

## GUIDANCE DOCUMENTS

### SURVEY OF SPECIAL CHARACTER AREAS OVERLAY – RESIDENTIAL AND BUSINESS

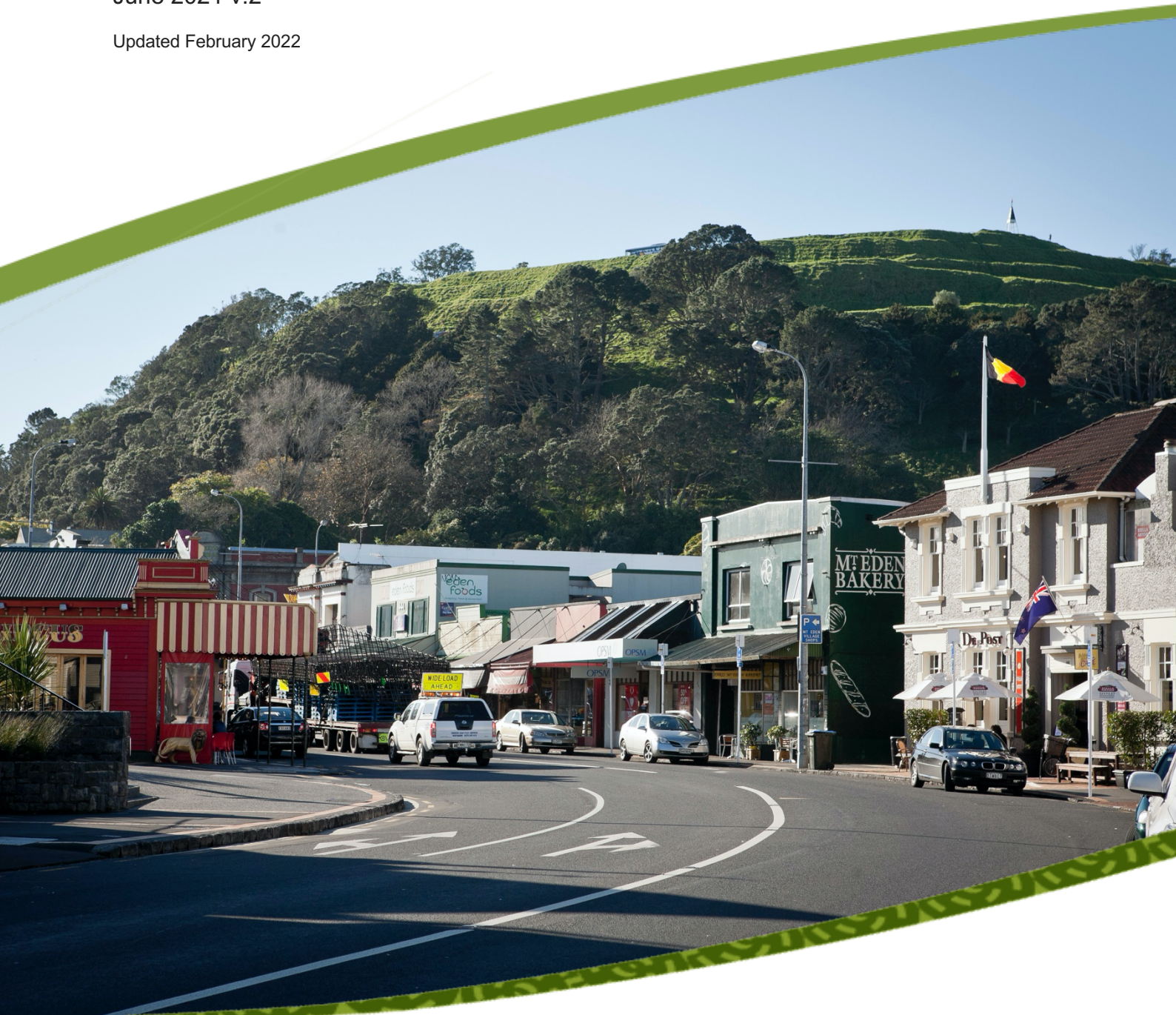
The following documents are attached:

Name	Description
<b>SCA Business Survey Guidance</b>	Sets out the process used to undertake a site-specific analysis of the Special Character Areas Overlay – Business (SCA Business).
<b>SCA Residential Survey Guidance</b>	Sets out the process used to undertake a site-specific analysis of the Special Character Areas Overlay – Residential (SCA Residential).
<b>SCA Residential – Guidance for identifying sub-areas</b>	Explains the approach used to identify sub-areas of high-quality special character and/or areas of potential historic heritage value within SCA Residential areas that did not meet the threshold for high-quality.
<b>SCA Residential Findings Reports – maps showing survey areas</b>	Maps of the Auckland region showing SCA Residential areas and the location and number of each findings report/survey area.

# SCA Business Survey Guidance

June 2021 v.2

Updated February 2022



# 1 Purpose

The purpose of this survey is to undertake site-specific analysis of the Special Character Areas Overlay – Business (**SCA Business**) to determine which areas (or parts thereof) continue to exhibit the special character values identified in the Auckland Unitary Plan (Operative in part) (**AUP (OIP)**).

Auckland Council’s Planning Committee resolved<sup>1</sup> that special character of “high quality” was a qualifying matter under Subpart 6 3.32(1) of the *National Policy Statement for Urban Development 2020 (NPS-UD)*; the NPS-UD includes a requirement for a site-specific analysis of qualifying matters.

To determine which business areas are high quality, sites will be surveyed and assessed individually, following the process described in this guidance. Individual site data will be collated, analysed and mapped and the results for each area compared to existing information set out in the AUP (OIP). This will inform a conclusion on the special character values of each area. Areas (or parts thereof) that continue to exhibit the special character values identified in the AUP (OIP) will be determined to be high quality.

This guidance has been prepared for the specific purpose of surveying and reviewing the SCA Business to inform Council’s response to the NPS-UD.

## 2 Process

### 2.1 Before survey

- Read, familiarise yourself and agree to the Health and Safety Plan which is stored in Risk Manager – Plan 1160
  - Unless in prior agreement with the survey project manager, no surveyor is to:
    - survey more than four days each week
    - survey more than three days in a row
    - be in the field surveying for more than five hours each day
- The SCA Business survey lead will assign survey areas to you and your survey partner, and provide an expected timeframe for completion.
- Book cars or organise public transport well in advance of your planned survey days.
- Check weather conditions and ensure you have appropriate footwear, mask (if taking public transport), PPE and water/food/personal medications.
- Ensure your laptop/tablet is fully charged, including accessories (e.g., tablet pen).
- Read and familiarise yourself with the Character Statement (Schedule 15<sup>2</sup>) for your area, and review the survey area map.

---

<sup>1</sup> PLA/2021/80

<sup>2</sup> Schedule 15 Special Character Schedule, Statements and Maps in the AUP (OIP)  
SCA Business Survey Guidance v.2

- Bring your Council photo ID, work phone, business cards, and info sheet to give to any landowners who have questions.

## 2.2 On-site – Surveying using ArcGIS Collector

- Open ArcGIS Collector on your laptop/tablet and refresh the app (select the three dots in the upper right-hand corner; then select refresh) to ensure all current survey results are displayed. Then select Business Special Character NPS-UD Data Capture (field maps).
- If you are prompted to enable location services, select OK.
- To enter and edit data for individual sites in Collector, refer to the following guide: <U:\CPO\ESP\Heritage\Built And Cultural Heritage Policy\NPS-UD\Special character\Character Survey Business\2 - Guidelines\How to use ArcGIS Collector.pptx>
- Survey all sites that are highlighted in red, even if they have an underlying residential zone<sup>3</sup>.
- Take one representative photo of the site - or two if it is a corner site.
- When you have finished surveying for the day, refresh Collector to ensure your data updates across all laptops/tablets.

### Surveying on the Samsung tablets

- Tablet passwords are either: 123456 or 1234.
- ArcGIS Collector requires internet access, so you will need to tether your tablet to your work phone using the following process:
  - Turn on mobile data on your phone.
  - Go to Settings on your phone (under the Personal Tab) and select Connections.
  - Select Mobile Hotspot and Tethering and ensure it is turned on.
  - Ensure the tablet Wi-Fi is turned on and hold the Wi-Fi button until a list of networks opens.
  - From the list of available Wi-Fi networks select your phone name (the name will be the model of your phone e.g., J41E13) as the network you want to connect to.
  - Your phone will display a password for you to enter into the tablet as the Wi-Fi password.
- If you do not have a licence for ArcGIS Collector, you will need someone with a license to sign into Collector for you.

---

<sup>3</sup> These are not SCA Residential sites; some SCA Business sites have a residential zoning. SCA Residential sites do not appear in the SCA Business maps, so it's not possible to accidentally survey a SCA Residential site.

## 2.3 On-site – data collection

Refer to **Attachment A** for details on the drop-down options mentioned in this section.

### 2.3.1 Address

This field is pre-populated.

Where multiple buildings occupy one site, they will often share an address with a number range (e.g., 151-163). If known, include the street number of the relevant building in brackets (e.g., 157).

Where multiple buildings occupy one site with a single street number (e.g., 321), include the same number for each building and make a reference in the Notes field at the end of the form.

### 2.3.2 Property Description

This field is pre-populated. Do not change it.

### 2.3.3 Property ID

This field is pre-populated. Do not change it.

### 2.3.4 SCA Business Type

This field is pre-populated. Do not change it.

### 2.3.5 Name

Insert the original name of the building, if known. This may be visible on the building or be included in the character statement or background studies.

