



Design Review Deliverables Checklist

Bulk and Location

This checklist provides Project Teams with the deliverables required for a Bulk and Location (B+L) Design Review when designing for the New Zealand School Property Agency (NZSPA). Refer to the Design Review webpage for more information on when and how design reviews are undertaken.

Note:

1. For consistency and ease of understanding, please follow the checklist order in your report submission.
2. The design documents for review may be submitted during the design process when the relevant information and design is available. However, review items and any additional information must be submitted and closed out to complete the Bulk and Location stage.
3. These deliverables are for design review purposes only, contractual documents will have additional requirements. A summary explanation is required for any deliverable not provided.

Project name	Review stage	Checklist filed by
Project description:		

NZSPA Deliverables		Bulk and Location Design Review	Bulk and Location Close Out	Comments	Submission (please select)
Project Brief Deliverables					
1.01	NZSPA project brief	✓	✓	Project brief including scope of work, SPG area brief, SPG entitlement table (Net and Gross areas). Show areas for existing, build and masterplan rolls.	☐
1.02	School education brief and cultural narrative	If Available	✓	School educational brief and cultural narrative report.	☐
1.03	SPG entitlement tables (current, build, masterplan roll)	✓	✓		☐
1.04	K2 property information report	✓	✓		☐
1.05	Network projections for school roll	✓	✓	Provide the information required for each stage of the school's development.	☐
1.06	Designation and/or gazette notice	If Available	If Available		☐

Consultant Deliverables		Bulk and Location Design Review	Bulk and Location Close Out	Comments	Submission (please select)
Existing Context, Site and Constraints					
2.01	Site location and context diagram	✓	✓	Show the site's connections to the surrounding context. Include any important natural and cultural landmarks.	☐
2.02	Satellite/ GIS photograph(s)	✓	✓	Show cadastral boundaries.	☐

Consultant Deliverables		Bulk and Location Design Review	Bulk and Location Close Out	Comments	Submission (please select)
2.03	District zoning diagram(s)		✓	Show all statutory and legal restrictions. Show significant historical or ecological features.	☐
2.04	Context photos / images	✓	✓	Show front entry, buildings, outdoor spaces, and any item of significance.	☐
2.05	Existing site analysis diagram	✓	✓	Show cadastral boundaries, surfaces, circulation, contours, hydrology, climate, cultural use, and any other significant site features.	☐
2.06	School site organisation and ownership diagram	Where relevant	Where relevant	Show: • functions of each building • faculties, learning precincts or zones within the school • outdoor learning, social recreation, and sport zones • building ownership on site.	☐
2.07	Topographical survey	✓	✓	Show contours, trees, vegetation, in ground and above ground services, physical site features and any other significant site features.	☐
2.08	Building condition survey diagram	Where relevant	Where relevant	Required where demolition of buildings is proposed. Provide information on overall typology and condition of the buildings. Indicate foundation types.	☐
2.09	Existing building seismic risk diagram	Where relevant	Where relevant	Required for potential refurbish and extension projects. Provide a site plan showing the seismic rating of existing buildings with any proposed remedial action. Provide structural reports where existing buildings are proposed to be structurally altered or added to.	☐

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2.10	Existing gross SPG distribution plan	Where relevant	Where relevant	Assess using validated K2 information. The plan must show Gross areas (as a minimum) in plan and table form.	☐
Design Deliverables					
3.01	Site planning: options and analysis	Draft	✓	Provide a range of sketched options that demonstrate the evolution of the proposed design. Provide comments and analysis for the options presented.	☐
3.02	Proposed school organisation diagram	Where relevant	Where relevant	Show how faculties, learning precincts or zones support the school's education vision and practice.	☐
3.03	Bulk and Location SPG gross area distribution diagram	Draft	✓	Show SPG area distribution within each block.	☐
3.04	Gross area tables	Draft	✓	Net Area x 1.3 for each SPG allocation for: current roll, build roll and Masterplan roll. Indicate any area differences between a net x 1.3 calculation for gross compared to as-built gross measurements.	☐
3.05	Circulation diagrams	Draft	✓	Show: - pedestrian site access, accessible routes to all buildings and outdoor facilities - entry/exits to buildings - site level changes - existing and proposed vertical circulation locations	☐

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				vehicle site access, parking, pickup and drop off, emergency and service vehicle routes, dental parking.	
3.06	Internal planning diagrams		Where relevant	Show high level concept sketches for large multi-use buildings over 600m ² , deep plan buildings of more than 16m wide, buildings with internal primary circulation routes, or buildings taller than two storeys.	☐
Supporting Documents					
4.01	Response and close out to design review report		✓	Design review reports must be responded to and closed out.	☐
4.02	Sustainability strategy summary	Draft	✓	Project specific sustainability summary based on DSNZ guidelines.	☐
4.03	Greenstar compliance	Where relevant	Where relevant	Summarise Greenstar compliance pathway.	☐
4.04	Previous geotechnical reports	If Available	If Available	Check for and provide previous geotechnical reports.	☐
4.05	Desktop site-wide geotechnical report	✓	✓	Desktop site-wide geotechnical report must be provided with recommendation on further investigation if required.	☐
4.06	Detailed site-wide geotechnical report	Where relevant	Where relevant	Provide detailed site-wide geotechnical report on site test data and results as required. Refer to www.schoolproperty.govt.nz/designing-school-property/requirements-for-school-design-in-new-zealand/structural-and-	☐

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				geotechnical-requirements-for-school-buildings Upload all data used or obtained on to the New Zealand Geotechnical Database prior to design review.	
Additional Consultant Reports (As Required)					
5.01	Site-wide 3 waters report and strategy	Where relevant	Where relevant	Provide strategy for the site's development. Comment on existing condition and capacity.	☐
5.02	Seismic assessment reports	Where relevant	Where relevant	Review existing seismic assessments, and where required, provide up-to-date assessments for buildings of two or more storeys and of heavy construction. For other relevant buildings, provide engineer comments on seismic risk elements and recommendations for further assessment, where relevant.	☐
5.03	Building condition assessment reports, including relevant supporting structural and service reports.	Where relevant	Where relevant	Provide where there may be an impact on Masterplan feasibility, risk, design constraints and/or project costs. Where demolition or replacement of a building is proposed, a condition assessment must follow NZSPA's Te Haratau framework for condition assessment as a minimum.	☐
5.04	Weather-tightness remediation reports				☐
5.05	Site-wide electrical and data infrastructure report	Where relevant	Where relevant	Provide when additional load is added to the system, when changing heating energy source, or where system may not be to current standards.	☐
5.06	Cost report		Where relevant	Provide by either NZSPA or the consultant. Only required when relevant to design decisions.	☐

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5.07	Heritage and Kaitiakitanga	Where relevant	Where relevant		☐
5.08	Cultural narrative / Iwi considerations	Where relevant	Where relevant		☐
5.09	Hydrology and civil engineering report		Where relevant	Provide for design review where this is a potential constraint.	☐
5.10	Traffic engineering report				☐
5.11	Weathertightness remediation reports				☐