



Design Review Deliverables Checklist

Masterplan

This checklist provides Project Teams with the deliverables required for 50% Masterplan Design Review and 100% Masterplan 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 ease of understanding, please follow the checklist order in your report submission.
2. Refer to the design assurance plan in the project brief for assurance process requirements.
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.
4. The terms “Masterplan”, “Long-term Development Plan” are interchangeable. If you are developing one of these plans for a school property, the deliverables below equally apply.

Project name	Review stage	Checklist filed by
Project description:		

NZSPA Deliverables		50% Masterplan Design Review	100% Masterplan Design Review	Comments	Submission (please select)
Project Brief					
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		☐

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Existing Context, Site and Constraints					
2.01	NZSPA project brief summary	✓	✓	Summary by the Architect.	☐
2.02	School education brief summary	✓	✓	Summary by the Architect.	☐
2.03	Site location and context diagram	✓	✓	Show the site's connections to the surrounding context. Include any important natural and cultural landmarks.	☐

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2.04	Satellite/ GIS photograph(s)	✓	✓	Show: • cadastral boundaries on aerial plan • north point • road names and any key features.	☐
2.05	District Plan zoning diagram(s)	✓	✓	Show: • all statutory and legal restrictions • significant historical or ecological features.	☐
2.06	Context photos / images	✓	✓	Show: • buildings and front entries • outdoor spaces • any item of significance.	☐
2.07	Existing site analysis diagram	✓	✓	Show: • cadastral boundaries and contours • surface types • circulation • climate and hydrology • cultural use • any other significant site features.	☐
2.08	School site organisation and ownership diagram	Draft	✓	Show: • functions of each building • faculties, learning precincts or zones within the school • outdoor learning, social recreation, and sport zones • building ownership on site.	☐
2.09	Topographical survey	✓	✓	Show: • Contours • Trees and vegetation • in ground and above ground services • physical site features • any other significant site features.	☐
2.10	Geotechnical analysis diagram	✓	✓	A site-wide plan indicating geotechnical ground conditions. Include the presence of all potential geotechnical constraints and risks.	☐
2.11	Infrastructure survey diagram	Where relevant	✓	Only required at 50% review where infrastructure is a site constraint.	☐

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2.12	Building condition survey diagram	Where relevant	Where relevant	Required at 50% review where demolition of buildings is proposed. Provide information on overall typology and condition of the buildings. Indicate foundation types.	☐
2.13	Existing building seismic risk diagram	Where relevant	Where relevant	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.	☐
2.14	Existing gross SPG distribution plan	✓	✓	Assess using validated K2 information. The plan must show Gross areas (as a minimum) in plan and table form.	☐
2.15	Site constraints and opportunities diagram	✓	✓	Show: - all site constraints and development opportunities - environmental conditions that may impact the design.	☐
Design Response					
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	For 50% Masterplan review - shortlisted site planning options For 100% Masterplan review - preferred option	Draft	✓	Show all buildings on site, outdoor areas, pedestrian access, and student circulation for the Masterplan roll, including: - building footprints with gross areas, overall dimensions, and floor levels - outdoor areas: passive recreation, outdoor learning, sport fields (dimensioned), hardcourts, playgrounds, gardens, cultural features site infrastructure.	☐
3.03	Proposed school organisation diagram	Where relevant	✓	Show how faculties, learning precincts or zones support the school's education vision and practice.	☐

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3.04	Masterplan SPG gross area distribution diagram	Draft	✓	Show SPG area distribution within each block and the school overall (for each proposed build stage).	☐
3.05	Gross area tables	✓	✓	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.	☐
3.06	Outdoor zone diagram with areas (in m ²)		✓	Show areas for: • Outdoor learning • Active recreation • passive recreation.	☐
3.07	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 • vehicle site access, parking, pickup and drop off, emergency and service vehicle routes, dental parking.	☐
3.08	Safety, oversight and CPTED diagram		✓		☐
3.09	Shadow analysis diagram		✓	Show how building shadows will affect outdoor space and other buildings at winter solstice, autumn, and spring equinoxes. If building shadows could impact neighbours, show the extent of impact at winter and summer solstice.	☐
3.10	Internal planning diagrams		Where relevant	Show high level concept sketches for large multi-use buildings over 600m ² (e.g., administration and library buildings), deep plan buildings (>16m), buildings with internal primary circulation routes, or buildings taller than two storeys.	☐

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3.11	Staging Plan: Show project sequencing from current project through to Masterplan stage.	Draft	✓	Provide staging plans to show how the school can continue to operate during the proposed work, and at the end of each completed stage. Include temporary accommodation and/or decanting (where required) to inform the cost plan and feasibility.	☐
Supporting Documents					
4.01	Response to 50% Design Review Report		✓	Design review reports must be responded to.	☐
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	Detailed site-wide geotechnical report	✓	✓	Provide detailed site-wide geotechnical report on site test data and results as required. Refer https://www.schoolproperty.govt.nz/designing-school-property/requirements-for-school-design-in-new-zealand/structural-and-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	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.	☐

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5.03	Building condition assessment reports, including relevant supporting structural and service reports.	Where relevant	Where relevant	Where demolition or replacement of a building is proposed, a condition assessment must follow NZSPA's <i>Te Haratau</i> framework for condition assessment as a minimum.	☐
5.04	Weathertightness remediation reports				☐
5.05	Site-wide electrical and data infrastructure report		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	Hydrology and civil engineering report	Where relevant	Where relevant	Provide for design review where this is a potential constraint.	☐
5.07	Planning report				☐
5.08	Traffic engineering report				☐
5.09	Fire safety engineering analysis plan (or statement)				☐
5.10	Acoustics report				☐
5.11	Cost report		Where relevant	Provide by either NZSPA or the consultant. Only required when relevant to design decisions.	☐
5.12	Heritage and Kaitiakitanga	Where relevant	Where relevant		☐
5.13	Cultural narrative / Iwi considerations	Where relevant	Where relevant	Provide where there is a current central heating or hot water system that could be expanded, altered, or removed in the long-term.	☐
5.14	Existing and Proposed Site-wide Heating Report		Where relevant	Provide where there is a current central heating or hot water system that could be expanded, altered, or removed in the long-term.	☐

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5.15	Wind analysis/modelling	Where relevant	Where relevant	Provide where there may be an impact on Masterplan feasibility, risk, design constraints and/or project costs.	☐
5.16	Landscape analysis statement				☐
5.17	Ecology statement				☐
5.18	Stakeholder engagement summary				☐