### 2.3.6 Zone

This field is pre-populated. Do not change it.

### 2.3.7 Surveyor

Select the name of the person who is filling in the form. This data is collected to facilitate questions or clarification later in the process.

### 2.3.8 AUP (OIP) HH Overlay

Identify whether the property is subject to the AUP (OIP) Historic Heritage Overlay.

To identify this, check the Historic Heritage Overlay (Place and Extent of Place) in GeoMaps (either before or during site survey) and select “**Yes**” or “**No**” from the drop-down options.

### 2.3.9 AUP (OIP) Contribution

This is the operative AUP (OIP) level of contribution attributed to each site (character defining, character supporting or not identified) in an area as shown in the relevant Special Character Area Map in Schedule 15.

- Select the existing level of contribution from the drop-down options.
- To identify the operative level of contribution, refer to the map for the area during site survey.
- Sites that are not identified as either character defining or character supporting sites are those within the area extent that are shown with no colour (white).

**Note:** Schedule 15 records each site that is occupied by a character defining or character supporting building. In contrast, this survey records (where visible) each building. This allows for the contribution of each building to be accurately recorded, including where two or more buildings with varying levels of contribution share a single site. In some cases, one building may occupy more than one site. Ancillary buildings such as garages do not require a separate record.

### 2.3.10 Site type

This provides the opportunity to record a site with no building(s).

- Select the most appropriate answer from the drop-down options.
- These sites may include vacant lots, car parks, open spaces, reserves, accessways if they do not form part of a neighbouring lot, etc.
- The default will be that there is a building on each site. When this is the case, leave this field blank.
- When there is no building(s) on the site, select the most relevant site type from the drop-down options. Record the integrity and contribution as **“N/A – not visible”**. No further data needs to be collected for these sites.

### 2.3.11 Lot type

This records the type of lot the building occupies.

- Select the most appropriate answer from the drop-down options, using the guidance set out below.
  - **“Street-facing”** will be the most common selection. This should also be used where a building is located further back on a lot where there is no building in front of it.
  - Use **“Rear of street-facing”** when a building occupies the same lot as, but is located to the rear of, a building that faces the street.
  - Use **“Rear”** for independent rear lots. If a building on a rear lot is not visible, you do not need to collect any further data. The integrity and contribution of the building(s) on these sites should be recorded as **“N/A – Not visible”**.

- Use “**Secondary**” for an additional record where two buildings occupy one lot and both face the street.
- Use “**Duplex**” when one building straddles more than one lot. Make the first record “Street-facing” and the others “Duplex”.<sup>4</sup> The integrity of the whole building is being assessed, so the integrity rating should be consistent for each record.

### 2.3.12 Relationship to street (setback)

This records the approximate distance a building is set back from its site’s front boundary.

- Select the measurement range from the drop-down options.

### 2.3.13 Extent of building on site

This records whether a building occupies the whole or part of a site. This may inform decision-making at a later stage.<sup>5</sup>

- Select the most appropriate answer from the drop-down options.

### 2.3.14 Period of development

This identifies the date range for when the building was likely constructed. This will help determine whether the building was built during the area’s key period(s) of development (period(s) of significance) as identified in Schedule 15 and thereby assist in assigning a level of contribution.

- Select the most accurate date range for the building from the drop-down options.

### 2.3.15 Scale of development

This records the height of the building in storeys.

- Select the most appropriate answer from the drop-down options.

### 2.3.16 Type of built form

This is the original type of the building.

- Select the most appropriate answer from the drop-down options.
- If the original type is not clear, select the option that most closely represents the type of building as it appears today and add a comment in the Notes field.

---

<sup>4</sup> This will enable the filtering of all duplex records so that the number of buildings (rather than records) in the area can be determined for reporting purposes.

<sup>5</sup> This question responds to the NPS-UD requirement to maximise development even on sites where the maximum development (at least 6 stories) required by the NPS-UD cannot be achieved.

### 2.3.17 Architectural style

This is the original architectural style, where legible, of the building.

- Select the most appropriate answer from the drop-down options. If you are not sure, consult your survey partner or add a flag in the Notes field for checking.
- Limit the use of “**Other**” to truly unidentifiable or indefinable styles.

### 2.3.18 Material/construction

This is the predominant material used in the building’s construction.

- Select the most appropriate answer from the drop-down options.

### 2.3.19 Integrity (apparent)

This field identifies the apparent integrity of the building when viewed from the public realm.

Common changes to commercial buildings and/or other building types within business areas are set out individually below. Refer to **Attachment B** for further guidance.

Remember to consider the cumulative effect of multiple changes when assigning integrity ratings.

View commercial buildings from the opposite side of the road so the building is more easily viewed as a whole.

**Note:** Upon returning to the office, historic aerial photographs can be used to assist in determining the appropriate level of integrity if it is unclear during the survey.

- Select the most relevant level of integrity from the drop-down options based on the guidance provided.

<b>Very High (3)</b>	The building retains its historical appearance from the verandah up, and shop fronts appear either original or an early alteration (i.e., the first half of the twentieth century).
<b>High (2)</b>	<p>The building generally retains its historical appearance from the verandah up, but shop fronts or other windows have been replaced.</p> <p>For example, a single-storey commercial building might receive a rating of “<b>High</b>” if it retains a prominent and decorative parapet and verandah supports and the replacement storefronts reflect the rhythm of the original storefront openings. Similarly, a two-storey building with replacement ground-floor shop fronts might also receive a rating of “<b>High</b>” if it has had upper level windows sympathetically replaced within the original openings.</p>



<b>Moderate (1)</b>	The building has some alterations above the verandah and the shop front is not intact, but it still retains much of its historical appearance.
<b>Low (0)</b>	The building has been highly modified such that its historical appearance is no longer legible <u>OR</u> the building post-dates the area's key period(s) of development <sup>6</sup> .
<b>N/A / Not visible</b>	Vacant sites, open spaces and any buildings that are not visible from the street should be recorded as N/A / not visible.

### 2.3.20 Contribution to SCA Business

This field records the contribution a building makes to the special character values of the area as identified in Schedule 15.

The level of contribution attributed to a building will be determined by the data collected and by the building's compatibility with the area's identified historical values and physical and visual qualities.

#### Period(s) of significance

A building's period of development (or significance) plays an important role in determining whether it is likely to contribute to an area's special character.

A building from an area's primary period of significance will often be associated with the earliest periods of development in the area, as identified in Schedule 15. These buildings will generally *define* the character of the area, subject to their level of visual and physical qualities and level of integrity.

Some areas have two key periods of development identified in Schedule 15 or as part of the survey. A building from the secondary phase of development has the potential to *support* the character of the area due to its association with a key aspect of the area's history. However, a building from this later period also needs to demonstrate the physical and visual qualities that characterise the area, with greater emphasis placed on integrity, architectural quality, type and original use.

- Select the most relevant level of contribution from the drop-down options based on the guidance below.

<sup>6</sup> For the purpose of this survey, only buildings from the area's key period(s) of development are assigned a level of integrity. As buildings that post-date the area's key period(s) of development are determined to be non-contributing, a level of integrity has not been given.

<b>Contributing</b>	<b>Character defining</b>	<p><i>The building makes a considerable contribution to the character of the area because of historical, physical and visual qualities.<sup>7</sup></i></p> <p>The building dates from the area’s primary period of significance (or just beyond<sup>8</sup>) and reflects the physical and visual qualities identified in Schedule 15.</p>
	<b>Character supporting</b>	<p><i>The building makes a moderate contribution to the character of the area. The building should contribute to the appearance, quality and identity of the area and should be consistent with the values of character-defining places.<sup>9</sup></i></p> <p>The building dates from the area’s primary period of significance (or just beyond<sup>10</sup>) but its level of visual or physical contribution or level of integrity supports rather than defines the character of the area such that its streetscape qualities are less pronounced.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• A modestly scaled and detailed building from the area’s primary period of significance.</li> <li>• A prominent building from the area’s primary period of significance that has undergone change such that its level of contribution is lessened.</li> <li>• A traditional residential (or other non-commercial) building from the primary period of significance, where the building type is secondary to that which characterises the area.</li> <li>• A building from the primary period of significance that is located on a secondary street or is only partially visible from the street.</li> </ul> <p><u>OR</u></p> <p>The building dates from the area’s secondary phase of development and demonstrates the physical and visual qualities that characterise the area.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• A building from the secondary phase of development (where applicable) that is:</li> </ul>

<sup>7</sup> As outlined in D18.3.(9) of D18 Special Character Areas Overlay – Residential and Business of the AUP (OIP).

<sup>8</sup> Up to 10 years post period of significance.

<sup>9</sup> As outlined in D18.3.(9) of D18 Special Character Areas Overlay – Residential and Business of the AUP (OIP).

<sup>10</sup> Up to 10 years post period of significance.

		<ul style="list-style-type: none"> <li>○ a notable and largely intact example of its type; and/or</li> <li>○ designed by a well-known architect; and/or</li> <li>○ associated with/or reflects important aspects of this secondary period of development (e.g., a mid-century bank building that reflects a time of investment in the area).</li> </ul>
<b>Non-contributing</b>	<p>The building does not contribute to the character of the area.</p> <p>The building post-dates the area’s period(s) of significance so does not contribute to the historical values of the area.</p> <p><u>OR</u></p> <p>The building dates from the area’s primary period of significance but its visual and physical qualities have been compromised by change such that it no longer contributes to the appearance, quality and identity of the area.</p> <p><u>OR</u></p> <p>The building dates from the area’s secondary phase of development (where applicable), but it does not demonstrate the physical and visual qualities that characterise the area nor actively contribute to its appearance, quality and identity.</p>	
<b>‘N/A / Not visible’</b>	<p>Vacant sites, open spaces and any buildings that are not visible from the street should be recorded as N/A or not visible.</p>	

### 2.3.21 Historic heritage flag

Based on your desk-top assessment and visual observations only, indicate whether you think the building (or place) warrants further investigation to determine if it has historic heritage values.

