Performance: Show abilities to advance conceptual thinking through engagement with environmental and contextual conditions that could bear upon the project, and to examine the way in which the architecture may affect those same conditions in return.

- Form and space: Demonstrate abilities to develop speculative three dimensional architectural form and space.
- Media: Display skill in the communication and development of design propositions through the considered use of architectural media.

### Specific Topic Outcomes

This studio topic will engage the general course outcomes in the following ways:

1. Research:
2. Brief:
3. Architectonics:
4. Form and space:
5. Deliverables:

Research: explore and demonstrate:

1. your understanding of the New Zealand Institute of Architects Agreement For Architects Services AAS 2016 3rd Edition, Part B Scope of Services, Stage B1 Pre Design, Stage B2 Concept Design, Stage B3 Preliminary Design as provided and filled in and attached in Appendix B.
2. your understanding of the Auckland Unitary Plan as it relates to the site
3. your research of anthropometrics relating to the floor plans of high density residential housing
4. your research of the site's History
5. your understanding of the Client Brief in terms of units numbers, sizes and types, parking and common area requirements.
6. your research of relevant historical and architectural typologies that may be deployed on the site
7. your analysis of the site in terms of topography, urban form/development pattern, prevailing wind, sun through the seasons, noise, transport, neighbours and other environmental factors that may influence design.

Brief:

1. Using the learnings from the 'Research' section above draw/sketch Concepts for how the Client brief may be arranged on the site and how the site context has influenced this.
2. Iteratively explore interior layouts of individual apartments, circulation etc to test and prove the Concept.
3. Iteratively explore how all apartments will fit into a comprehensive overall building.
4. After testing the Concepts against the Research, evaluate and recommend a concept for development to preliminary design.

Architectonics: explore, develop and draw

1. Primary structure of the building including floor systems, gravity support and bracing systems.
2. Circulation including vertical transportation (if any) and fire escape.
3. Building services concepts as they relate to wet areas and ventilation
4. Façade build up and material selections.
5. ESD- Environmentally Sustainable Design.

Form and space:

1. Consider if being a 'good neighbour' is important. If not why not? Consider then urban patterns, the local 'style' (vernacular), landscape patterns, setbacks, material choices etc that might make the building a 'good neighbour'. Consider CPTED principles.
2. Demonstrate how the exterior architectural form, including windows and balconies, has been shaped by the interior spaces and how the interior spaces have been shaped by the exterior form.
3. Consider how of the large scale singular form of an apartment building and the small multiple apartments influence one another. Consider whether the form should express each individual dwelling or whether the building should appear as a uniform whole. (the answer may reside between these two!)
4. Consider how common space (street, entry, lobbies, corridors, apartment entries etc) may be arranged to enhance a sense of community within and around the building.

Deliverables: provide all deliverables (reports, drawings) in A3 Landscape

1. Per the marked up New Zealand Institute of Architects Agreement For Architects Services AAS 2016 3rd Edition provided (Appendix B), and clarified as follows:

**B1 Pre Design:**

Report, including writing and drawings, photographs, diagrams etc  
6 single sided A3 pages max.

**B2 Concept Design**

Site plan analysis, outline site plan, floor plans, apartment plans, 1 x outline cross section each way showing critical spaces, ceiling heights, Unitary Plan height and boundary controls, outline elevations, materials ideas, sketches  
8 single sided A3 pages max.

**B3 Preliminary Design-** Site plan; floor plans at all levels with all apartment plans, common areas, parking etc resolved; roof plan; 1 x cross section each way showing critical spaces, structure, ceiling heights and Unitary Plan height and boundary controls; all elevations; 1 x 3d visualisation of building exterior from public street, 1 x principle living room and decks, 1 x bathroom.

Schedule of Apartments including types, bedroom numbers by floor and total for the building.

Calculations of Gross Floor and Nett floor areas (area after common areas, corridors, lifts, stairs etc are deducted ) on a floor by floor and total development basis expressed in m<sup>2</sup> (rounded to 0) and as a % (rounded to 0).

10 single sided A3 pages max.

**Notes:**

1. It is the quality and resolution of the design communicated via the Deliverables that will be assessed. The provision of additional material is therefore discouraged.
2. ESD should be demonstrated at all stages- orientation to sun is a good start!
3. Plans, sections and elevations should be at a common scale (1:100 minimum). Site plan may need to be at a different scale (1:200?).
4. All material for presentations, crits, and hand ins at Due Dates to be A3 landscape.
5. Submission of Deliverables is required by 4pm of the day identified as 'Submission' (orange rows) in the Section 6 below.

## 6.0 COURSE STRUCTURE, CONTENT, DUE DATES, MARKING

Week	Date	Topic	Hand in	% of final mark
1	6/3/17	Stage B1 Pre Design- introduction		
	7/3/17	Site Visit		
	10/3/17	Crit		
2	13/3/17	Stage B1 Pre Design		
	17/3/17	Crit		
3	20/3/17	Stage B1 Pre Design		
	24/3/17	Stage B1 Pre Design presentation		
	24/3/17		Stage B1 Pre Design Report Submission	15%
4	27/3/17	Stage B2 Concept Design		
	31/3/17	Crit		
5	3/4/17	Stage B2 Concept Design		

	7/4/17	Crit		
6	10/4/17	Due Date: Stage B2 Concept Design Presentation		
	13/4/17		Stage B2 Concept Design Submission	25%
	MID-SEMESTER BREAK			
7	1/5/17	Stage B3 Preliminary Design		
	5/5/17	Crit		
8	8/5/17	Stage B3 Preliminary Design		
	12/5/17	Crit		
9	15/5/17	Stage B3 Preliminary Design		
	19/5/17	Crit		
10	22/5/17	Stage B3 Preliminary Design		
	26/5/17	Crit		
11	29/5/17	Stage B3 Preliminary Design		
	2/6/17	Crit		
12	5/6/17	Stage B3 Preliminary Design		
	9/6/17	Due Date: Stage B3 Preliminary Design Presentation		
	9/6/17		Stage B3 Preliminary Design Submission	60%

## 7.0 LEARNING RESOURCES

### 7.1 Required Reading

Auckland Unitary Plan Operative in Part 15 November 2016, Residential – H5 Residential- Mixed Housing Urban Zone

David Adler (Ed), New Metric Handbook, Reed Educational and Professional Publishing Ltd, 2nd Edition 1999;

Friedericke Schneider, Floor Plan Manual, Birkhauser, 3<sup>rd</sup> Edition 2004;

Ministry for the Environment-Manatu Mo Te Taiao, National guidelines for crime prevention through environmental design in New Zealand, Ministry for the Environment Manatu Mo Te Taiao'

<http://www.mfe.govt.nz/publications/towns-and-cities/national-guidelines-crime-prevention-through-environmental-design-new>, Pub November 2005, 28/2/17;

Wikipedia, Crime prevention through environmental design, Wikipedia,  
[https://en.wikipedia.org/wiki/Crime\\_prevention\\_through\\_environmental\\_design](https://en.wikipedia.org/wiki/Crime_prevention_through_environmental_design), 28/2/17

### 7.3 Scope of Tasks and Deliverables

The tasks students are required to undertake and demonstrate and the Deliverables they are required to provide are as per New Zealand Institute of Architects Agreement For Architects Services AAS 2016 3rd Edition, Part B Scope of Services, Stage B1 Pre Design, Stage B2 Concept Design, Stage B3 Preliminary Design- as provided (in Appendix B). This document describes the tasks you are required to demonstrate you have undertaken, and the deliverables you are required to provide.

