

# **EXPRESSION OF INTEREST FOR REGISTER OF APPROVED URBAN DESIGN EXPERTS FOR CERTIFICATION**

<b>Date of issue:</b>	05 December 2025
<b>Closing Date and Time:</b>	Sunday 25 January 2026 at 11:59pm
<b>EOI information contact inbox and electronic submission:</b>	EMAIL: <a href="mailto:UDCertification@ccc.govt.nz">UDCertification@ccc.govt.nz</a>

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## Section A – Information and Background

### 1. Information and background

The Christchurch City Council ("the Council") is required by the Christchurch District Plan to establish a list ('Register') of Approved Urban Design Experts for Certification ('Urban Design Experts'). These experts will be able to provide certification that developments in the specific Commercial zones meet the urban design matters of discretion as part of the resource consent applications.

The standard consenting process where assessment against urban design matters is undertaken by Council staff is the default process when a resource consent is required. The urban design certification provides an alternative process under the District Plan that enables developments to evidence that they meet the urban design matters of discretion and thereby the general policy direction through certification provided by a Council approved expert.

Where certification is applicable to a proposal, the applicants (companies, organizations or private individuals) who wish to use the certification pathway are to directly engage an expert that is on the Register. The expert is to assess whether the development meets all of the matters set, and if so, they must include sufficient detail demonstrating how the matters are met and provide the urban design certification.

The purpose of this EOI is to select and admit suitably qualified and experienced urban designers to the Register. The appointments of experts to the Register will be for a term of up to five years. Council reserves the right to undertake reviews during this term at its discretion.

It is the Council's intention through this EOI that Urban Design Expert provide clear, concise responses to allow the Council to robustly evaluate Responses and create a Register of Approved Urban Design Experts for certification purposes only.

## Section B – Scope, Specification and Information Required

### 1. Scope and Specification

This document contains a summary of the appointment process to identify Urban Design Experts to be admitted to the Council's Register of Approved Urban Design Experts for Certification ("the Register"). These experts may be engaged directly by Applicants for the purpose of certification of proposals.

This EOI document includes the criteria for inclusion in the Register and instructions for how experts are to demonstrate their experience and expertise in the relevant areas. It also outlines the evaluation methodology (pass and fail attribute). The focus will be on non-price attributes given the Council will not be contracting these experts or paying for their services.

### 2. ADMISSION OF URBAN DESIGN EXPERTS

The Council intends to admit Urban Designer Experts to the Register. Where certification is applicable to a proposal, the applicants (companies, organizations or private individuals) who wish to use the certification pathway are to directly engage an Urban Design Experts within their areas of expertise for the purpose of urban design certification of RMA Resource Consent Applications.

The appointment to the Register will be for a term of five years commencing from March 2026 and on the terms and conditions as set out in the Letter of Appointment and the Code of Practice.

The Urban Design Expert will be appointed to the Register through a Letter of Appointment and will operate in accordance with the Code of Practice (annexed to this EOI in **Section E**).

## Section C – Schedule of Conditions to EOI

Clause number references refer to Section D (EOI Conditions)

Clause	Description	Condition										
2.4	Response Validity Period	90 days										
3.1	Last date for questions and requests for explanatory notices	Wednesday 21 January 2026 by 5:00pm										
3.5	EOI Information Contact Inbox	Email: UDcertification@ccc.govt.nz										
4.1	Closing Date and Time	Sunday 25 January 2026 at 11:59pm										
4	Submission of Response	<b>Respondents can submit via email</b> <a href="mailto:UDCertification@ccc.govt.nz">UDCertification@ccc.govt.nz</a>										
5.1	EOI Evaluation Methodology	Responses will be evaluated using the following pass/fail criteria: <b>ATTRIBUTES</b>  <table><tr><td><b>A. Qualifications</b></td><td>Pass/Fail</td></tr><tr><td><b>B. Urban Design Experience</b></td><td>Pass/Fail</td></tr><tr><td>    B1. Commercial Developments</td><td>Pass/Fail</td></tr><tr><td>    B2. Policy and Planning</td><td>Pass/Fail</td></tr><tr><td><b>C. Assessments</b></td><td>Pass/Fail</td></tr></table>	<b>A. Qualifications</b>	Pass/Fail	<b>B. Urban Design Experience</b>	Pass/Fail	B1. Commercial Developments	Pass/Fail	B2. Policy and Planning	Pass/Fail	<b>C. Assessments</b>	Pass/Fail
<b>A. Qualifications</b>	Pass/Fail											
<b>B. Urban Design Experience</b>	Pass/Fail											
B1. Commercial Developments	Pass/Fail											
B2. Policy and Planning	Pass/Fail											
<b>C. Assessments</b>	Pass/Fail											
5.2	Information to be submitted with the Response	<ul style="list-style-type: none"><li><b>Appendix 3</b> (Form of Response)</li><li><b>Appendix 4</b> (Conflict of Interest Declaration).</li></ul>										