- Select ‘Yes’ or ‘No’ from the drop-down options.
- Selecting ‘Yes’ is a flag only; historic heritage values will be reviewed through a separate process.

**Note:** Buildings that post-date the area’s key period(s) of development may still be of interest as potential historic heritage places (e.g., architect-designed, good example of mid-century modern architecture, etc.). Although they are marked as “**Low**” (**0**) for integrity, they can still be flagged for potential historic heritage interest. Use the Notes field to identify why they may be of interest.

### 2.3.22 Notes

The purpose of this section is to make specific notes that provide further information about places, as required.

This section can also be used to flag mistakes, anomalies, questions or questions you have about individual buildings and/or sites. Do not use this section to make notes on every site.

### 2.3.23 Completed

To record your data in Collector, select Yes before hitting Submit (the property will turn blue in the map once it is marked complete; but you can still edit it as often as required).

If you need to define a polygon to record multiple buildings separately, select Yes – Split Parcel after defining the new polygon (refer to the Collector guide described in section 2.2 above).

## 2.4 Wet weather/lock-down alternative approach

If inclement weather (or a Covid-related lock-down) prevents surveying, undertake a desk-top survey using Google Street View, using the following process:

- Desk-top surveys can be undertaken with your survey partner or individually
- Using ArcGIS Collector and Google Street View, fill out a form for each site using the guidance described above.
- When the weather is better or post lock-down survey completion timeframes permit, undertake a site visit to the area to check and confirm the results of the desk-top survey, and to photograph each place (click on each property and select “Edit” to add a photo and/or update results).
- Confirm with the survey lead that the area has been visited, the records have been updated (where required) and the data is ready for analysis.

## 2.5 After survey

- If you are going straight home from the field, and not returning to the office, send a text to the Team Leader Heritage Policy confirming your plans.
- Charge your laptops/tablets and pens.
- If you had any Health and Safety Issues raise this with your team leader and discuss if they need to be recorded in Risk Manager.

## **2.6 Office - Follow-ups, flags and data cleansing**

Any form fields that were left blank, or any issues, mistakes or anomalies that were recorded in the Notes section of the form should be addressed back in the office or flagged with the project lead.

For any information you were not sure about, discuss with the survey team and/or consult an appropriate resource (e.g., historic aerial photographs, etc), and then raise with the project lead so the survey data spreadsheet can be adjusted. Likewise, if any errors were made in the forms, let the project lead know what needs to be changed.

The project lead will review the data once the survey for an area has been completed and may follow-up with surveyors if there are any questions.

The survey team will have a weekly de-brief session to discuss any issues or concerns about any aspect of the survey project, including interpretation of the assessment criteria.

## **2.7 Office – Summary of findings reports**

Members of the team will be responsible for summarising the data for each area into a summary of findings report. The purpose of this report is to synthesise data for individual sites into an area-based conclusion.

The summary of findings report will include general information about the area; key survey data; the mapping of the survey results (level of 'contribution'); general observations; and the identification of variations in the survey results when compared to the AUP (OIP) data.

The report will incorporate a review of special character values and key characteristics of the area as identified in Schedule 15 and determine whether these are still evident, based on the survey results. A statement of overall findings should identify whether the area continues to exhibit the special character values identified in the AUP (OIP) and whether the area has potential to be of significance as a historic heritage area. This will inform the conclusion.

The report will also include photographic examples of character defining, character supporting and non-contributing buildings in each area to help illustrate the level and quality of character in each area.

## Attachment A

### Survey template: drop-down options

*This section shows the drop-down options for each of the relevant data collection fields.*

AUP (OIP) HH Overlay	Drop-down options
	Yes No

AUP (OIP) Contribution	Drop-down options
	Character defining Character supporting Not identified

Site type	Drop-down options
	(Blank – default for building) Vacant Car park Reserve Other

Lot type	Drop-down options
	Street-facing Rear of street-facing Rear Secondary Duplex

Relationship to street (setback)	Drop-down options
	0-3m 3-5m >5m

Extent of building on site	Drop-down options
	Whole site Partial site (front) Partial site (rear) Partial site (other)

Period of development	Drop-down options
	Colonial (pre-1870) Victorian (1870-1900) Edwardian (1901-1918) Interwar (1919-1939) WWII-Post-war (1940-1959) Later (1960-present)

Scale of development	Drop-down options
	1 storey 2 storeys 3+ storeys

Type of built form	Drop-down options
	Commercial Commercial (with residence) Community Cinema/Theatre Educational Institutional Post Office Religious Bank Warehouse/store Offices Hall Hotel/Public House Industrial Residential (single) Residential (multi) Residential (with shop) Other

Architectural style	Drop-down options
	Vernacular shop (traditional) Vernacular shop (modern) Stripped Classical Classical Colonial Contemporary Victorian/Edwardian Italianate Victorian/Edwardian Free Classical Edwardian Baroque Art Deco - Moderne Georgian Revival Gothic Revival Spanish Mission Modern Post-Modern Utilitarian Cottage Villa Transitional Villa Bungalow – Californian Bungalow – English Tudor Revival Arts and Crafts State House Other

Material/construction	Drop-down options
	Brick (exposed) Brick (plastered) Brick (painted) Concrete Timber Stone Other



<b>Integrity (apparent)</b>	Drop-down options
	3 – very high 2 – high 1 – moderate 0 – low / post-period of significance N/A – Not visible

<b>Contribution to SCA Business</b>	Drop-down options
	Character defining Character supporting Non-contributing N/A – Not visible

<b>Historic heritage flag</b>	Drop-down options
	Yes No

## Attachment B

### Integrity guidelines: Supplementary information

*This section aims to provide further guidance for assigning integrity ratings to ensure consistency across the survey team.*

#### **Business areas / Commercial buildings**

Some level of change to commercial buildings is expected as tenants change over time and buildings adapt to accommodate new uses and changing requirements. Buildings with intact original shop fronts (with features such as angled entries, leaded glass transoms, terrazzo bases, etc.) are relatively rare and are considered to have especially high integrity. However, historic commercial buildings can usually still convey their significance despite storefront replacement, so consideration needs to be given to this type of alteration when assigning integrity ratings. Ornate two-storey commercial buildings tend to be slightly more forgiving and can accept a higher level of change than simple single-storey buildings.

Large rear additions that are clearly visible in the aerial photographs (as seen on Collector) but not seen from the street should be noted, but should not affect the building's integrity because the rating is assigned based on what you can see from the public realm.

Some level of change to commercial buildings is expected as tenants have changed over time and buildings have been adapted to accommodate new uses and changing requirements. Properties with intact original shop fronts (with features such as angled entries, leaded glass transoms, terrazzo bases, etc.) are therefore relatively rare and are considered to have especially high integrity.

Large rear additions that are clearly visible in aerial photographs (as seen on Collector) but not seen from the street should be noted, but should not affect the building's integrity because the integrity rating should be based on what can be seen from the public realm.

#### **Roofing materials**

Roofing materials are generally replaced every 20-40 years, so it is expected that most buildings dating from within the area's period of significance will have had their roofs replaced, usually to match the original material.

On commercial buildings, roofing material is rarely visible, being often concealed by a parapet, so this may not be a consideration in many business areas. For building types/styles where roofs are visible however, the following may apply:

- Buildings that have had their corrugated iron roofing replaced with pressed metal roofing tiles can still receive **“Very High” (3)** if this is the only change. Heavy concrete or terracotta tiles that are out of character with some historic buildings may be marked down to **“High” (2)** or less, depending on the level of the visual impact.
- For building types/styles where tile roofs are a key feature (e.g., Spanish Mission and English Cottage styles, State Houses, etc.), a change in material will have a greater impact, so replacement of tile roofs with corrugated metal should be assigned a rating of **“High” (2)** or less.

### **Other building types within business areas**

Additions/Extensions – what if they are high quality, sympathetic additions? Or barely noticeable from the street, but obvious from the aerial?

- If a building has a small, sympathetic rear/side addition (e.g., lean-to), it can still receive a **“Very High” (3)** integrity rating.
- If a building has a large rear/side addition (roughly double the size of the building) its integrity can be marked as **“High” (2)**, provided that the original building is otherwise intact, and the addition’s form is subordinate to the original building.
- The replacement of windows within original openings and a small dormer addition may also be marked as **“High” (2)**.
- Major rear/side extensions or larger rooftop additions that are sympathetic—i.e. the original building has obviously undergone substantial change, but retains good detail—can be marked as **“Moderate” (1)**.
- Buildings with front additions or overly dominant ‘pop-tops’ that obscure the original form/character are likely to have **“Low” (0)** integrity.

## COVER NOTE

### SCA Residential Survey Guidance V2 July 2021

The attached guidance document explains the approach that was used to survey the Special Character Areas Overlay - Residential.

The purpose of this guidance was to identify special character areas that have “high-quality” character values. The threshold of “high-quality” was established by Auckland Council’s Planning Committee through a resolution in July 2021<sup>1</sup>, when it was decided that SCA - Residential of *high quality* was a qualifying matter under the NPS-UD.