## **8.0 INCLUSIVE LEARNING**

Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

## **9.0 OTHER INFORMATION**

The Course requires the Client and Students to actively engage in the project, and in participating in it each acknowledge that they will be contributing equally to each others understanding of the project. So both Client and Students agree that any material developed is shared and that neither party has sole rights to, or ownership, or benefit of any Intellectual Property produced.

Students are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the course convenor/lecturer and/or tutor.

## **10.0 ASSESSMENT**

### **10.1 Method of Assessment**

100% coursework

All student work is assessed by the named staff member(s) offering each course topic, who are appointed as examiners. Provisional grades are confirmed at an examiners' review of the work of all students in that particular design course, in order to ensure parity of grading standards across course topics. All marks are indicative until confirmed in the Design Grading Moderation Review.

### **10.2 Assessment Criteria**

Detailed information on assignment format and assessment criteria are provided below. The grading of work is based on the NICA Grade Descriptors printed on the Faculty website:

<https://cdn.auckland.ac.nz/assets/creative/for/current-students/course-planning-enrolment/Planning-and-enrolment-assets/NICA%20grade%20descriptors.pdf>.

In addition to the criteria set out in the School handbook, assessment will be based on the following:

- Theory: Level of critical engagement with selected or prescribed areas of architectural theory and knowledge and the consideration of its bearing upon the design process.
- Architectonics: Ambition of the design project and the quality of design development through the creative engagement with material, structural and constructional issues.
- Programme: Quality of engagement with relevant cultural, social and functional issues to inform the pursuit of cutting edge architectural propositions.
- 1. Performance: Extent of design development through the consideration of environmental and contextual conditions bearing upon the project.
- Form and Space: Quality of engagement with and development of speculative three dimensional architectural form and space.
- Media: Quality and clarity of presentation, the extent of design development facilitated by, and the consideration given to the architectural media utilised.
- Quality of engagement in studio – singularly, in group discussions and in formal crits. Attendance in studio and for the duration of crit days is mandatory – students are expected to support and learn from their colleagues.

Specific topics will weight the factors presented above according their identified emphases.

### **10.3 Academic Integrity**

The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be

reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

#### **10.4 Attendance and Participation**

Attendance in class as well as engagement with course activities and readings supports academic success. Therefore it is strongly recommended that students make every effort to attend class and complete all the necessary in-class requirements.

#### **10.5 Output Requirements**

As described above

### **11.0 STUDENT FEEDBACK**

Students will be asked to complete an evaluation of the course at the end of the semester, usually on the morning of final presentation.

### **12.0 UNIVERSITY POLICIES AND GUIDELINES**

This course is based on the university policies and guidelines. For further information, see the University and Faculty websites. On the Faculty website, the 'Quick Reference Guide for New Students' provides useful information on such things as key dates, where to go for help and advice, personal support and academic policies and procedures.

Students must note the following warning that applies to all material provided for this course. This includes printed material and electronic material, and material posted on Canvas. If you are not sure about the requirements, ask for clarification from the course coordinator.

#### **COPYRIGHT WARNING NOTICE**

This material is protected by copyright and has been copied by and solely for the educational purposes of the University under licence. You may not sell, alter or further reproduce or distribute any part of this course pack/material to any other person. Where provided to you in electronic format, you may only print from it for your own private study and research. Failure to comply with the terms of this warning may expose you to legal action for copyright infringement and/or disciplinary action by the University.

## **Appendix A: Ockham Developments Concept**



4 KOA STREET, MEADOWBANK

SITE AREA: 631.6 m2  
BUILDING COVERAGE: 295.5 m2 - 46.8%  
IMPERMABLE COVERAGE: 357.9 m2 - 56.7%  
PERMEABLE COVERAGE: 273.7 m2 - 43.3%

CARPARKING

DRIVEWAY MANOUVERING

HEIGHT IN RELATION TO BOUNDARY

OUTLOOK



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:53 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET

For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

Project Code:  
Project No: 1701  
Date:  
Scale @ A1:  
Drawn: Author

Cover Page

Sheet: A000

Revision:



KOA STREET

1 SITE PLAN

1 : 100



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:53 a.m.

Notes:  
**FEASIBILITY**

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

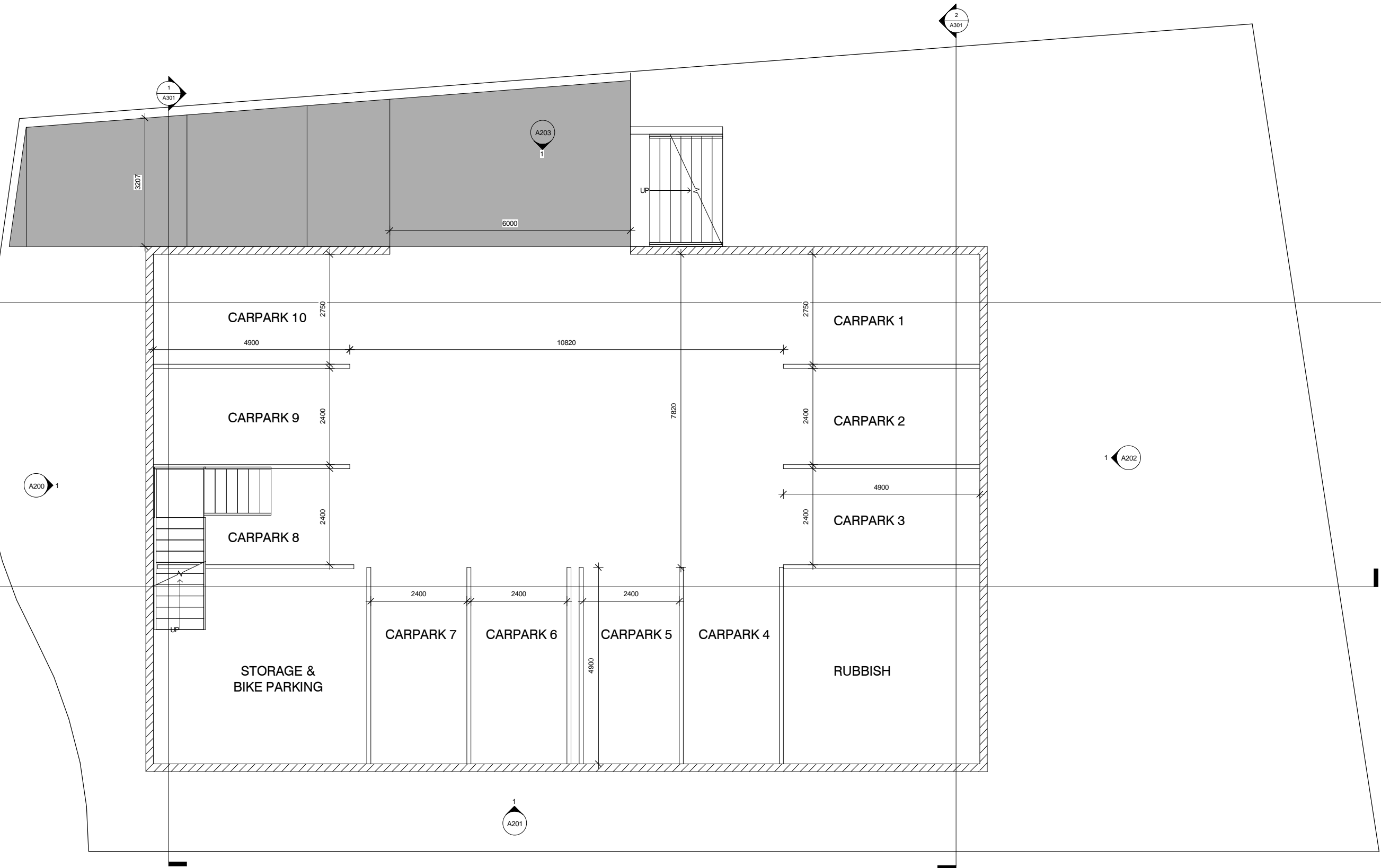


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 100  
Drawn: Author

**Site Plan**

Sheet: **A010**

Revision:



1 00 BASEMENT  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:54 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

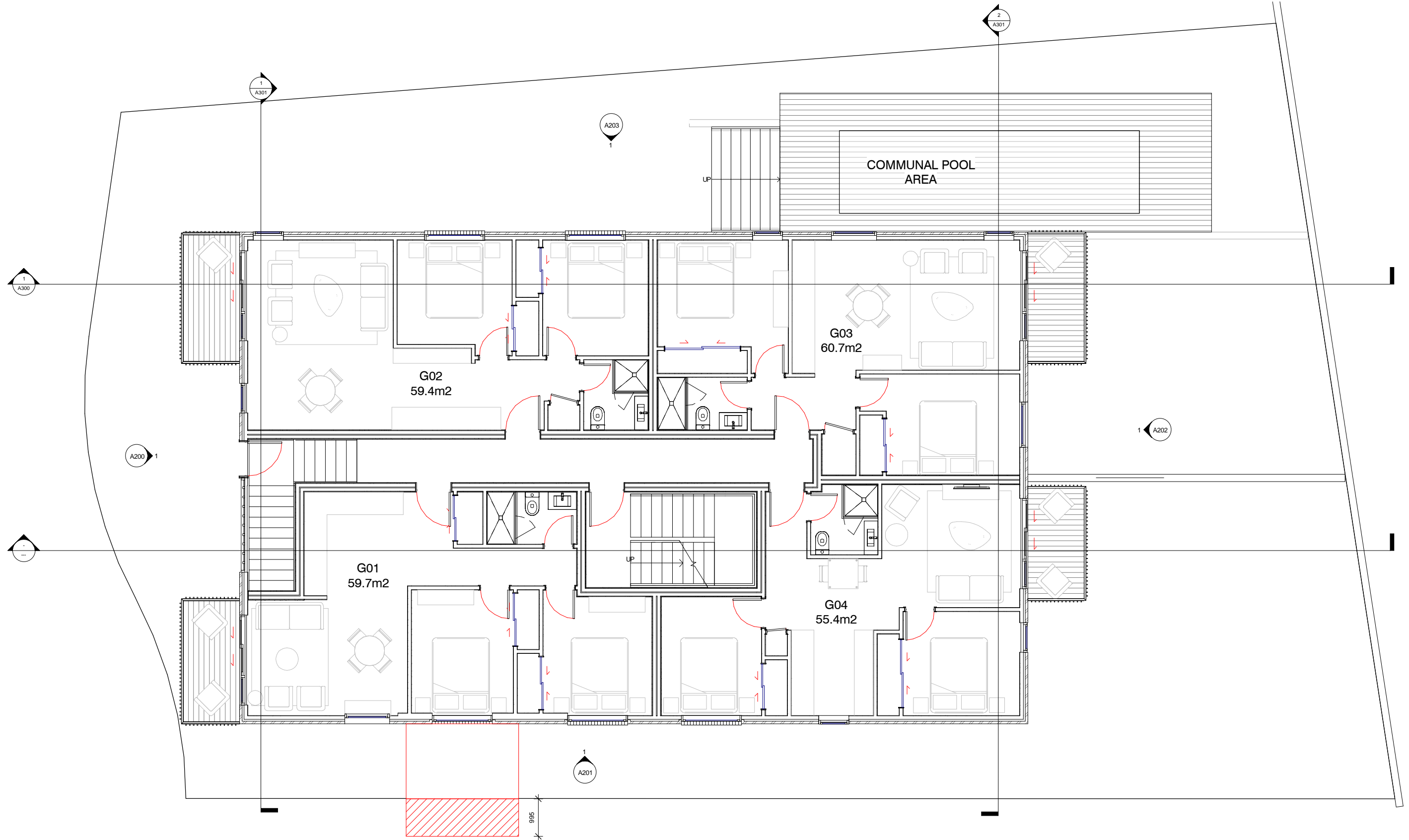


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Basement Plan

Sheet: A100

Revision:



1 00 GROUND FLOOR  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:54 a.m.

Notes:  
**FEASIBILITY**

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

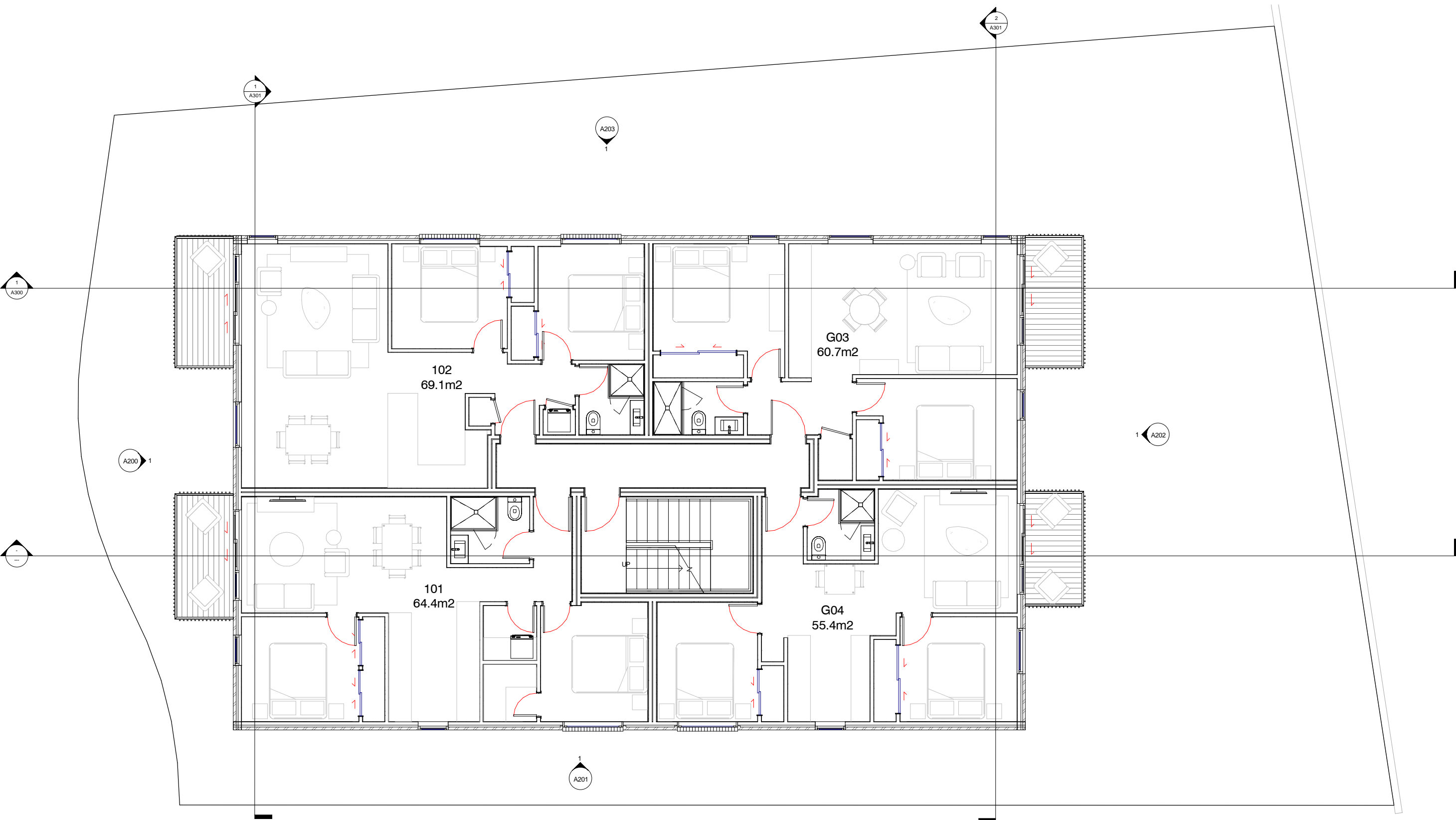


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Ground Floor Plan

Sheet: A101

Revision:



1 01 FIRST FLOOR  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:54 a.m.