## Indicative Timeline

Indicative timeline for the EOI process. The Council reserves the right to modify the steps and/or dates at any time, at its sole discretion.

EOI issued	Friday 05 December 2025
EOI close	Sunday 25 January 2026 at 11:59pm
EOI responses assessment	Late January 2026
Urban Design Experts advised of outcome of EOI	Mid-Late February 2026

## Section D – EOI Conditions

The General Conditions of this EOI.

### 1. DEFINITIONS

The following words and expressions (where they appear in this EOI and/or any attachments) have the meanings set out below:

**Closing Date and Time** means the deadline for Responses to be received as set out **Section C**

**Confidential Information** means information that (a) is by its nature confidential, (b) is marked as "Confidential" or (c) is provided "In Confidence"

**Conflict of Interest** means (a) where an actual conflict of interest currently exists, (b) where a conflict of interest is about to happen or could happen or (c) where other people may reasonably think that a person is compromised

**Council** means the Christchurch City Council

**EOI** means this Expression of Interest process

**EOI Documents** means the documents which are issued to Urban Design Experts

**EOI Information Contact Inbox** means the email inbox identified in **Section C**

**Evaluation Methodology** means the methodology set out **Section C**

**Urban Design Expert** means the person or entity that submits, or expresses an interest in submitting, a Response in response to this EOI

**Response** means the Urban Design Expert's submission responding to this EOI process

**Response Validity Period** means the period specified in **Section C**

**Schedule of Conditions to EOI** means the schedule attached as **Section C**

**Services** means the services set out in **Section B**

**Business day** means a calendar day other than any Saturday, Sunday or public holiday in Christchurch.

### 2. PREPARING A RESPONSE

#### EOI Documents

- 2.1 EOI Documents issued to Urban Design Experts for use in the preparation of a Response remain the property of the Council.
- 2.2 Any information provided by the Council has been provided to assist in preparing Responses. The Council does not represent or warrant the completeness or accuracy of such information. Urban Design Experts shall rely on all information at their own risk and are responsible for the interpretation of the information.

#### Urban Design Experts to inform themselves

- 2.3 Each Urban Design Expert shall be deemed to have examined the EOI Documents and any other information supplied in writing. The Urban Design Expert shall have undertaken all reasonable and practicable investigations, familiarised itself with the requirements of all relevant authorities, and have

satisfied itself as far as is practicable as to the correctness and sufficiency of its Response for the EOI before submitting a Response.

### **Response Validity Period**

- 2.4** The Response Validity Period is calculated from the date of closing of Response. The parties may agree to extend the Response Validity Period.