Following completion of the survey and analysis of findings, the threshold for special character areas that were identified as a qualifying matter was revised<sup>2</sup> for the purpose of public engagement. The revised approach is that SCA -Residential be identified as a qualifying matter where:

- In walkable catchments, areas are of high quality, being those areas in which 75% or more of individual properties score 5 or 6; and
- Outside of walkable catchments, areas are of special character value, being those areas in which 66% or more of individual properties score a 5 or 6.

PLEASE NOTE: The attached guidance document has not been changed to reflect the revised approach for public engagement. The revised approach does not affect the survey approach, including the scores of individual properties and/or criteria; only the threshold has been changed.

---

<sup>1</sup> Resolution number PLA/2021/80, dated July 2021

<sup>2</sup>Resolution number PLA/2022/31, dated 31 March 2022

# SCA Residential Survey Guidance

July 2021 V2

Updated February 2022



# 1 Purpose

The purpose of this survey is to undertake a site-specific analysis of the Special Character Areas Overlay – Residential (**SCA Residential**) to determine which parts of the overlay have high quality special character values.

Auckland Council’s Planning Committee resolved<sup>3</sup> that special character of *high quality* was a qualifying matter under Subpart 6 3.32(1) of the *National Policy Statement for Urban Development 2020 (NPS-UD)*; the NPS-UD includes a requirement for a site-specific analysis of qualifying matters.

To determine which areas are high quality, sites will first be surveyed and assessed individually, following the process described in this guidance document. Individual site data will be aggregated and analysed to inform a conclusion on the special character values of each area. Areas (or parts of areas) will be determined to be “high quality” or “not high quality”.

This survey **does not** provide recommendations on which, if any, areas are appropriate to remove from the SCA Residential; it identifies areas of high-quality special character and potential historic heritage value, which will inform decision-making.

The guidance document and survey results are not to be used for any project or purpose other than to review the SCA Residential to inform Council’s response to the NPS-UD.

## 2 Process

### 2.1 Before survey

- Read, familiarise yourself and agree to the Health and Safety Plan which is stored in Risk Manager – Plan 1160
  - Unless in prior agreement with the survey project manager, no surveyor is to:
    - survey more than four days each week
    - survey more than three days in a row
    - be in the field surveying for more than five hours each day
- The Project Manager will assign survey areas to you and your survey partner, and provide an expected timeframe for completion
- Book cars or organise public transport well in advance of your planned survey days
- Check the weather conditions and ensure you have appropriate footwear, mask (if taking public transport), PPE and water/food/personal medications

---

<sup>3</sup> PLA/2021/80

- Ensure your laptop/tablet is fully charged, including accessories (e.g. tablet pen)
- Read and familiarise yourself with the Character Statement (Schedule 15) for your area, and review the survey area map
- Bring your Council photo ID, work phone, business cards, and info sheet to give to any landowners who have questions

## 2.2 On-site – Surveying using ArcGIS Collector

- Open ArcGIS Collector on your laptop/tablet and refresh the app (select the three dots in the upper right-hand corner; then select refresh) to ensure all current survey results are displayed. Then select Residential Special Character NPS-UD Data Capture (field maps)
- If you are prompted to enable location services, select OK
- To enter and edit data for individual sites in Collector, refer to the following guide: [How to use ArcGIS Collector.pptx](#)
- Survey all properties that are highlighted in red, even if they have an underlying business zone (these are not SCA Business properties; some SCA Residential properties have a business zoning.)
- Take one representative photo of the site - or two if it is a corner site
- When you have finished surveying for the day, refresh Collector to ensure your data updates across all laptops/tablets

### Surveying on the Samsung tablets

- ArcGIS Collector requires internet access, so you will need to tether your tablet to your work phone using the following process:
  - Turn on mobile data on your phone
  - Go to Settings on your phone (under the Personal Tab) and select Connections
  - Select Mobile Hotspot and Tethering and ensure it is turned on
  - Ensure the tablet Wi-Fi is turned on and hold the Wi-Fi button until a list of networks opens
  - From the list of available Wi-Fi networks select your phone name (the name will be the model of your phone e.g. J41E13) as the network you want to connect to
  - Your phone will display a password for you to enter into the tablet as the Wi-Fi password
- If you do not have a licence for ArcGIS Collector, you will need someone with a license to sign into Collector for you

## 2.3 On-site – survey questions

### 2.3.1 Address

This field is pre-populated. Do not change it.

### 2.3.2 Zone

This field is pre-populated. Do not change it.

### 2.3.3 Surveyor

Select the name of the person who is filling in the form. This data is collected to facilitate questions or clarification later in the process.

### 2.3.4 Subject to demolition control?

Check the demolition control maps in Schedule 15. Not all overlay areas have this control. If the overlay does not have the demolition control (e.g. Isthmus A) select NA for this field.

The demolition control maps can be difficult to interpret because they do not have address numbers. To assist with this, check which properties are subject to the control before you survey, or fill in this question when you are back in the office by editing each property.

### 2.3.5 Type of site?

Identify if the site is unable to be seen from the public realm (such as a rear lot), or if it is a vacant site/public open space. If a rear site is readily visible from the public realm, complete the assessment; otherwise, if you select one of these site types, skip to question 19.

For visible, extant properties, tick Not applicable, or leave blank, then proceed to the next question.

### 2.3.6 Is the building a replica?

Is it a modern recreation of a period house? If you are not sure, tick Flag for Review, and check the historic aerials when you return to the office.

### 2.3.7 Architectural style

Select the original architectural style of the building, where legible, prior to modifications. For replicas, select the style the site is replicating.

Further information on architectural styles is included in the Residential Types Guide: <U:\CPO\ESP\Heritage\Built And Cultural Heritage Policy\NPS-UD\Special character\Character Survey Residential\1 Methodology and template\Residential types guide.pdf>.



If you are not sure, consult your survey partner or select Flag for Rebecca and when the survey results are reviewed this information will be added. Limit the use of “other” to truly unidentifiable or indefinable styles.

### 2.3.8 Visual assessment: Are the specific characteristics evident on the site compatible with the special character of the area?

Each site is assessed under five criteria and given a score of contributing, neutral or detracting. The purpose of each assessment is to determine if the site is compatible with the overlay area as described in the Character Statement in Schedule 15, based on the criteria. Guidance on how to score specific elements, such as garages, infilled verandahs and vegetation is included in Appendix 1.

**Scale** - is the site of a scale and massing that is compatible with the identified values of the area?

- A **contributing** site will be of a scale that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant scale of the street. The period of development, architectural style and/or typology of the place do not necessarily impact this score – modern houses or highly modified period houses are able to contribute in terms of scale.
- A **neutral** site may be of a scale that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, if the dominant scale of a street is 1-2 storeys, a 4-storey building may be considered neutral if the excess height is somehow mitigated (e.g. through changes in topography, if it is set below road level). Likewise, a very large building or row of terraced houses may be considered neutral if the façade is articulated to give the appearance of a group of smaller buildings.
- A **detracting** site will be incongruous with the dominant scale of the streetscape. For example, a large block of apartments in a street of cottages.

**Relationship to the street, including boundary treatment and setback** – does the site have a relationship with the street that is compatible with the identified values of the area?

- A **contributing** site will have a relationship with the street (setback, boundary treatment, yard, etc) that is specifically described in the Character Statement and/or which is consistent or compatible with the streetscape.
- A **neutral** site may have a boundary treatment or relationship to the street that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, a taller fence that has high visual permeability, a site with a larger or smaller than average setback, or a site that may be partially blocked by a garage or carport.
- A **detracting** site will have a relationship to the street which is incongruous with the streetscape. For example, 1.8m stone walls in Isthmus A, or tall fences with no

visual permeability. It may have a garage or carport that dominates the front of the house or could be a house that is oriented away from the street.

**Period of development** - was the site substantially constructed during the period of development identified in the character statement? Where a place has been modified, assess the period of development of the bulk of what is visible from the public realm (i.e. despite recent or cumulative modifications, was the majority of the house primarily constructed during the period of development?).

- A **contributing** site will have been substantially constructed during a period of development that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant building age of the street.
- A **neutral** site may have been constructed outside the period of development, but within a period that is compatible with the period of development. For example, places constructed 10-20 years before or after the period of significance may be considered neutral (this is a case-by-case assessment that may require consideration of other factors such as architectural style and scale).
- A **detracting** site will have been substantially constructed well outside the period of development defined in the Character Statement. For example, modern or replacement buildings.

**Typology** - is the typology compatible with the typology of the area?

- A **contributing** site will be of a typology that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant typology of the street. This may include non-residential types that are closely associated with the development of the neighbourhood, such as corner shops and churches. A modern detached house in a street of period detached houses would be a contributing type.
- A **neutral** site may be of a typology that is not provided for in the Character Statement, but which does not detract from the values of the area. For example, modern duplexes or townhouses in a street of period detached houses; the duplexes are a residential type of a compatible density, despite being a different typology (attached housing).
- A **detracting** site will be of a typology that is incongruous with the dominant typology of the street. For example, a modern office block in a street of period housing, or a large apartment block in a street dominated by small, detached houses.

**Architectural style** - does the site illustrate or is it compatible with an architectural style identified in the Character Statement?

- A **contributing** site will be of an architectural style that is specifically described in the Character Statement and/or which is consistent or compatible with the dominant style of the street.

- A **neutral** site may be of an architectural style that is compatible with the dominant style of the street. For example, an unobtrusive house in a style that is not specifically described in the character statement; it may be earlier or later but does not detract from or contribute to the architectural values of the area. It may have a form or style that references the period housing in the street.
- A **detracting** site will be of an architectural style that is incongruous with the dominant style of the street. For example, a modern house that makes no reference to its surrounding period houses.