Notes:  
**FEASIBILITY**

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

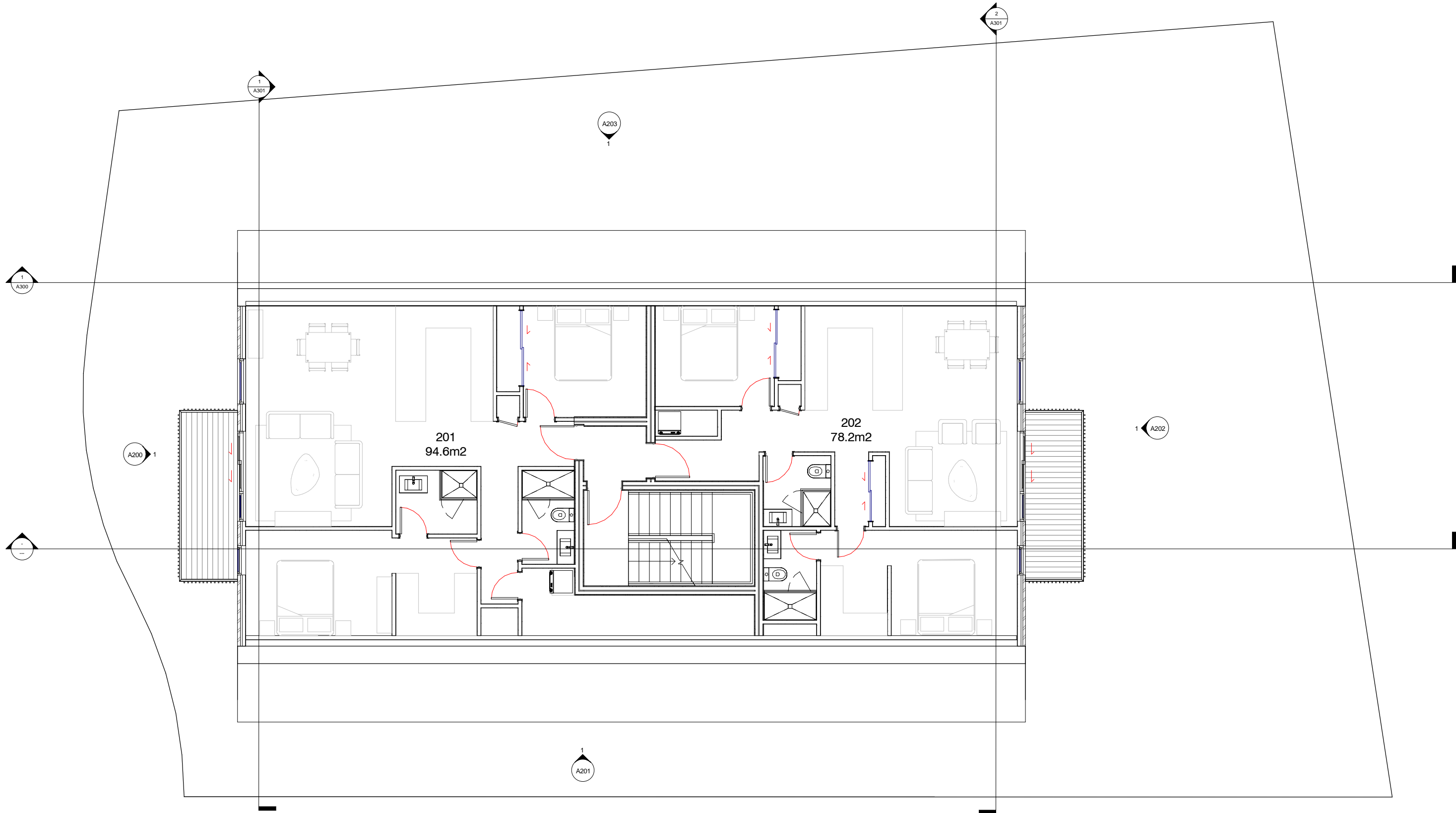


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## First Floor Plan

Sheet: A102

Revision:



1 02 SECOND FLOOR  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:55 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