## **3. COMMUNICATIONS DURING THE EOI PROCESS**

- 3.1** The EOI Information Contact Inbox identified in **Section C** is the only address authorised to receive questions, requests for information or other communications by Urban Design Experts or related parties regarding this EOI. The EOI Information Contact Inbox may be contacted at the address listed in **Section C**, before the last date for questions and requests for explanatory notices as specified in the indicative timeline in **Section C**.
- 3.2** The Council shall not be bound by any statement, written or verbal, made by any person including the EOI Information Contact Inbox unless that statement is subsequently expressly incorporated in writing in the Agreement.
- 3.3** Where the EOI Documents issued are ambiguous or unclear to an Urban Design Expert, they may request the issue of an explanatory notice. If an explanatory notice is issued, it shall be sent to all Urban Design Experts registered for this process and shall upon issue become part of the EOI Documents. Requests for information or clarifications that relate solely to the Urban Design Expert's Response will be provided to that expert requesting the information for clarification only.
- 3.4** In the absence of an explanatory notice, Responses may be submitted subject to any reasonable interpretation of any ambiguity or uncertainty in the EOI Documents.
- 3.5** For enquiries that an Urban Design Expert considers to be of a private or confidential nature, contact should be made with the EOI Information Contact Inbox at the address listed in **Section C**.
- 3.6** When required, notification of Response clarifications, document amendments, and addendums will be emailed by the EOI Information Contact Inbox.
- 3.7** After the date for submission of Responses has closed, the EOI Information Contact Inbox may further communicate with Urban Design Experts directly in order to set meeting times, and advise the outcomes of the evaluation process.

## **4. SUBMISSION OF RESPONSE**

### **Closing Date and Time**

- 4.1** The Council requires that EOI Documents are submitted by the Closing Date and Time and in the form as set out in **Section C**. Each Response shall be identified as a Response for the particular EOI and addressed as required by the Schedule of Conditions to the EOI.

### **Extension of Closing Time and Date**

- 4.2** The Council reserves the right to accept a late submission or extend the Closing Date and/or Time for submissions at its sole discretion. Any late Response in respect of which the Council chooses not to exercise its discretion will be communicated to the submitter via direct contact.

### **Form of Responses**

- 4.3** Responses shall be prepared in the form required by the EOI Documents.
- 4.4** The Responses shall be signed by the Urban Design Expert.

**4.5** The cost of preparing and submitting a Response shall be borne by the Urban Design Expert.

#### **Warranties**

**4.6** The Urban Design Expert warrants that:

- (a) all information provided in response to the EOI is complete and accurate.

#### **Form of Agreement**

1. Any selected Urban Design Experts will be able to provide certification to the terms and conditions as set out in the Attached Letter of Appointment.

### **5. EVALUATION**

#### **Evaluation Methodology**

- 5.1** Subject to the provisions of these Conditions of EOI, the intended method of evaluation and weightings (where applicable) are as set out in **Section C**.
  - 5.2** Urban Design Expert shall submit with their Response full details of the attributes as set out in **Section C**.
  - 5.3** An Evaluation Team consisting of three Council staff members will evaluate the EOI proposals and make recommendations to the Council.
2. For the avoidance of any doubt the Council intends to appoint suitably qualified individuals to the Register of Approved Urban Design Experts for Certification from this EOI process.

### **6. RESERVATION OF COUNCIL'S RIGHTS**

**6.1** The Council reserves the right at its sole discretion to:

- (a) waive or change the requirements of this EOI process from time to time without prior (or any) notice being given;
- (b) seek clarification and/or an adjustment of aspects of an Urban Design Expert's Response;
- (c) immediately disqualify any Urban Design Expert that does not submit a compliant Response;
- (d) re-invite Responses on the same or any alternative basis;
- (e) amend or change the evaluation methodology and/or the weighting and/or any criteria;
- (f) to accept none or any of the Responses; or
- (g) at any time withdraw the EOI.

### **7. NO OBLIGATIONS**

- 7.1** No legal or other obligations shall arise between the Urban Design Expert and the Council in relation to the conduct or outcome of the EOI process.
- 7.2** The Council and its agents or advisors will not be liable in contract or tort or in any other way for any direct or indirect damage, loss or cost incurred by any Urban Design Expert or other person in respect of the EOI process.



## **8. GENERAL INFORMATION**

### **The Council to Make Enquiries**

- 8.1** The Council reserves the right to make enquiries regarding the Urban Design Expert and to consider relevant information obtained from any source in the evaluation of the Response. The Council may verify with any third party any information included in the Response or disclosed to the Council in connection with the Response.