### 2.3.9 Integrity Point Adjustment (IPA) Score

Sites that are marked “contributing” under the Architectural Style criterion require an additional assessment to determine their level of physical integrity.

Physical integrity is assessed based only on what is visible from the public realm. For example, large rear additions that are not visible from the street do not factor into the determination of integrity.

The condition of a site will generally not factor into the determination of integrity. A site can be in poor condition but have high integrity in terms of its built form and style, likewise a site can be in excellent condition, but have poor overall integrity if it has been highly modified.

The assessment of integrity relates only to the primary building, not to any accessory buildings, outbuildings or boundary treatments.

Guidance on how to score specific modifications, such as garages, infilled verandahs and vegetation is included in Appendix 1.

- Sites with high integrity are awarded **+1**
  - Sites with high integrity generally retain their historical appearance, have a clearly legible architectural style from the period of development, and are considered good examples of their type and style. They may have minor or early changes, such as a sympathetically-designed infilled verandah, replacement materials, isolated missing elements (such as a missing chimney or fretwork) or small sympathetic alterations (such as a new window opening or insertion of a French door in a sympathetic style and location).
- Sites with average integrity are awarded **0**
  - Sites with average integrity are legible examples of their type and style but may have more extensive changes. Generally, these changes will be sympathetic or neutral in relation to the overall physical integrity of the site, and may include roof top extensions, infilled verandahs, missing chimneys, more than minor changes to fenestration and/or joinery, side or front extensions (where they disrupt symmetry or balance), or significant changes to cladding, etc.

- Replica buildings should be awarded 0.
- Sites with poor integrity are awarded -1
  - Sites with poor integrity are highly modified examples of their type and style. These sites may have significant unsympathetic modifications that make it difficult to read the extent of the original building.

### 2.3.10 Level of score (and guidance)

Count the number of contributing ratings each site received, and add or subtract the IPA point, where applicable.

The following ratings are for guidance purposes only. Terms like “character-defining” and “neutral” are only to be used to help surveyors sense-check their results. This terminology does not come from or relate to the AUP and may change during the life of the project.

- Sites that score 6 - character-defining
- Sites that score 4 or 5 - character-supporting
- Sites that score 2 or 3 - neutral
- Sites that score 0 or 1 - detracting
- If the site is a vacant lot or otherwise unable to be seen, tick this box. These sites are recorded but not rated

Sites that score 5 or 6 are included in the overall determination of the level of value of each character area (this is subject to change during the life of this project), which is calculated as part of the Summary of Area Findings report.

### 2.3.11 Spatial extent of site

This question responds to the NPS-UD requirement to maximise development even on sites where the maximum development (at least 6 stories) required by the NPS-UD cannot be achieved.

- For most sites, the whole site will contribute
- Ticking “partial” flags that there may be a large piece of vacant land at the rear of one or more sites, or near the edge of the overlay area, that could potentially support further development without compromising the values of the area.
- You may also tick “partial” if the overlay area includes large land parcels (especially near the edge) occupied by modern buildings which do not contribute to the values of the area.
- Note: ticking “partial” is a flag for review – it is not a final recommendation or decision

### 2.3.12 Extent if partial?

If you selected “partial” above, provide a general indication of where the land that could support more development is located in relation to the character building.

### 2.3.13 Historic Heritage Flag

Based on visual inspection only, indicate if the site or area warrants further review to determine if it has historic heritage values.

- If you have identified a potential Historic Heritage Area, indicate the extent of the area in the Notes section at the end of the survey form.
- Ticking this box is a flag only; heritage values will be reviewed through a separate process.

### 2.3.14 Notes

The primary purpose of this section is to make specific standard notes that provide further information about places. These include:

#### **Corner sites where one elevation has high integrity and one has low integrity**

“Large or incompatible extension affecting one elevation of a corner site”

#### **Tall hedges/dense vegetation**

“Vegetation obscuring house”

#### **Tall fences**

“Tall fence obscuring house”

#### **Places that cannot be seen from the street in Google Streetview**

“verify!”

This section can also be used to flag mistakes, anomalies or questions you have about individual properties. **Do not** use this section to describe every site.

### 2.3.15 Completed

To record your data in Collector, select Yes before hitting Submit (the property will turn blue in the map once it is marked complete; but you can still edit it as often as required).

If you need to define a polygon to record multiple buildings that share a site separately, select Yes – Split Parcel after defining the new polygon (refer to the PowerPoint described in section 2.2 above).

### 2.3.16 Flag for Rebecca

If there is any aspect of the assessment you need to survey lead to check, **briefly** explain it in this field.

### 2.3.17 Survey area number

Survey areas have been established based on the residential overlays area, their geographic location, size and walkability.

Survey area boundaries are subject to change and do not represent the final breakdown of data for analysis.

You will be told your survey area number when you are assigned survey areas.

## 2.4 Wet weather/lock-down alternative approach

If inclement weather or a Covid-related lock-down prevents us from going out on a scheduled survey day, we will undertake a desk-top survey using Google Street View, using the following process:

- Desk-top surveys can be undertaken with your survey partner or individually
- Using ArcGIS Collector and Google Street View, fill out a form for each site as described above
- When the weather is better or post lock-down survey completion timeframes permit, undertake a site visit to the area to check and confirm the results of the desk-top survey, and to photograph each place (click on each property and select “Edit” to add a photo and/or update results)
- Confirm with the survey lead that the area has been visited, the records have been updated (where required) and the data is ready for analysis

## 2.5 After survey

- If you are going straight home from the field, and not returning to the office, send a text to the Team Leader, Heritage Policy confirming your plans
- Charge your laptops/tablets and pens and return the tablets to the SCA Residential team locker
- Record any issues relating to technology, process or guidance in the Issues Log, here: <U:\CPO\ESP\Heritage\Built And Cultural Heritage Policy\NPS-UD\Special character\Character Survey Residential\5 Tracking>
- If you had any Health and Safety issues, raise these with the Team Leader, Heritage Policy and discuss if they need to be recorded in Risk Manager.

## 2.6 Office - Follow-ups, flags and data cleansing

Any form fields that were left blank, or any issues, mistakes or anomalies that were recorded in the Notes section of the form should be addressed back in the office or flagged for Rebecca. For any information you were not sure about, discuss with the survey team and/or consult an appropriate resource (e.g. historic aerial photographs, etc).

The project lead will do a sense-check of the data and may follow-up with surveyors if there are any questions.

The survey team will have a fortnightly de-brief session to discuss any issues or concerns about any aspect of the survey project, including interpretation of the assessment criteria.

## 2.7 Office – Summary of findings reports

A report-writing team will be responsible for summarising the data for each area into a Summary of Area Findings report. The purpose of this report is to synthesize data for individual sites into an area-based conclusion.

Report areas are determined based on historic subdivision patterns, overlay areas and other shared underlying historical or contextual values. Report areas are not necessarily the same as survey areas, and some reports will analyse partial or multiple survey areas.

The Summary of Findings report includes an area description that discusses the historical and contextual values of each area, as well as a basic break-down of the data, including the survey and overlay area, how many sites were surveyed, the NPS-UD priority, and the breakdown of scores.

The report provides both a narrative and numeric “conclusion” about each area. The narrative will briefly summarise the historical and physical and visual qualities present in each area. The narrative will also discuss wider area considerations, such as context, natural features, pattern of development, subdivision and visual coherence.

The numeric conclusion will determine if the area is of high quality or not of high quality based on the cumulative ratings of individual properties:

- An area of high quality will have at least 75% of places score 5 or 6
- An area that is not of high quality will have fewer than 75% of places score 5 or 6

Areas that are not high quality will be subject to a finer grained analysis to determine if there are sub-areas within the wider grouping that are high quality or that could be considered as potential historic heritage areas.

Summary of findings reports are reviewed and signed-off by the project lead and project sponsor.

### 3 Appendix 1

This section provides guidance on scoring integrity under the criteria and IPA.

Not all modifications have the same impact, and the same modification may have a different impact on different properties. The impact of modifications may be influenced by their design, location, age, materiality and scale and proportions.

While integrity is ultimately assessed on a case-by-case basis, the purpose of these guidelines is to establish a degree of consistency for when different types of changes may be considered acceptable, and when they may impact on a place's score.