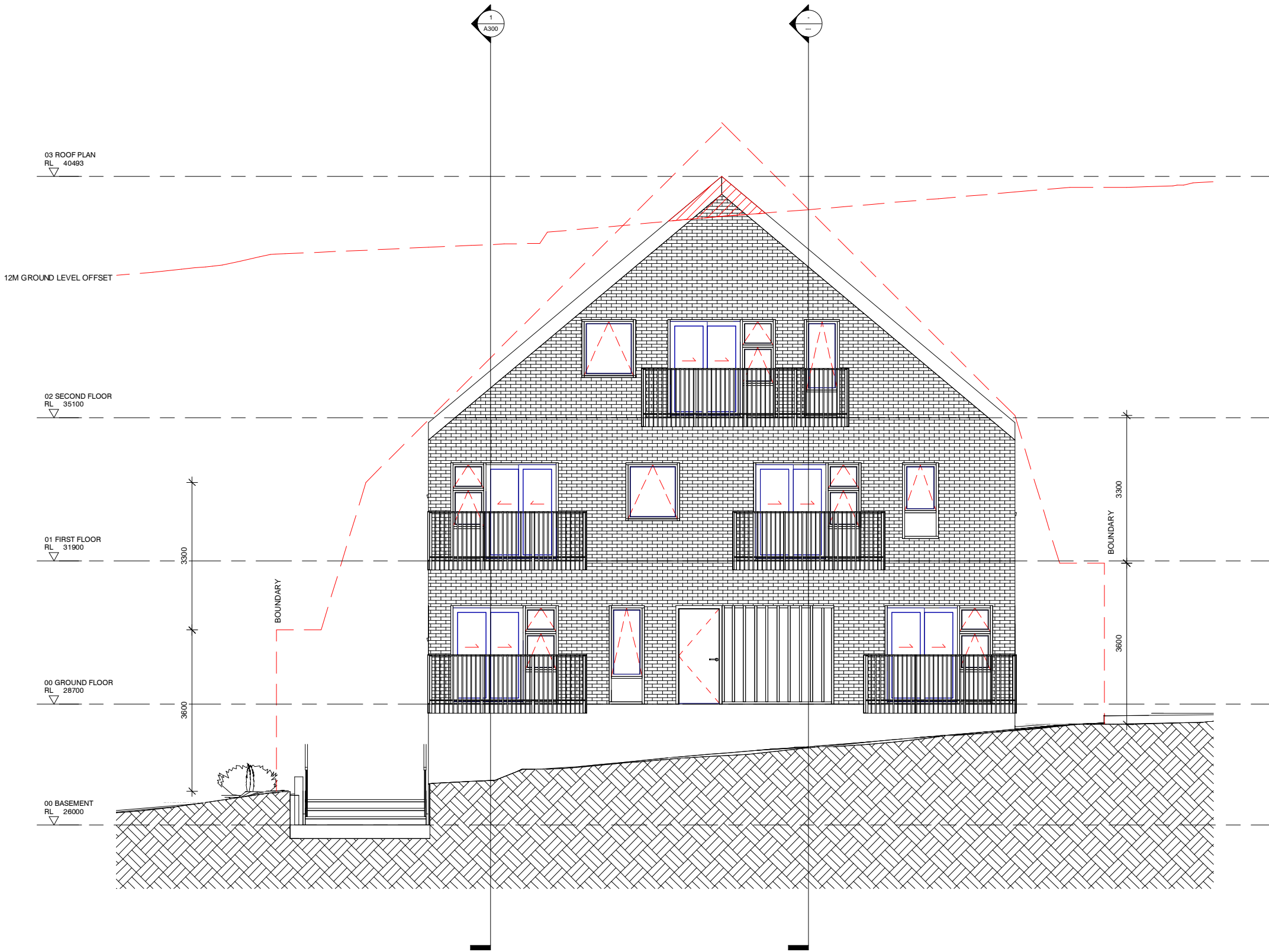


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

Second Floor Plan

Sheet: A103

Revision:



1 NORTH ELEVATION  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:56 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET  
For: MT/HCC

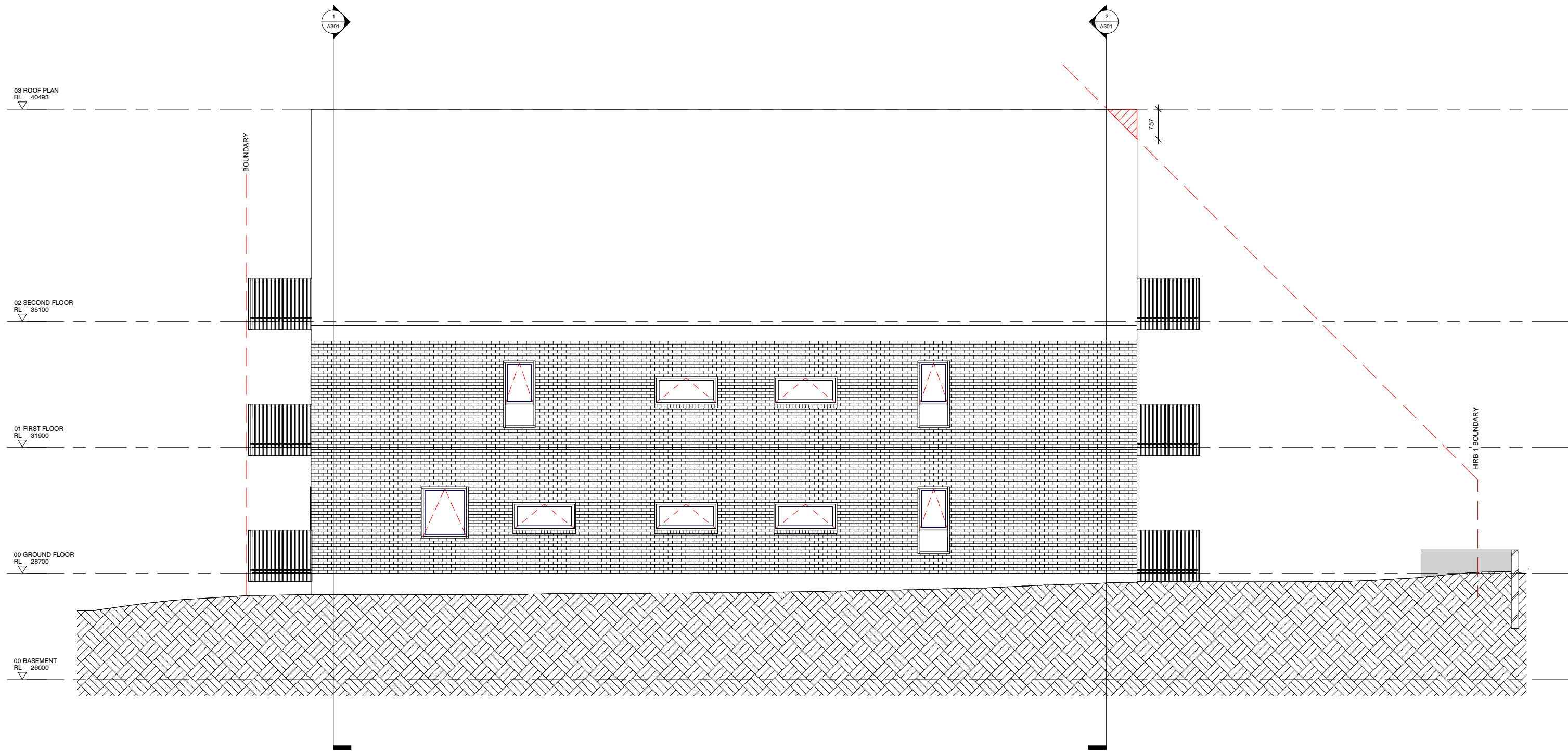
REV	DATE	DESCRIPTION	INITIAL	CHD

Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

Elevations

Sheet: A200

Revision:



1 EAST ELEVATION  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:56 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Elevations

Sheet: A201

Revision:





1 SOUTH ELEVATION  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:57 a.m.

Notes:  
**FEASIBILITY**

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

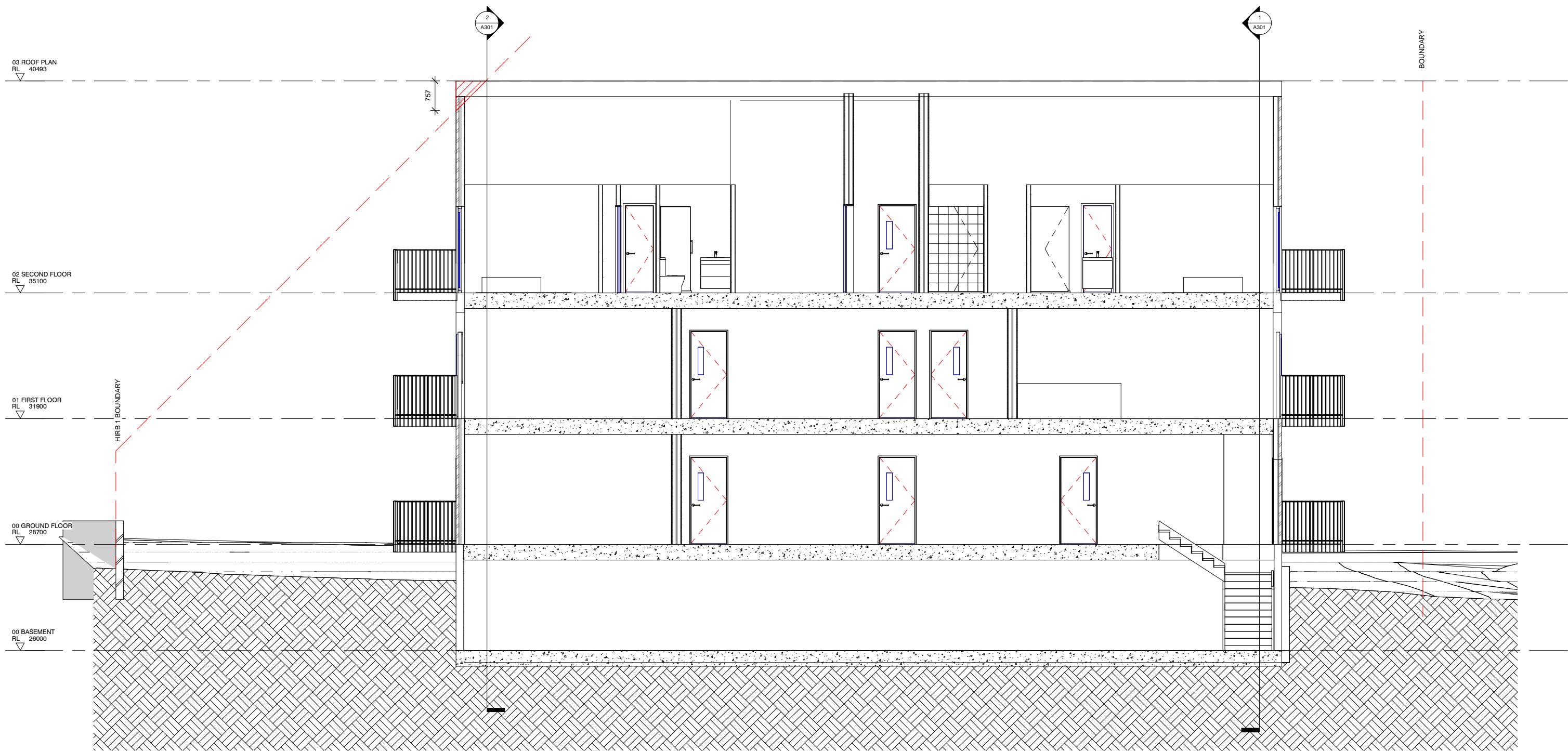
REV	DATE	DESCRIPTION	INITIAL	CHD

Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Elevations

Sheet: A202

Revision:



1 WEST ELEVATION  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:57 a.m.

Notes:  
**FEASIBILITY**

Project: KOA  
Address: 4 KOA STREET  
  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