### **Canvassing of Council Officers and/or Elected Members of the Council**

- 8.2** Any attempt made by an Urban Design Expert to influence the outcome of the EOI process by canvassing, lobbying or otherwise seeking support of the Council officers or elected representatives of the Council, shall be deemed valid grounds for the exclusion of that Response from the evaluation process.

### **Ethics**

- 8.3** By submitting a Response, Urban Design Experts acknowledge that they have not and shall not engage in any practices that gives one party an improper advantage over another, and/or engage in any unfair and unethical practices, in particular any collusion, secret commissions or such other improper practices.

### **Confidentiality**

- 8.4** The information supplied by the Council (either itself or through its consultants, agents or advisors) in connection with this Response, or any contract that arises out of it, is confidential. Urban Design Experts should not release or disclose any of the information to any other person (other than their employees or advisors), without the prior written consent of the Council. Any publicity or media statements also require the Council's prior written consent.
- 8.5** The Council is subject to the Local Government Official Information and Meetings Act 1987. Information provided by an Urban Design Expert may be required to be disclosed under that Act.

### **Due Diligence**

- 8.6** As part of the EOI process, the Council, together with its agents, professional advisors and/or consultants, may carry out due diligence investigations of any or all of the parties that submit a Response.
- 8.7** By submitting a Response, an Urban Design Expert consents to the Council (and its agents, professional advisors and consultants) carrying out all due diligence investigations of the Urban Design Expert as may be required by the Council, acting reasonably. The Urban Design Experts will promptly provide all information and answer all questions as may be required by the Council, acting reasonably, in carrying out such investigations subject only to:
- (a) confidentiality obligations owed to unrelated third parties (which if applicable, must be identified and, if then requested by the Council, the Urban Design Expert will take all reasonable steps to have such confidentiality waived to enable disclosure to the Council); or
  - (b) the rules of any stock exchange on which the Urban Design Expert or its parent company is listed (which, if applicable, must be identified).
- 8.8** By submitting a Response, each Urban Design Expert expressly acknowledges and agrees that the Council shall not have any obligation to enter into any agreement or arrangement with any Urban Design Expert if the Council is not satisfied, in its sole and exclusive discretion, with the outcome of its due diligence investigations regarding that Urban Design Expert.

### **Conflict of Interest**

- 8.9** Urban Design Experts shall complete the declaration at **Appendix 5** and disclose any potential Conflict of Interest that may arise. The Council shall, at its sole discretion, determine whether a conflict may prevent an Urban Design Expert's Response from being evaluated.

## Section E – Letter of Appointment

Through this EOI process, the appointment of the approved Urban Design Expert will be confirmed via a Letter of Appointment. This letter outlines the general terms and conditions for Urban Design Experts, which will apply while they are on the Register.

All EOI submitters should carefully review and confirm the following draft terms and conditions as set out in the appointment letter, before applying.

### APPOINTMENT LETTER DRAFT TERMS AND CONDITIONS

#### **Appointment**

1. *Council has considered your application against its stated evaluation criteria and requirements and hereby appoints you to the Register, and subject to the terms of this letter. For so long as you remain on the Register you shall be considered an approved Urban Design Expert under the Rule(s).*
2. *An applicant for a resource consent (**Applicant**) may, at their sole discretion, engage the services of an approved Urban Design Expert on the Register (including the Expert) to request certification under the Rule(s). Any such engagement shall be entirely independent of the Council. The Applicant and Expert's relationship shall be governed by the terms and conditions agreed by them.*
3. *Your appointment to the Register is personal to you.*
4. *Your appointment to the Register shall be for a term of 5 years from the date of the Letter of Appointment provided that:*
  - (a) *This appointment may be reviewed by the Council at any time during the term if a complaint is received or the Council deems that an audit of the Register is required;*
  - (b) *This appointment may be terminated by either the Council or the Expert by one month's prior written notice to the other; and*
  - (c) *The Council shall have the right to extend the initial term by a further period of 2 years by serving written notice on the Expert at least 3 months prior to the expiry of the initial term.*