#### Garages/carports

- Garages/carports that **generally** will not affect the score include (but are not limited to):
  - Small garages or carports at the rear or along the side of the house, set back from the main elevation
  - Garages incorporated under the house
  - Small garages or carports in front of the house where they do not block the main elevation (e.g. if the house is elevated)
- Garages/carports that **may** affect the score include (but are not limited to):
  - Garages that are in front of the house and block part or all of the main elevation
  - Garages that block windows of the main elevation
  - Garages or carports that required removal or substantial alteration of part of the house (e.g. removing the verandah to fit the carport)
  - Garages or carports built up to the property boundary in front of the main elevation
- If a garage or carport affects a place, this effect should be reflected through the Relationship to the street score

#### Infilled verandahs

- Infilled verandahs that **generally** will not affect the score include (but are not limited to):
  - Verandahs that were infilled early in the life of the house
  - Verandahs that have been infilled using materials and windows that are compatible with the main house
  - Sympathetic or well-designed infilled verandahs
- Infilled verandahs that **may** affect the score include (but are not limited to):
  - Double-infilled verandahs – i.e. both halves of the verandah of a square front villa
  - Verandahs that have been infilled using materials and windows that are not compatible with the main house



- Unsympathetic or poorly designed infilled verandahs
- If an infilled verandah affects a place, this effect should be reflected through the IPA score

## Tall fences

- Tall fences that will **generally** not affect the score include (but are not limited to):
  - Fences that are visually permeable, so that the house can still be seen
  - Fences in front of elevated house, so that the house is still substantially visible from the street above the fence
- Tall fences **may** affect the score include (but are not limited to):
  - Fences that are visually impermeable
  - Fences that block the house entirely
- If a tall fence affects a place, this effect should be reflected through the Relationship to the street score
- If the house is not visible at all from any angle, mark as “unable to be seen from the street” and make a note in the “Notes” section using the standard note described above

## Pop tops/roof top extensions

- If the original house, including its form and original roof shape, is clearly legible, and the pop top is small in scale and well-designed using materials and windows that are compatible with the main house, the score will **generally** not be affected
- If the original house, including its form and original roof shape, is legible, but the pop top is disproportionate in scale or unsympathetic in design and materials, the place will **generally** score 0 (average integrity) under the IPA
- If the original form and roof shape of the house is not legible, the place will **generally** score -1 (poor integrity) under the IPA
- Where a pop top/roof space development affects a property, this effect should be reflected through the IPA score

## Vegetation

- Where vegetation substantially blocks a place from view, record/assess the place as if the vegetation were not there, but include a standard note in the Notes section
- If the place cannot be seen at all from any angle, even glimpsed through the trees/hedge, then record the place as unable to be seen from the street, and include the standard note in the notes section

## Windows

- Well-designed, sympathetic and compatible changes to windows will **generally** not affect the score.
- Where the materiality has changed, but the openings have not (e.g. timber windows replaced by aluminium windows of the same size, shape and fenestration pattern), the place will **generally** score 0 (average integrity) under the IPA
- Where the openings have changed, but the materiality has not (e.g. timber windows replaced with timber windows of a different design; timber windows replaced by timber windows of a different size or shape), the place will **generally** score 0 (average integrity) under the IPA
- Where the materiality and openings have both changed, the place **may** merit -1 (poor integrity) under the IPA

## Cladding

- Both minor and more significant changes to roofing materials (e.g. short-run corrugated iron to long-run corrugated iron or corrugated iron to Decromastic tiles) will **generally** not affect the score, provided the roof form and shape has not been altered
- Minor changes to the cladding of walls (e.g. one weatherboard profile to another) will **generally** not affect the score
- Significant changes to the cladding of the walls, especially the front elevation, (e.g. weatherboard to brick veneer), will **generally** score 0 (average integrity) under the IPA

## Visible extensions

- Depending on the scale, design and/or location of the extension in relation to the original house, the place may have the score reduced under “Scale and massing”, “Architectural style” or the IPA Point – **but not all three**. If the impact is significant, it may affect up to two of these scores.
- If an extension is at the rear of the house, set back from the street and/or its scale or design has little impact on the original house, it will **generally** not affect the score
- Corner sites where one elevation has high integrity, and one has low integrity should be assigned 0 (average integrity) under the IPA, and should include a standard note in the Notes section

## Missing or replaced fretwork, finials or balustrades

- Does not affect the score

## **Ground floor/basement development**

- If the house has been lifted to accommodate ground floor or basement development, then this change will **generally** impact the IPA or Architectural Style score (but not both)
- If the development has taken place within an original space (e.g. if the house is elevated because of topography) or has been dug underneath (but the house remains at the same elevation), then this change may not affect the score, subject to how the development has been designed, including windows and doors.

## **The following factors do not affect the score of a place in isolation, but may affect the score in combination with other issues:**

- Missing, modified or replaced chimney
- Whole site paved/no vegetation
- Fences constructed in modern materials or styles

## COVER NOTE

### Guidance for identifying sub-areas of high-quality special character values and/or historic heritage areas February 2022

The attached guidance document explains the approach that was used to identify sub-areas of high-quality special character and/or areas of potential historic heritage value within SCA – Residential areas that did not meet the threshold for high quality.

The threshold of “high-quality” was established by Auckland Council’s Planning Committee through a resolution in July 2021<sup>1</sup>, when it was decided that SCA - Residential *of high quality* was a qualifying matter under the NPS-UD.

Following completion of the survey and analysis of findings, the threshold for special character areas that were identified as a qualifying matter was revised<sup>2</sup> for the purpose of public engagement. The revised approach is that SCA – Residential be identified as a qualifying matter where:

- In walkable catchment, areas are of a high quality, being those areas in which 75% or more of individual properties score 5 or 6; and
- Outside of walkable catchments, areas are of special character value, being those areas in which 66% or more of individual properties score a 5 or 6.

PLEASE NOTE: The attached guidance document has not been changed to reflect the revised approach for public engagement. The revised approach does not affect the approach to identifying sub-areas; only the threshold has changed.

For report areas outside the walkable catchment, the previously identified sub-areas have been reviewed in light of the revised approach. Refer to individual Findings Reports for updated sub-area maps.

---

<sup>1</sup> Resolution number PLA/2021/80, dated July 2021

<sup>2</sup> Resolution number PLA/2022/31, dated 31 March 2022

## Guidance: Identifying sub-areas of high-quality special character value and / or historic heritage areas

Survey areas that do not meet the overall threshold<sup>3</sup> for high-quality special character (75% of places scoring either 5 or 6) are subject to an additional, finer-grained analysis. The purpose of this analysis is to identify if there are sub-areas of high-quality special character and/or areas of potential historic heritage value within the area.

The finer-grained analysis recognises that a 75% area-based threshold, where areas are either 'in' or 'out', may be too blunt in some cases. Some areas that do not meet the overall threshold will still contain sub-areas of high-quality special character. This additional step provides the opportunity to identify these sub-areas and make recommendations about their future management.

Survey areas may also contain potential historic heritage areas. Historic heritage values and special character values are related and may overlap or align, however the two values are different. While special character is primarily related to amenity, historic heritage values are intrinsic to the place or area and may manifest in different ways.

Some potential historic heritage areas will have value without contributing to the SCA in which they are located and may be identified as low-quality in the survey maps. Potential historic heritage areas may also be identified as high-quality groupings where their values align with the SCA. The finer-grained analysis provides the opportunity to identify potential historic heritage areas and to recommend further research and evaluation to confirm their values.

### How are sub-areas chosen?

A sub-area is a distinct grouping of properties that contains overall high-quality special character values. Sub-areas should be obvious and easily identifiable. **The purpose of identifying sub-areas is not to retain every property that scored 5 or 6, but to identify high-value groupings. It is acknowledged that this may result in the loss of individual properties or small groupings of high-quality special character value.**

Potential historic heritage areas are interrelated groupings of places that collectively meet the thresholds for scheduling. In most cases, potential areas will have been flagged during survey, however they may also be identified through previous surveys and studies, or through the Cultural Heritage Inventory or Heritage New Zealand Pouhere Taonga List / Rārangī/Kōrero.

- A survey area may include **more than one** sub-area of high-quality special character value and / or more than one potential historic heritage area
- A survey area may have **no** sub-areas of high-quality special character value and / or potential historic heritage areas
- A sub-area can be flagged for both high-quality special character and potential historic heritage value, where applicable
- Sub-areas may cross survey area boundaries.

---

<sup>3</sup> Survey areas that meet the overall threshold for high-quality special character are not subject to further analysis at this stage of the project.

The following are to be used to confirm the identification of sub-areas of high-quality special character values and potential historic heritage areas.

	<b>High-Quality Special Character</b>	<b>Potential Historic Heritage Areas</b>
<b>Size</b>	<p>At least 10 properties but generally at least a whole street or block. Larger areas will help prevent an over-fragmentation of the overlay</p> <p>There <b>may</b> be exceptions to ‘at least 10 properties’, such as where the survey area is very small</p>	<p>No minimum, but must be an “area” – no isolated or individual properties</p>
<b>Extent</b>	<p>Sub-areas <b>must</b> be contiguous and / or adjacent, such as across the road</p> <p>Sub-areas are <b>not</b> identified solely through the removal of areas of lower value</p> <p>Sub-areas may only contain properties that are currently identified in the Special Character Areas Overlay – Residential (i.e. do not extend a sub-area beyond what is currently managed)</p>	<p>Do not need to be contiguous</p> <p>May extend beyond what is currently managed where the potential values of the area are wider</p>
<b>Values</b>	<p>Must illustrate a pattern of period of development that is described in the Character Statement in Schedule 15 for the overlay area</p> <p>Must include only one overlay per sub-area (e.g. a sub-area cannot contain both Isthmus A and B because they manage different values)</p>	<p>Must have at least considerable historic heritage value in relation to one or more of the criteria included in B5.2.2</p>
<b>Threshold</b>	<p>Sub-areas will meet the threshold (at least 75% of places scoring 5 or 6)<sup>4</sup></p>	<p>Not required to meet the threshold (the threshold is for special character; a historic heritage area may have values without contributing to the SCAR in which it is located)</p>

A survey area may also contain sub-areas of low-quality special character. Identifying areas for removal is not required.

#### *Coherency of identified sub-areas*

Following the identification of sub-areas of high-quality, all areas of high-quality special character will be mapped in a GIS layer. This will enable the high-quality special character areas overlay to be viewed as one layer, rather than a series of survey areas. It is expected that the identification of high-quality sub areas may result in the overlay having some gaps where a small number of properties are identified as not being of high quality (see example below). Where this situation arises, the extent of the high-quality sub-area will be reviewed and may be refined to include or exclude the small number of properties. This may result in a

<sup>4</sup> There are limited exceptions, as described under “Coherency of identified sub-areas”

limited number of sub-areas having less than 75% of properties scoring a 5 or 6. Where this occurs, a footnote will be added to the Summary of Area Findings Report, as follows:

*Note: this sub-area does not meet the threshold of at least 75% of places scoring a 5 or 6 because an amendment was made to address a small gap or inconsistency between sub-areas.*



## How are sub-areas identified?

Sub-areas are identified in the Summary of Area Findings Report and a supplementary table, which provides further information on the values of each sub-area.