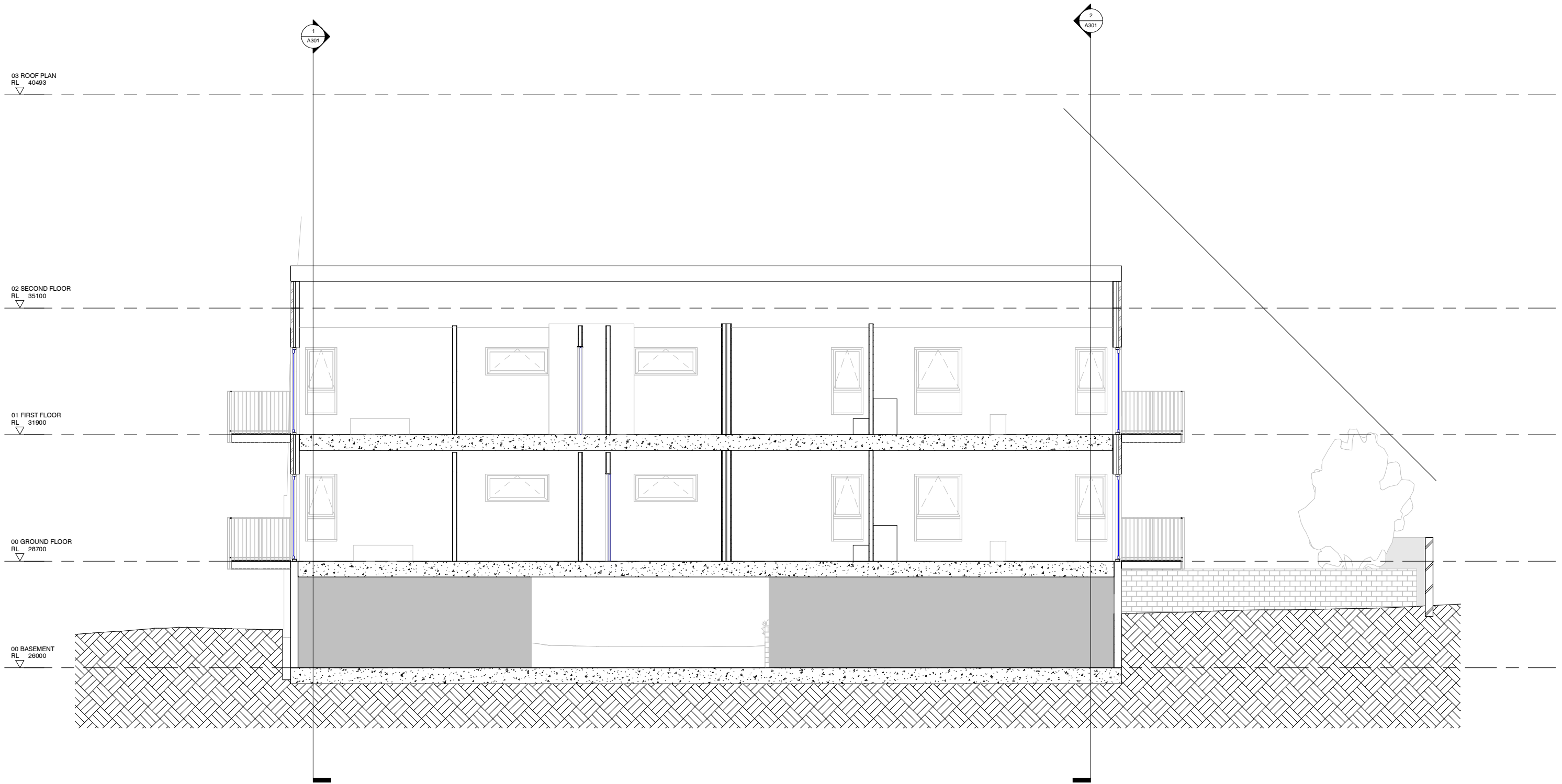


Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Elevations

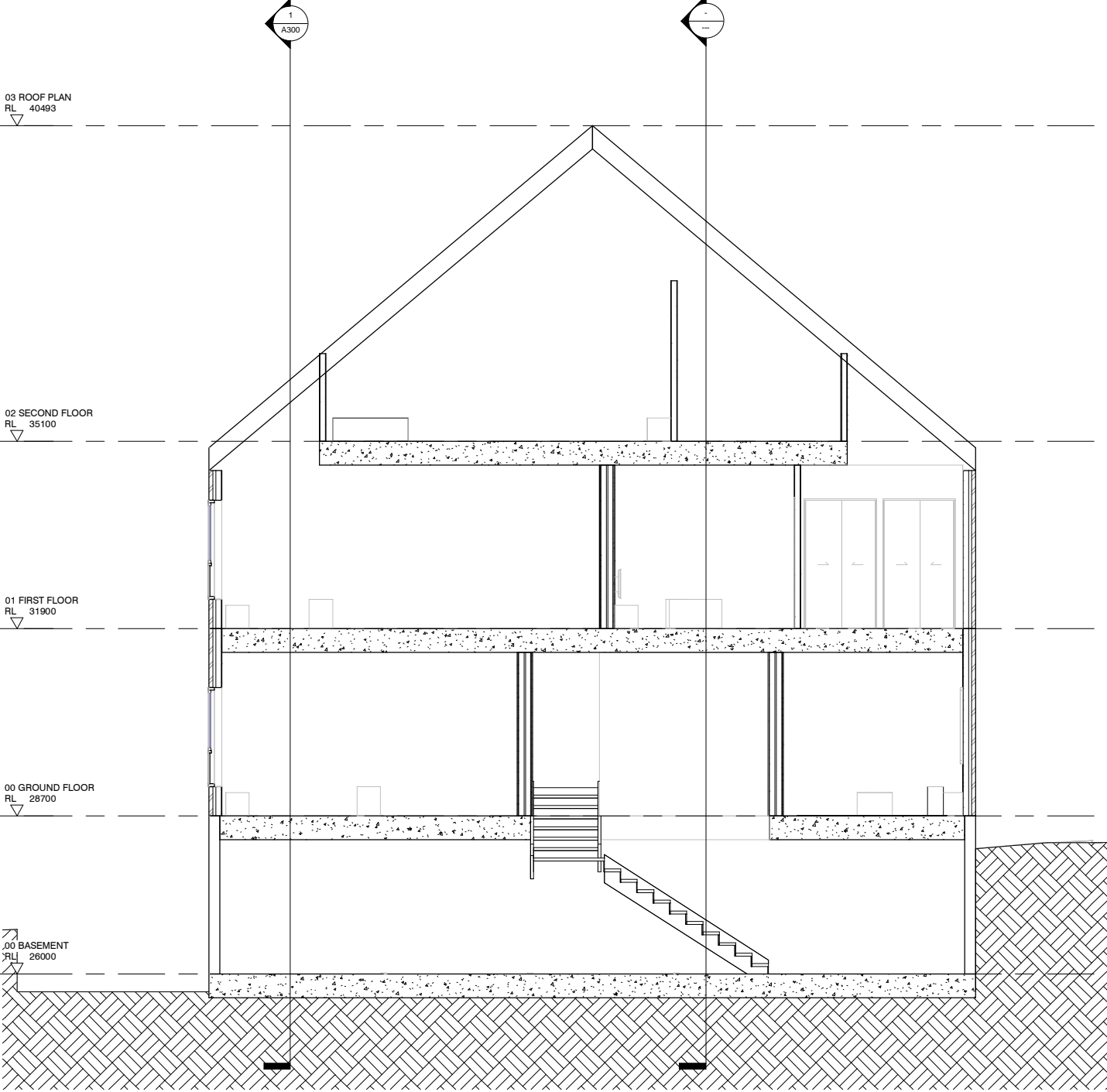
Sheet: A203

Revision:

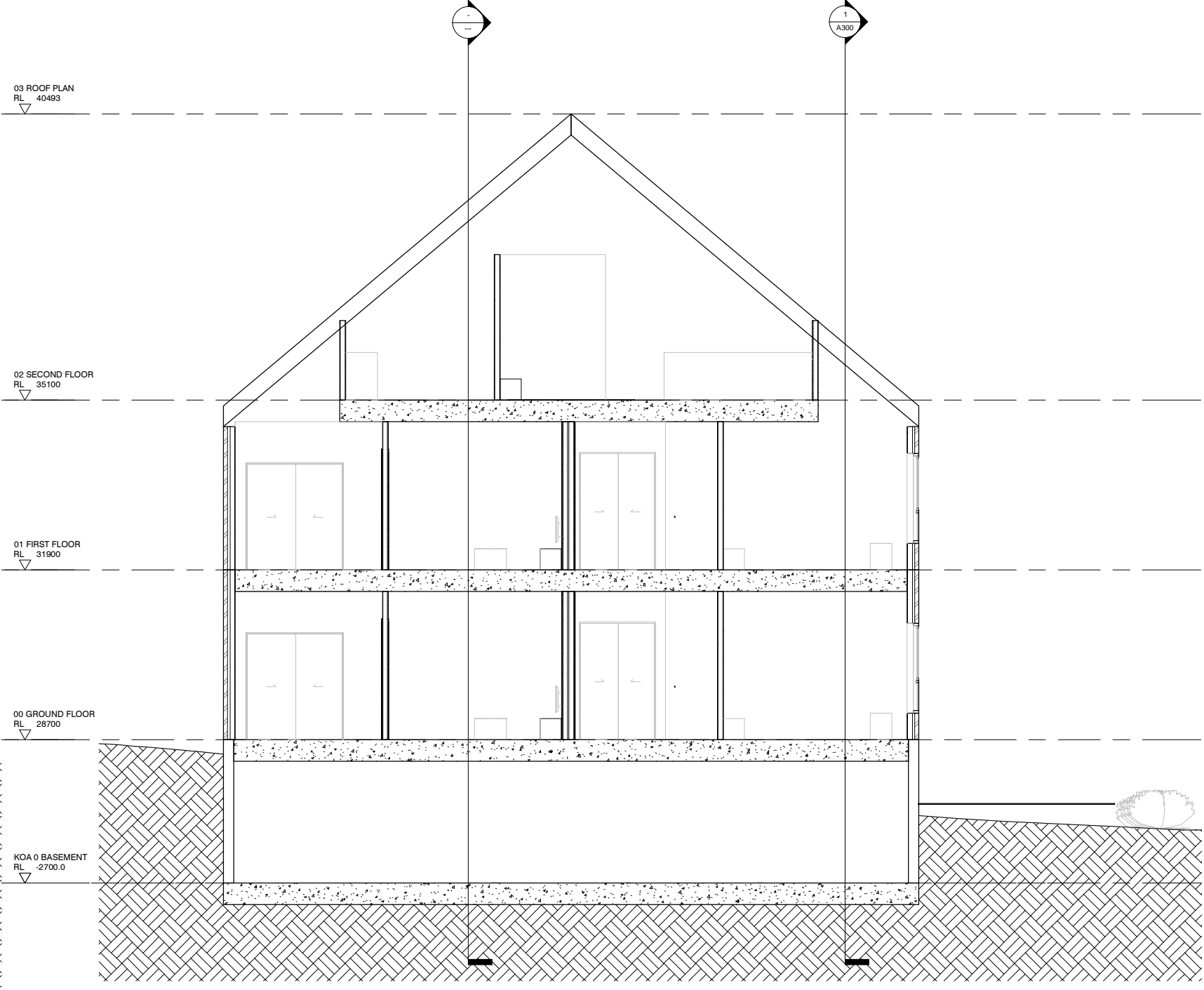


1 LONG SECTION 1  
1 : 50

REV	DATE	DESCRIPTION	INITIAL	CHD



1 SHORT SECTION 1  
1 : 50



2 SHORT SECTION 2  
1 : 50



OCKHAM RESIDENTIAL INVESTMENTS  
PO Box 78 007  
Grey Lynn  
Auckland  
ockham.co.nz  
Ph: 09 360 1476

Do not scale off this drawing  
Contractor must verify all dimensions on site before commencing any work

27/02/2017 10:48:57 a.m.

Notes:  
FEASIBILITY

Project: KOA  
Address: 4 KOA STREET  
For: MT/HCC

REV	DATE	DESCRIPTION	INITIAL	CHD

Project Code:  
Project No: 1701  
Date:  
Scale @ A1: 1 : 50  
Drawn: Author

## Sections

Sheet: A301

Revision:

**Appendix B: New Zealand Institute of Architects Agreement For Architects Services AAS 2016 3rd Edition,  
Part B Scope of Services, Stage B1 Pre Design, Stage B2 Concept Design, Stage B3 Preliminary Design**



The following describes the scope and extent of the inputs tasks and deliverables for each of the stages associated with this commission.