#### **Register**

5. *The number of Urban Design Experts on the Register at any particular time shall be determined by the Council at its sole and absolute discretion.*
6. *The Council may:*
  - (a) *Maintain the Register as 'open' so that other suitably qualified, skilled and knowledgeable urban design professionals for approval by Council under the Rule(s) can apply for appointment to the Register, any new urban design expert appointed shall have an appointment period that matches the expiry time of the existing list;*
  - (b) *From time to time conduct an audit of the Register and review of the Experts on the Register at the Council's sole discretion, and at the Council's sole discretion terminate an Experts appointment with one month's notice or immediately in the case of a breach of the terms of this appointment letter;*
  - (c) *From time to time increase or decrease the size of the Register; and*
  - (d) *Change the criteria for future appointments to the Register.*

#### **Acknowledgements**

7. *The Expert acknowledges and agrees that:*

- (a) *Nothing in this (Appointment) letter:*
  - (i) *Evidences or constitutes a partnership between the Council and the Expert; or*
  - (ii) *Is to be construed as giving either the Council or the Expert the authority to bind the other in any way (including as agent or partner);*
- (b) *The Expert is not an employee of, or consultant to, the Council and the Council has no liability to the Expert under this letter including, without limitation, for payment of any fee, costs or losses whether direct or indirect;*
- (c) *The Expert's appointment to the Register does not guarantee any work and the Council is not obliged to procure that any Applicant engages the Expert during the term of the Expert's appointment to the Register;*
- (d) *In respect of any certification given by the Expert under the Rule(s), the Council is relying on the Expert's skill, care and diligence;*
- (e) *In providing certification under the Rule(s) the Expert must:*
  - (i) *Comprehensively review the design against the listed assessment matters in the applicable Christchurch District Plan rule(s).*
  - (ii) *Use the degree of skill, care and diligence reasonably expected of a qualified, skilled and knowledgeable urban design professional;*
  - (iii) *Operate within the area of expertise stated in the scope and specifications of the Expression of Interest; and*
  - (iv) *Ensure that any certification complies with the District Plan Rule(s) and any requirements of the Council communicated to the Expert from time to time by complying with the Code of Practice and by using the Council's certification template.*

### **Conflict of Interest**

8. *Where an Expert becomes aware of any actual, possible, or perceived conflict of interest issues arising out of the Expert's engagement by an Applicant (**Conflict**), the Expert shall disclose and resolve that Conflict with the Council either:*
  - (a) *Prior to the Expert's acceptance of the Applicant's engagement; or*
  - (b) *Immediately upon becoming aware of a Conflict where the Expert becomes aware of the Conflict after the Expert has begun working for the Applicant.*

## Section E – Code of Practice

Once appointed, Urban Design Certifiers will operate in accordance with the Code of Practice. All EOI submitters should carefully review and confirm the following draft Code of Practice before applying.

### **Draft Code of Practice:**

1. *To undertake a complete urban design assessment of the subject Resource Consent Application against the urban design matters stated in the relevant rules of the Christchurch District Plan.*
2. *To provide a certification to Christchurch City Council as the consenting authority, including sufficient detail as to how each matter is met, through the urban design assessment together with any supporting material that is integral to the understanding of the urban design assessment and the subject Resource Consent application.*
3. *I confirm that:*
  - *I will not operate outside of my area of expertise and professional competence;*
  - *I will provide a professional and objective review of the Applicant's proposal and will not serve as an advocate for the Applicant or their proposal;*
  - *I will review the Applicant's proposal in full and strive to undertake and report on a full, clear and accurate urban design assessment of the proposal, within the limitations of the information provided to me by the Applicant;*
  - *All information provided to me by the Applicant shall be made available to the consenting authority;*
  - *A full report of my review shall be provided to the consenting authority, including any supporting material;*
  - *I will not provide a certification to Christchurch City Council for a subject Resource Consent Application until I consider all urban design matters stated in the applicable rule of the Christchurch District Plan have been met.*
  - *I have no personal interest or gain from the proposal beyond providing my professional expertise to the Applicant for the purpose of the urban design assessment and certification;*
  - *I acknowledge that should I breach this Code of Practice that my urban design assessment shall be considered void by the consenting authority, and shall not be considered for the purposes of certification of the subject Resource Consent.*

## Appendix 1 – Key Information required from Urban Design Experts

The checklist below sets out the information that must accompany any Response. Please tick to indicate that the documentation is included.