In the findings report, a recommendations table is included after the Overall Findings section, which identifies each sub-area.

### Recommendation

The XXX Road SCA survey data shows that there are sub-areas of high-quality special character and / or potential areas of historic heritage value. Further work will be undertaken to confirm the values of the areas that are identified in the table below.	
Sub-areas of high-quality Special Character	Flag: Potential Historic Heritage Area
XXX Road	Dairy workers cottages (former) (1-13 Smith Street)
The block bounded by XXX Avenue, XXX Drive, XXX Road and XXX Street	

Where there are no sub-areas identified, the table will be formatted as follows:

### Recommendation

The XXX Street survey area is not of high quality. The survey data does not show sub-areas of high-quality special character and / or potential areas of historic heritage value.	
No further special character work is recommended in this area.	
Sub-areas of high-quality Special Character	Flag: Potential Historic Heritage Area
NA	NA

Where the survey area meets the threshold for overall high-quality, the table will be formatted as follows (remember to include the footnote):

### Recommendation

The XXX Street survey area is of high quality.	
No further special character work is recommended in this area at this time. <sup>5</sup>	
Sub-areas of high-quality Special Character	Flag: Potential Historic Heritage Area
NA	NA

---

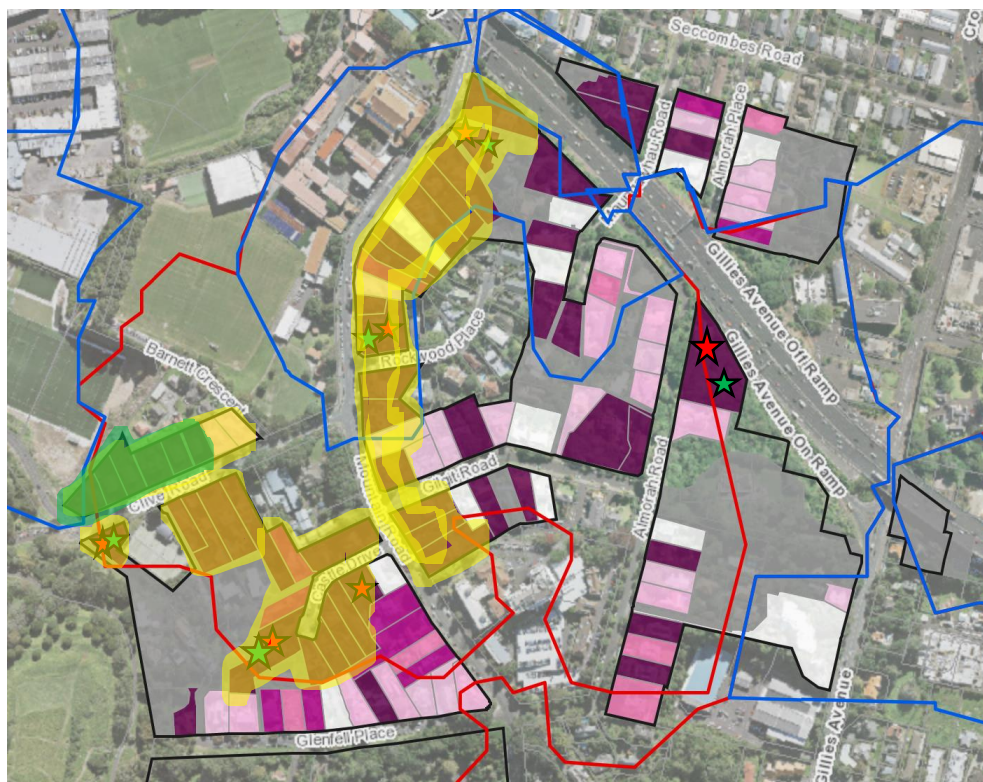
<sup>5</sup> High-quality special character sub-areas and potential historic heritage areas are only flagged in areas that do not meet the 75% threshold.



Sub-areas are then identified spatially in the following section of the report called: Historic Heritage and High-Quality Special Character. Sub-areas should be shaded rather than mapped following road or property boundaries to illustrate that these areas require further work which may result in changes to the boundaries:

### Historic Heritage and High-Quality Special Character

<b>Number of places currently scheduled</b>	6 (marked ★ on maps)
<b>Number of places included in the HNZPT List/ Rārangī Kōrero</b>	5 (marked ☆ on maps)
<b>Flag: Potential Historic Heritage Area</b>	1 (marked [red box] )
<b>Sub-area of High-Quality Special Character</b>	1 <sup>6</sup> (marked [yellow box] )

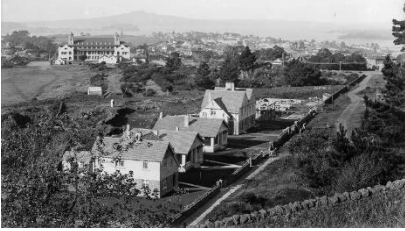
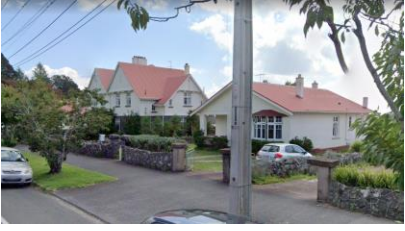



Where the survey area meets the threshold for overall high-quality, format the table to include an “NA” in the right-hand column.



The values and recommendations for each sub-area are included in a supplementary table called: Potential Historic Heritage and High-Quality Special Character– Survey Area #X – [Name of area]. This table may be completed separately and within a different time frame to the findings report (and may be completed by a different author). Potential Historic Heritage Areas and High-Quality Special Character sub-areas are identified slightly differently, and each sub-area should be identified separately:

<sup>6</sup> In this example, the three sub-areas are contiguous and share similar values, so they are identified as one area in the map

## Historic Heritage

#	Photos	Name	Address and/or legal description	Summary	Recommendation
1	 <p>Under construction, 1920s</p>  <p>Clive Road Duplex and Bungalow, March 2021</p>  <p>Clive Road Bungalow, March 2021</p>	<p><b>Mount Eden Prison Workers' Housing (former)</b></p>	<p>17-19, 15, 13, 9-11, 7, 5 Clive Road, Epsom</p> <p>Lots 1, 2, 3, 4 DP 353495</p>	<p>These imposing homes were originally constructed circa 1920-21 as accommodation for Mount Eden Gaol officials and their families.</p> <p>By July 1921, construction had been in progress for 12 months, with 12-15 inmates of the gaol, nearly all unskilled, working under the supervision of Prison officers. All stone used in the buildings had been quarried and cut by prisoners, and the tiles and blocks are also prison made.</p> <p>There are four semi-detached houses and five free-standing bungalows. The bungalows are built entirely out of concrete blocks. The duplexes are constructed of volcanic rock at ground level with concrete block upper floors. The buildings provided 5-6 rooms of accommodation per dwelling, all fitted with electric lighting which was also installed under supervision of the Prisons Department. One of the single storey bungalows was originally occupied by the deputy superintendent of Mount Eden Gaol.</p> <p>These buildings have high quality special character value as a collection of unique and distinctive buildings, highly prominent in their setting adjacent to Mount Eden. Their historic form and fabric remain clearly legible with barely any external changes made over the years. The houses also retain their original low level Mount Eden volcanic rock boundary walls and an original volcanic rock garage remains at 17-19 Clive Road. Collectively, the buildings have a strong street presence, especially in combination with their setting on the ridgeline of Clive Road. Further research is recommended.</p> <p><i>Potential historic heritage values: Historical, Technology, Physical Attributes, Aesthetic, Context</i></p>	<p>Flag as potential historic heritage.</p> <p>Research and evaluation to confirm values</p>

