

APPENDIX 1

Housing New Zealand Design Guide: ARCHITECTURE

Rating key:

- Complies or has the potential to comply
- Partly complies or has the potential to address some of the requirements
- Cannot meet or challenging to meet the requirements

Design Guide Matter	Evaluation matters	Rating
1. BUILDING FORM		
Planning Issues		
District Plan requirements	zoning; site coverage; on site carpark provisions; height limit/sunlight access planes; yard requirements	N/A
Bylaws	Noise levels during construction; permitted hours of work during construction, fencing requirements - building already in place	N/A
Climate zones	Projecting eaves to protect from solar heat gain/summer or form wind-driven rain Placement/size of doors and windows High stud areas (e.g. chimney effect) Plan shape & orientation (e.g. create lee zones or help with cross ventilation)	N/A
Scale		
Elevation	Contribution of building form and elevation design to streetscape	N/A
Roof form	Roof form that relates to building form but also recognises existing character of surroundings	N/A

Orientation		
Public/Private	Front path and entry door overlooked from inside the house Path to front entry door clearly visible from the street Progression through the house from the public zones – entrance , living, dining to private zones /bathrooms, laundry, bedrooms Areas created by building forms have well-defined edges. Public and private areas have clear boundaries	N/A
Garages	Garages do not dominate the built form of development Garages integrated with the design of the building form for a dwelling and should not compromise access visibility Garage form not repeated along street frontage without variation	N/A
2. BUILDING LAYOUT		
Amenity		
Size and number of spaces	Larger internal spaces providing for the specific needs of future users (e.g family groups.) Kitchens and bathrooms to be of adequate size for large people Number of bathrooms responds to predicted occupancy levels Stairways and circulation spaces of adequate size to allow future moving Adequate storage (linen, clothing, cleaning equipment, kitchen utensils)+ safe storage for household poisons Open plan living allows flexibility Adequate space for studying in children's bedrooms	● Limited storage areas size of bathrooms and kitchens relatively small
Universal design	Universal design principles applied, especially with reference to future users with limited mobility	
Cultural needs	Tapu and Noa issues addressed (tapu and noa activities separated through planning) Sleepouts – Whare Tapiri Allow for outdoor cooking	●
Access		
Front doors	Weather protection to front doors (canopy/porch) which retains good light to the entry Main access doors hinged not sliding type with min width of front door 910mm	●

Circulation	<p>Stair width and gradient meet requirements of NZBC</p> <p>Corridors kept to minimum required length</p> <p>Internal door width 810mm</p> <p>Minimum depth of stair treads 300mm, including max nosing of 25mm, stair risers max of 180mm</p>	●
Connection to outdoors	<p>Safe and sheltered access to outdoor living areas provided, use of non-slip surfaces</p> <p>Outdoor space sunny and usable with a good level of privacy</p> <p>Where possible access should be level</p>	● Minimal outdoor areas
Security		
Visual	<p>Front entrance visible from within the dwelling</p> <p>Lighting at entry positions to a dwelling to illuminate visitors</p>	N/A
Exterior doors and windows	<p>Strong interior doors to provide a secure interior</p> <p>Exterior windows robust to ensure they are not easily entered</p> <p>Lockable doors and windows</p> <p>Windows must allow to be fixed partially open to allow ventilation</p> <p>Exterior secure (lockable) screen doors provided where appropriate to allow secure ventilation</p>	●
Health & Safety		
Internal environment	<p>Secure ventilation provided (passive air vents) - 4000sqm of ventilation to all habitable rooms recommended</p> <p>Insulation provided</p> <p>Heating provided - one heat source for the main living area required – if gas burning or solid fuel burning heater it must be fuelled to the outside</p> <p>Adequate power outlets provided to minimise use of double adaptors, extension cords or power boards</p> <p>Glazing provided in accordance with A3/NZS 2208 Safety Glazing Materials in Building, and NZS 4223 Glazing Materials in Buildings</p> <p>Non-slip surfaces to wet areas</p>	●
Safety systems	<p>Fire extinguisher located near the kitchen</p> <p>Smoke detectors installed (hard wired detectors preferred) and positioned near</p>	● While some of the requirement can be met, an