The description of each stage is for information purposes only and does not form part of the parties' Agreement.

The Architect shall only perform/provide those inputs/tasks/deliverables noted in the Architect or Assist column. They shall be the Agreed Services.

## Stage B1 Pre-Design

**The Project is set up.** An Agreement between Client and Architect is completed and appropriate information is gathered to enable subsequent stages of the commission to be undertaken.

Inputs	Architect	Client	Separate Consultant	Architect Assist	NA
Statement of Brief including budget and time schedule.		●			
Land information memorandum (LIM), if appropriate					●
Deposited Plan and Certificate of Title.		●			
Other relevant legal information associated with the Project and/or Site.					●

Tasks	Architect	Client	Separate Consultant	Architect Assist	NA
1.1 <b>Execute agreement:</b> Complete and sign					●
1.2 <b>Site selection:</b> Assist client if required		●			
1.3 <b>Brief:</b> Prepare brief and provide Health and Safety Information		●			
1.4 <b>Site information:</b> Obtain the following information as required:					●
Deposited Plan and Certificate of Title		●			
Easements and covenants – Identify		●			
Topographical survey	●				
Geotechnical survey and information					●
Existing structures – as-built information					●
As built building services - condition report(s) if applicable					●
District plan requirements including rules and objectives/existing consents	●				
Heritage report					●
Traffic report					●
Health and safety information					●
Arborist report					●
Other					●
1.5 <b>Territorial / building consent authority:</b> Consult with authorities, if required	●				
1.6 <b>Programme:</b> Prepare					●
1.7 <b>Other consultants:</b> Discuss and agree with client the additional separate or sub-consultants that are to be retained and by whom. Refer to list of possible consultants in this agreement					●
1.8 <b>P.I. Insurance information:</b> Provide evidence					●
1.9 <b>Additional services:</b>					●

Deliverables	Architect	Client	Separate Consultant	Architect Assist	NA
D1.1 <b>Architects Agreement for Services:</b> Scope defined and contract signed					●
D1.2 <b>Site:</b> Confirmed		●			
D1.3 <b>Brief:</b> Provided, including budget and health and safety information		●			
D1.4 <b>Site Information:</b> All relevant information (as agreed above) identified and supplied					●
D1.5 <b>Programme:</b> Preliminary project programme confirmed					●
D1.6 <b>PI insurance:</b> Confirmed if required					●
D1.7 <b>Sign-off:</b> On deliverables					●

## Stage B2 Concept Design

The Client Brief is given form and basic functionality as a concept (or concepts) only, generally within the constraints of the territorial authority and regulatory requirements surrounding the Site and Project.

At the end of this stage a Rough Order of Cost can be established by a quantity surveyor.

Inputs	Architect	Client	Separate Consultant	Architect Assist	NA
Approval to proceed to this stage					●
Deliverables from previous stage					●

Tasks	Architect	Client	Separate Consultant	Architect Assist	NA
2.1 <b>Brief: Review with client.</b> Update to incorporate all up-to-date requirements and information.	●				
2.2 <b>Site Inspection:</b> Visit site, prepare site analysis diagrams (including environmental / context studies, and health and safety considerations)	●				
2.3 <b>Programme:</b> Update overall work programme					●
2.4 <b>Design meetings:</b> Facilitate and chair meetings for design coordination					●
2.5 <b>Sustainable design:</b> Consider options with client	●				
2.6 <b>Concept Design:</b> Prepare drawings	●				
2.7 <b>Territorial / building consent authority:</b>					
Check Development Rules for Resource Consent Compliance.	●				
Check Design for Building Consent Compliance					●
2.8 <b>Consultants:</b>					
Separate or Sub-consultants – Assist Client with the scope, selection and appointment					●
Concept design input – Obtain, review and evaluate against architectural design					●
P.I. Insurance – Obtain evidence of level carried by separate/sub-consultants, and forward to client (if required)					●
Cost advice – Obtain from quantity surveyor					●
2.9 <b>Concept Design report:</b> Prepare (including advice on design constraints and assumptions, schedule of materials and finishes and Rough Order of Cost)	●				
2.10 <b>Additional services:</b> See B8					●

Deliverables	Architect	Client	Separate Consultant	Architect Assist	NA
D2.1 <b>Design Brief:</b> Updated		●			
D2.2 <b>Programme:</b> Confirmed					●
D2.3 <b>Separate or Sub-consultants:</b> Approved and appointed					●
D2.4 <b>Concept Design drawings:</b> Provided	●				
D2.5 <b>Cost advice:</b> Rough Order of Cost from QS provided					●
D2.6 <b>Concept Design report:</b> Provided	●				
D2.7 <b>Sign-off:</b> On deliverables					●



## Stage B3 Preliminary Design

The preferred concept is refined to provide appropriate relationships and sizes of spaces, and include and coordinate the input of other consultants, and any refinements to the Client Brief that will impact on the form, functionality and cost of the Project.

At the end of this stage the Project should be clearly defined, a Preliminary Estimate of Cost can be established, by a quantity surveyor and a resource consent (if required at this stage), may be applied for.

Inputs	Architect	Client	Separate Consultant	Architect Assist	NA
Approval to proceed to this stage					●
Deliverables from previous stage					●

Tasks	Architect	Client	Separate Consultant	Architect Assist	NA
3.1 <b>Brief:</b> Review with client. Update to incorporate all up-to-date requirements and information	●				
3.2 <b>Programme:</b> Update overall work programme					●
3.3 <b>Quality assurance:</b> Prepare plan for architectural QA and carry out regular reviews/checks on architectural documentation					●
3.4 <b>Design meetings:</b> Facilitate and chair meetings for design coordination					●
3.5 <b>Sustainable design:</b> Consider and/or review options with Client, including lifecycle and durability	●				
3.6 <b>Territorial / building consent authority:</b> Consult regarding building specific issues					
Design Plan and Development Rules – Check for compliance	●				
Resource Consent – Determine if required					●
– Prepare and lodge application (if required)					●
Urban Design Panel – Consult with (if required)					●
– Prepare documentation and submit to panel for review (if required)					●
Building Code – Check design for compliance					●
3.7 <b>Consultants:</b> Obtain preliminary input					
From other consultants – Review and evaluate against architectural design	●				
Consultant documentation – Coordinate and integrate with architectural design	●				
Cost advice – Obtain Preliminary Estimate of Cost from quantity surveyor					●
3.8 <b>Preliminary Design drawings:</b> Prepare drawings, based on approved Concept Design. Review with Client for approval and forward to quantity surveyor for review/estimate.	●				
3.9 <b>Outline specification:</b> Prepare, including schedule of materials and finishes, review with Client and forward to quantity surveyor for review/estimate	●				
3.10 <b>Preliminary Design report:</b> Provide (including update on design constraints and assumptions, schedule of materials and finishes, sustainable design / energy saving options, and opinion on contractor procurement methodology)					●
3.11 <b>Additional services:</b> See B8					●

Deliverables	Architect	Client	Separate Consultant	Architect Assist	NA
D3.1 <b>Design Brief:</b> Updated		●			
D3.2 <b>Programme:</b> Confirmed					●
D3.3 <b>Resource consent:</b> Application made (if required)					●
D3.4 <b>Cost estimate:</b> Preliminary Estimate of Cost by QS provided					●
D3.5 <b>Preliminary Design drawings:</b> Provided	●				
D3.6 <b>Outline specification:</b> Provided	●				
D3.7 <b>Preliminary Design report:</b> Provided					●
D3.8 <b>Sign-off:</b> On deliverables					●