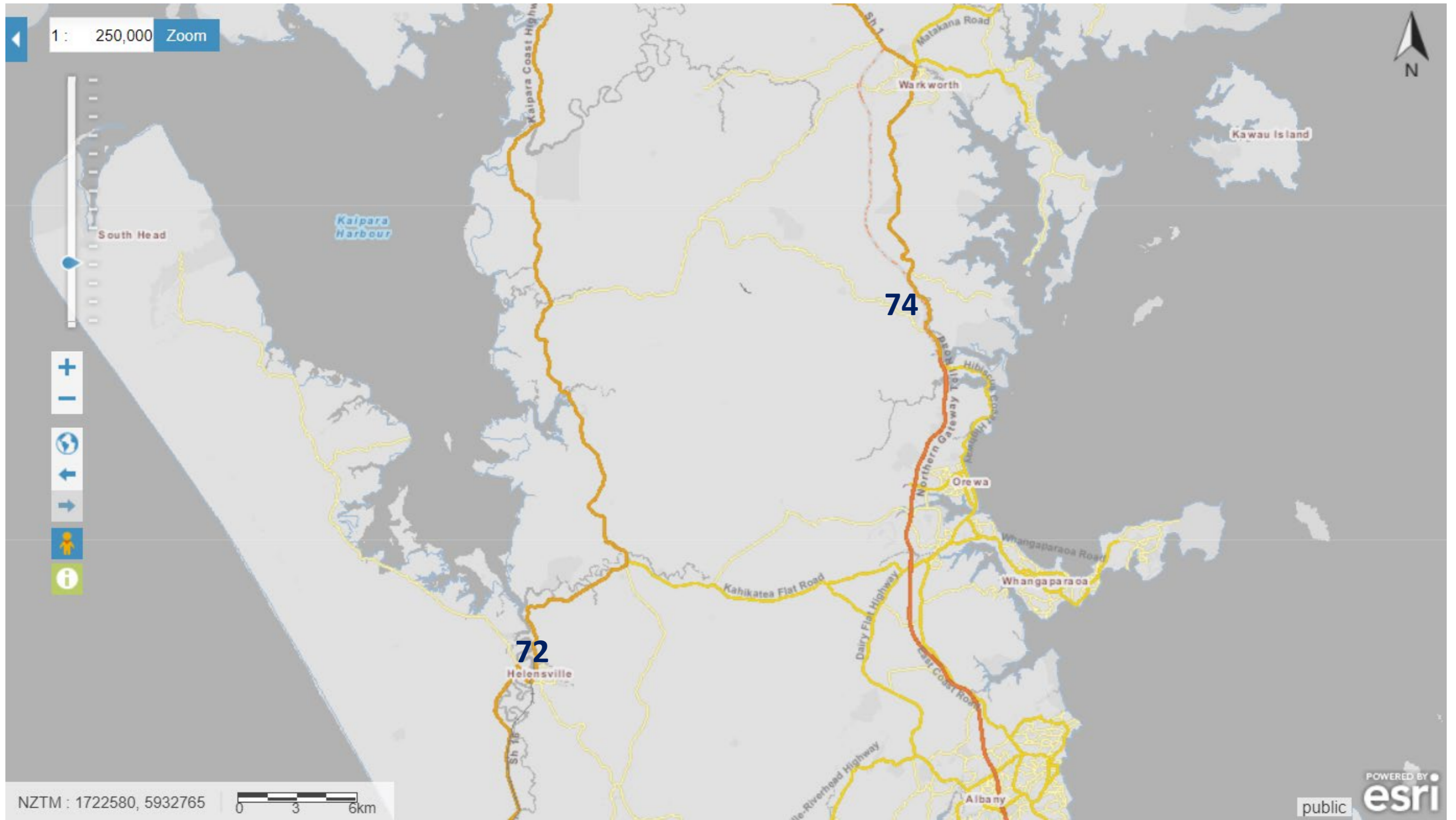
## High-Quality Special Character

#	Photos	Name and location	Management	Summary	Recommendation
2	 <p>Figure 1: Clifton, 11 Castle Drive</p>  <p>Figure 2: 2 Castle Drive</p>	<p><b>Castle Drive</b></p> <p>2, 2A, 3, 4, 6, 8, 9, 11 Castle Drive</p> <p>Lot 2 DP 50252</p> <p>Lot 3 DP 50252</p> <p>Lot 2 DP 44587</p> <p>Lot 7 DP 22579</p> <p>Lot 6 DP 22579</p> <p>Lot 5 DP 22579</p> <p>Lot 3 DP 22579</p> <p>Lot 1 DP 164440</p>	<p>Isthmus B1 SCAR</p> <p>All properties subject to demolition, removal and relocation rules except:</p> <ul style="list-style-type: none"> <li>• 2A Castle Drive</li> <li>• 9 Castle Drive</li> </ul> <p>No rear lots</p>	<p>The Castle Drive was originally part of Josiah Firth's landholdings. He was prominent in the concrete industry and constructed the concrete castle (for which the street is named) at 11 Castle Drive ("Clifton") in 1868. The surrounding land was subdivided around 1926.</p> <p>Castle Drive is a cul-de-sac, extending from Mountain Road toward the slopes of Maungawhau / Mt Eden. Lot sizes along the street are consistently large, ranging from around 800m<sup>2</sup> up to 2500m<sup>2</sup>. Most lots have an irregular shape owing to the roading pattern and topography of the area.</p> <p>11 Castle Drive is the earliest residence on the street, incorporating a concrete gothic tower and a later bungalow-style extension. The house at 2 Castle Drive is also earlier, and is an example of a concrete two-storey Edwardian villa. Other development along the street adopts popular styles from the inter-war period, especially the Arts and Crafts and English Cottage styles.</p> <p>Houses tend to have an inconsistent rhythm and setback, primarily due to the irregularity of the lot shapes. Houses are visible behind stone walls and hedges. The street is lined in bluestone kerbing and footpaths but has no grass verges or street trees. Individual properties are highly vegetated and have off-street parking at the side or rear.</p> <p>As an area, the houses form an outstanding collection of mid to late 19<sup>th</sup> and early twentieth century development of prestigious and architecturally designed residences of Auckland. The buildings are conspicuous along the street and their historic form and fabric remain clearly intact and legible from the streetscape.</p>	<p>Castle Drive is of <b>high-quality special character value</b>. An area of high quality is determined to be one that has 75% or more individual properties scoring either 5 or 6. This area has 100% of individual properties scoring either 5 or 6.</p> <p>Retain SCAR overlay</p> <p>Introduce demolition, removal and relocation rules for 2A Castle Drive and 9 Castle Drive</p>

Recommendations will usually focus on retention of the special character overlay, or investigation of the values of the place as a potential historic heritage area. However, it may also be appropriate to recommend:

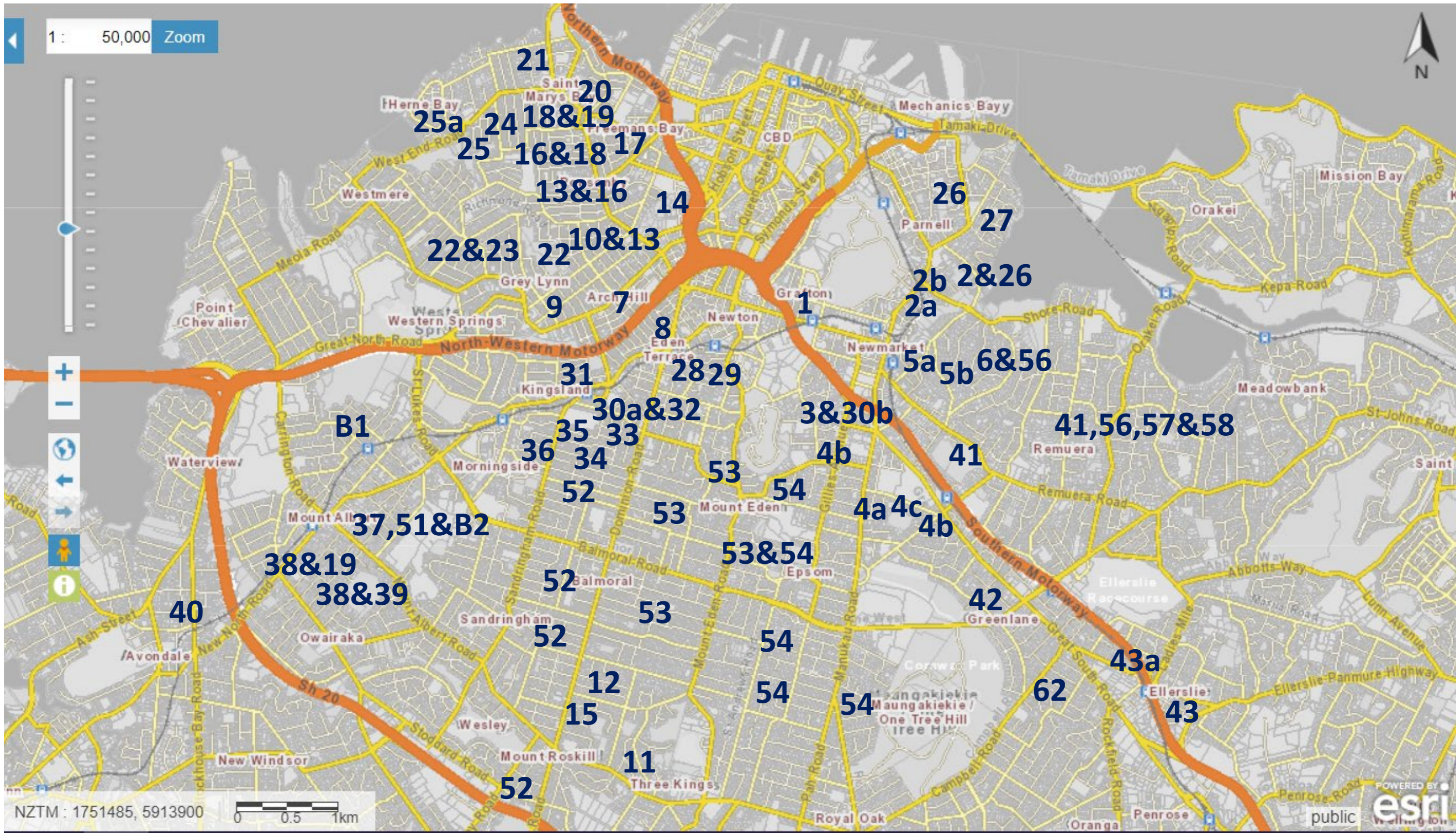
- Extending demolition rules to places that are not currently covered
- Managing a sub-area under a different overlay, where the values more appropriately align with that overlay, and which may also manage issues of fragmentation (e.g. an area managed as Isthmus A may better align with the values of Isthmus B)

Residential Findings Reports – maps to show area numbers





1: 50,000 Zoom



NZTM : 1751485, 5913900

0 0.5 1km

POWERED BY  
esri  
public