	<p>kitchen, bedrooms, living</p> <p>Fire escape considered, alternative means of escape provided</p>	<p>overall compliance with fire protection regulations will require substantial changes to the north and south elevations associated with the stairwells which will affect heritage value</p>
Bathrooms	<p>New dwellings of over 2 bedrooms must have WC and wash hand basin separate from main bathroom</p> <p>Showers in separate enclosures/not over a bath</p> <p>Bathrooms provided with residual current device (RCD) protected electrical fittings</p> <p>Bathrooms well ventilated</p> <p>Bath provided for households with young children</p> <p>Bathroom storage provided</p>	<p>Bathroom storage limited</p> <p>Ventilation will be structurally challenging</p> <p>●</p>
Kitchens	<p>Ovens must not open into traffic area and must have anti-tipping restrains</p> <p>Bench space provided adjacent to cooking surfaces</p> <p>Kitchens well ventilated</p> <p>Storage accessible and not predominantly positioned high on a wall</p> <p>Bench surfaces durable and smooth</p> <p>Kitchens not on circulation route</p> <p>Cul-de sac kitchens safer than walk through kitchens</p> <p>Size of kitchen sink relates to household size</p>	<p>● Most requirements can be met</p> <p>● Kitchen ventilation</p>
Privacy		
Visual privacy	<p>Adequate visual privacy between occupancies within a development</p> <p>Windows and balconies positioned not directly facing those of habitable rooms or private open space in neighbouring dwellings</p> <p>Not possible to look from the street directly in the windows of a dwelling</p>	<p>●</p>
Acoustic privacy	<p>Adequate acoustic separation between neighbouring tenancies</p> <p>Housing development in high-noise areas to address reducing noise through construction techniques</p> <p>Plumbing and services planned to avoid inter-tenancy walls, if not possible systems</p>	<p>●</p>

	<p>must be acoustically isolated</p> <p>Bedrooms in a dwelling isolated from external communal space by distance, planting or alternative screening devices</p> <p>Ensure inter-tenancy walls respond to specific project requirements in ascertaining adequate STC ratings. STC 55 min for inter-tenancy walls</p> <p>Bedrooms in multi-tenancy developments not located adjacent to living areas or garages in the neighbouring unit</p>	
Passive solar design	<p>Orientation to allow for optimal north facing glazing</p> <p>Insulation against heat loss through walls, ceilings and floors</p> <p>Protection of glazing (on west facing walls) to prevent overheating in summer (eaves, screens or planting)</p> <p>Do not use large areas of south facing glazing or unprotected glass facing prevailing winds</p> <p>When thermal mass is utilised in the interior of the dwelling it should be positioned to receive direct sun through the glazing</p>	●
Energy Conservation		
Ventilation	Ventilation provided (cross ventilation through openable windows on opposite sides of house)	●
Insulation	A concrete floor slab may require perimeter insulation, depending on location (e.g. polystyrene or another insulating material of appropriate quality) insulation provided under a suspended timber floor	●
Supplementary heating	Provision of an adequate supplementary heating source to main living areas Cost of sustaining heating will determine the type of heating	●
Electrical usage	Provide thermal blinds or curtains to windows Orienting the house to have a section of roof for solar collection (e.g. north facing with a pitch of min 15 degrees) Well-positioned windows to optimise light	●
Water conservation	All WC cistern to be dual-flush Low flow shower heads Collection and storage of storm water considered Grey water recycling systems used where practicable	●

Alternative energy generation	Where community housing would benefit from alternative energy generation it will be considered desirable by HNZC	N/A
3. CONSTRUCTION		
Life cycle costing		
Building project cost estimates	address project cost estimates over a life-cycle for the building for a min 15 year period including projected maintenance of the building	● Up-grade and on-going cost will be substantial given the age and current state of the building
Sustainability		
Origin	Materials sourced from sustainable resources	N/A
Manufacture	Low embodied energy, low effect on the environment, renewable source, local resource	N/A
Installation and use	High comparable energy efficiency, no or negligible risk, low-irritant	
Disposal	Effects of the disposal of materials and systems after their useful life should not be harmful for the environment Materials recycled where possible	N/A
Exterior materials		
Sustainability	<p>Re: Material selection: Structural metal components meet the durability requirements of the NZBC and NZS 3604 Cladding, including fixing systems and flashings must adequately resist wind, UV, and salt levels Paint systems appropriate to withstand local environmental conditions Materials compatible where water run-off occurs between them</p> <p>Re: Design principles Metal have exposure to rain washing Permanent ventilation openings in sheltered locations</p>	● Additional work required to address deterioration of existing facades - this will affect heritage character

Timber treatment			N/A
Watertightness	Exterior skin provides a comprehensive barrier to repel water Provision for a secondary barrier and water drainage from within exterior wall and roof system Appropriately detailed junctions and openings (e.g. corners, changes in cladding and door/window openings)		<p>● Work associated with this requirement relates to alterations to the building facades and therefore will impact on the heritage status of the building</p> <p>●</p> <p>Up-grade of the building facades will be required, which will affect heritage status of certain details</p>
Detailing	Skillion raking roofs not a preferred option Nominally flat roofs min 1.5 degrees Wall and wall junctions - well considered detail Parapets (do not offer the same protection as soffits) need careful detailing Door and window openings Level entry detail Ground moisture Junction detailing		
Trade practice	How does the building address – construction moisture, timber treatment		
Interior Materials	Flooring suitable for the type of use floor finishes that require regular re-coating to retain integrity are not acceptable, non-slip surfaces for wet areas Wall finishes must be waterproof and easy to clean Provide window coverings, with thermal resistance for single glazed windows		●
4. SERVICES			
Sustainability			
Sewage/storm water, grey water recycling			
Water collection (storage)			
Alternative energy			

Electrical			
Power supply	Power supply reliable and sustainable by the household Use of solar power as supplementary system for water heating considered Alternative sources of power considered	●	
Lighting	Dwelling must have a min of lighting circuits Adequate levels of lighting provided External lighting provided at main accessways Task lighting above kitchen benches and bathroom mirrors provided	●	
Power Points	Well positioned power points Power points in wet areas to be residual current device protected	●	
Appliances	Appliances that do not require double adaptors or power boards All household water supply pipes must be copper or have same/better performance Delivery of hot water to bathrooms tempered to 50 degrees Celsius Keep plumbing to a contained zone Hot water cylinder located close to hot water outlets	●	
Plumbing		●	Technically feasible but would require substantial up-grade and likely changes to immediate setting
Water supply	Water supply that is reliable, clean and cost effective Lead free materials and plastic guttering recommended for water collection systems ...		
Storm water/grey water			
Sewage			
Communications	Telephone jacks located strategically, nearby each telephone jack provide at least one double power point	●	

APPENDIX 2

Residential Design Guide: Wellington District Plan

Rating key:

- Complies or has the potential to comply
- Partly complies or has the potential to address some of the requirements
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Design Guide matter	Evaluation
CHARACTER	N/A
	The development is an existing heritage building
SITE PLANNING	N/A
	The development is an existing heritage building with little possibility to change/add to existing open space arrangement and/or car-parking layout
BUILDING DESIGN	
Objective 1: To ensure each building is coherently designed, demonstrates design integrity and integrates all relevant design criteria in the best possible way	● Given the assessment relates to the up-grade of an existing heritage building any alterations can only partly satisfy this objective.
Objective 2: To make a positive contribution to the safety, amenity and visual character of the street	N/A
Objective 3: To ensure that the design of new building tops enhances the visual amenity of the area when these are prominent in view	N/A
Objective 4: To provide internal living environments that are healthy, comfortable, convenient, functional and attractive for their occupants	●

Guidelines¹	
Internal consistency and integration	●
Frontage to the street	●
Scale and visual complexity	●
Building tops	●
Space and amenity	<ul style="list-style-type: none"> ● While, many of the guidelines can be addressed, providing adequate storage areas is an issue. ● Kitchens and bathrooms are relatively small and will be difficult to accommodate a washing machine and dryer
Privacy for internal spaces	●
Entrances and sense of address	● ●
OPEN SPACE DESIGN	
<p>Objective 1: To ensure that the private open space is of high quality and will provide a pleasant outlook, create a pleasant, safe and visually attractive setting for the dwelling and accommodate the reasonable outdoor recreational, service and storage needs of residents</p> <p>Objective 2: To provide type and quality of open space that is appropriate to the dwelling type</p>	<ul style="list-style-type: none"> ● Very little opportunity to provide private open space for each apartment and/or provide open space for shared use ● The appropriate type of private open for apartment buildings is a balcony. However, the existing balconies are very small, they cannot be easily enlarged and would be difficult to meet the design guide requirements

¹ Given the high level of the assessment it provides a single/summary rating under each guideline heading, rather than a separate rating for the individual guidelines

Objective 3: To provide safe, convenient and attractive pedestrian and vehicle access to the dwelling	●
Objective 4: To ensure the landscape treatment has a positive effect on the streetscape and neighbourhood	●
Objective 5: To minimise any detrimental effects of vehicle access and parking on the visual quality of the streetscape and neighbourhood environment	●
Guidelines	
Private open space	●
Privacy for open space	●
Shared private open space	●
Accessway design	●
Planting design	●
Site development and construction	●
Service facilities	●

APPENDIX 3

Appendix 1

Minimum housing standard

Appendix to the Deed relating to the Grant for WCC's Social Housing

This is the benchmark standard for design on all projects. This standard has been reviewed by the Steering Group and will be included in the revised Work Programme 2013.

RATING

Ref.	Where:	Relates to:	Minimum Standard (note: while these are described as minimum standards, judgement is required and solutions must be practicable. Where it is not practicable to meet the standard as described, an alternate solution may be considered or a decision made in that particular case that the standard is not met).	
SAFE				
1	Complex	Way Finding	Signage will be provided to all complexes and units that does not contribute to social isolation or stigmatise our residents.	●
2	Complex	Permeability	Site Design will enable visual connection through complex for all new build sites and will be considered for existing sites.	N/A
3	Complex	Boundaries	Provide definition of Site Boundary.	●
4	Complex	Outdoor Communal Areas	Passive surveillance over communal areas will be ensured through appropriate design.	●
5	Block	Corridors	All communal areas including corridors will be well lit with no hidden spaces.	●
6	Block	Unsafe Materials	Asbestos within apartments will be removed to the extent that is possible depending on the project specific restrictions. Any remaining asbestos will be encapsulated in accordance with current industry standards and recorded on a project specific Hazards Register in a format defined by City Housing.	
7	Block	Unsafe Materials	All old lighting and wiring where in poor condition will be replaced with modern. This includes meter/ switch boards in units and common spaces.	●
8	Block	Falls	Rails around platforms more than 1m high will meet Building Code requirements. (Fit for purpose)	N/A
9	Block	Safety	All fencing around water hazards will meet minimum 2007 Building Code requirements.	N/A
10	Block	Fire Access and Egress	Upgrade will be undertaken as required by the Building Consent	● <i>might affect heritage</i>
11	Block	Seismic Strength	All earthquake prone blocks will be strengthened to meet at least two thirds of the New Building Standard for earthquake strength.	●
12	Unit	Electrical	RCD Devices will be provided in all units.	●
13	Unit	Kitchen	Anti-tip devices on stoves will be provided.	○
14	Unit	Smoke Detectors	Smoke detectors will be hard wired and able to be heard in every room.	●
15	Unit	Glazing	All new glazing will be compliant with Building Code requirements	○

16	Unit	Hot Water	Hot water will be regulated to 55°C (at taps)	
SECURE				
17	Complex	Site Entry	Minimal number of distinct entry points will be provided at all sites.	●
18	Complex	Mail Boxes	Mailboxes will be easily accessible for all tenants. Mailrooms will be secure and based on CPTED principles, avoiding entrapment areas.	●
19	Complex	External Security	All exterior car parking, pathways and communal areas will be well lit.	●
20	Complex	Passive Surveillance	Passive surveillance of car parking areas and communal areas will be ensured through appropriate design of areas.	●
21	Block	Lighting in Communal Areas	Adequate lighting will be provided in all communal areas.	●
22	Block	Controlled Access	Controlled access systems will be provided on all multi-unit blocks.	●
23	Unit	Privacy for Ablution Area	Obscure glass will be provided in toilet and bathroom windows.	N/A
24	Unit	Privacy for Ablution Area	Bathroom and toilet door will be lockable.	●
25	Unit	Windows	Security/ Restrictor Stays will be provided to all windows	
HEALTHY				
26	Block	Orientation	No new living areas will face south.	N/A
27	Unit	Carpet	All living areas where the carpet needs to be replaced will have carpet and underlay with acoustic insulation properties.	●
28	Unit	Natural Ventilation	Open able windows will be provided in all habitable rooms. Passive trickle vents are to be provided in all rooms.	●
29	Unit	Mechanical Ventilation	Mechanical / forced ventilation will be provided in all bathrooms, laundries and kitchens. In cases where clothes dryers are accommodated, a dedicated extract will be provided.	●
30	Unit	Noise Insulation	All units with high external noise environments and history of inter-tenancy noise issues will have acoustic insulation between units and to external environment and internal corridors that meets 2007 Building Code requirements. All services will be designed to minimise the transmission of noise between tenancies.	○
31	Unit	External clothes drying area	All complexes will have secure laundry drying areas close to units. Freestanding external clothes drying areas will be overlooked to increase security.	●
32	Unit	Thermal insulation on walls	All habitable rooms will be thermally insulated to meet the minimum requirements of Building Code.	○
33	Unit	Thermal insulation at windows	Double glazing will be provided for all replacement windows. Curtain rail and curtains will be provided for all windows of habitable rooms.	○

HEALTHY				
34	Unit	Thermal insulation under floor	Under floor thermal insulation will be provided for stand-alone properties where possible.	N/A
35	Unit	Thermal insulation in ceiling	Ceiling insulation to be provided where there is adequate floor to ceiling heights to meet the minimum Building Code requirements.	
36	Unit	Heating	An adequate No. of plugs will be provided in all rooms.	●
37	Unit	Hot Water	All hot water cylinders will be thermally wrapped/energy efficient and seismically restrained. (Modern cylinders are thermally insulated and do not require a wrap.) Solar hot water will be considered for all stand-alone properties.	○
38	Unit	Weather tight	There will be no evidence of water ingress. This is to be confirmed by investigation.	
ESSENTIAL AMENITY				
39	Unit	Living Area	Living areas will be designed to accommodate sufficient seating for the maximum number of people that may live in the unit plus space for a TV.	●
40	Unit	Water Pressure	There will be adequate water pressure in all units.	●
41	Unit	Kitchen	A minimum of 1.8m bench space (including sink and cooker) will be provided in all kitchens unless space constraints make this impractical and in which case a practical alternative solution is to be provided.	●
42	Unit	Kitchen	All kitchens are to be able to fit modern appliances. Provide 600mm bench-tops unless space constraints make this impractical.	●
43	Unit	Kitchen	All kitchens are to have hygienic food preparation areas.	●
44	Unit	Kitchen	Stainless Steel kitchen tops will be provided in all kitchens to the sink bench.	●
45	Unit	Kitchen	Unless removal of the kitchen is required for earthquake strengthening or for insulation to open plan units, existing kitchen wooden joinery will be retained, with doors and handles upgraded. OR If the installation of a new kitchen is more cost effective, a new kitchen will be provided.	●
46	Unit	Bathroom	Shower facilities will be provided in all units. Avoid shower over bath installations due to known issues.	●
47	Unit	Laundry	All units will have the means to wash large items such as blankets/linen.	● <i>Common Laundry</i>
48	Unit	Storage	All units will have at least one storage cupboard that is not a wardrobe. Note: this is challenging to achieve in upgraded bedsit units.	●
49	Unit	Electrical	All units will have 2 double power points in the kitchen, living and bedrooms.	●
50	Unit	Privacy	All units will have curtain rail and curtains provided. Blinds will be provided in kitchens where privacy is an issue, as defined by CH process.	●
51	Unit	Communications / IT	Centralised digital TV and Broadband cabling will be provided in all multi-unit blocks.	●
52	Unit	Phone	At least one dedicated phone point will be provided in each unit.	●

IMPROVED ACCESS				
53	Block	Entrance Foyer	All entrance foyers will be clean, accessible and well lit.	●
54	Block	Universal Access	Identified blocks will have universal access units on the ground floor.	●
55	Block	Lifts	All blocks 5 storeys and above with more than 4 units per floor will have a lift.	●
56	Unit	Accessible and ambulant units	5% of all new build will be designed to be fully accessible.	○
LANDSCAPING				
57	Complex	Landscaping	Landscaping will be formed from a mixture of soft and hard surfaces.	●
58	Complex	Car Parking	A minimum of 1 car park per 10 units will be provided.	●
59	Complex	Car Parking	All car parking will be visible from nearby units.	●
60	Complex	Water	Water for car washing will be available at car parks.	○ ?
61	Complex	Drainage	There will be no dampness (areas of ponding /poor drainage) on site, to be assessed prior to construction.	
62	Complex	Paving	There will be paving from communal areas to external doors.	●
COMMUNITY RENEWAL				
63	Complex	Indoor Community Facilities	Complexes with over 100 units will have reasonable access to indoor community facilities. This may be in the form of an apartment with a different purpose group or an appropriate off site wider community facility.	N/A
SERVICING				
64	Complex	Communal Waste Disposal	Appropriate waste disposal systems will be provided for all units. Waste disposal will be convenient, adequate and designed to minimise on-going unpleasant odour problems.	○ ?
65	Complex	Recycling	All complexes-will be provided with recycling facilities	○ ?