Note: This form is for Urban Design Expert's use only and does not need to be returned to the Council with the Response.

Document	Included
Appendix 3 - Form of Response	<input type="checkbox"/>
Appendix 4 - Urban Design Expert's Response Form and Declaration including: <ul style="list-style-type: none"><li>• Part A – Referees</li><li>• Part B – Response to the Council's requirements</li></ul>	<input type="checkbox"/>
Check form of Response submission has been adhered to	<input type="checkbox"/>

## Appendix 3 – Form of Response

Response for:	EOI for Register of Approved Urban Design Experts for Certification
EOI Number:	33022119

### Urban Design Expert's acknowledgment

1. I, being the Urban Design Expert named below, acknowledge and agree:
  - a. that I am interested in participating in this EOI process;
  - b. that this Response is valid for a period of 90 days from the date of closing of this EOI; and
2. I understand that no legal or other obligations shall arise between the Urban Design Expert and the Council in relation to the conduct or outcome of the EOI process.
3. I attach the information required to be submitted with this Response (as set out in the Key Information checklist in **Appendix 1**), and confirm that all such information is complete and accurate.

Name of Urban Design Expert:	
Urban Design Expert's address:	
Urban Design Expert's telephone number:	
Urban Design Expert's email address:	
Signed by the Urban Design Expert:	
Date:	

## Part A - Referees

Please supply the details of three referees.

At least one referee must be a client where the Urban Design Expert has provided similar services (i.e. urban design assessments as part of RMA Resource Consent Applications) and one referee is to be an urban design peer that is registered as an UDIA urban designer or has worked in a senior urban design role for more than ten years. Referees, if contacted, will be asked to provide feedback on the services included as part of the application submitted in Part B.

Referee #1 (Client)	
Name of organisation:	
Name of referee:	
Relevance of this referee:	State why this referee is relevant to the Services being sought under the EOI.
Address:	
Telephone:	
Email:	
Services provided:	Summarise the nature of the services provided
Dates when provided:	State the dates when the services were provided

Referee #2 (Client)	
Name of organisation:	
Name of referee:	
Relevance of this referee:	State why this referee is relevant to the Services being sought under the EOI.
Address:	
Telephone:	
Email:	
Services provided:	Summarise the nature of the services provided
Dates when provided:	State the dates when the services were provided

Referee #3 (Urban Design Peer)	
Name of referee:	
UDIA Registration and/or years of experience in a senior role:	
Relevance of this referee:	State why this referee is relevant to the Services being sought under the EOI. Include level of familiarity with the applicants work, preferably one of the work examples provided.
Address:	
Telephone:	
Email:	



## Part B – Response to the Council’s requirements

To evaluate whether each Urban Design Expert has the capability and capacity to provide the Services required, each Designer will need **to provide answers to all items** in Part B below in full.

*These attributes are not necessarily the only criteria that will be evaluated, nor are they listed in any order of importance.*

Attribute (listed within the EOI)	Attribute Criteria	Application and supporting info to be provided (listed within the EOI)
A cover letter including a declaration that the information is true and correct.		
<i>Instruction for EOI</i>		
<b>A. Qualifications</b> Postgraduate qualification in Urban Design Membership of an institute or professional body governed by a code of ethics.	Pass/Fail	Attach a CV clearly demonstrating that the required post graduate qualification (minimum masters degree), professional institute membership and experience have been met. Including identifying where the qualification was gained and year of graduation. Provide copy of degree certificate and evidence of professional membership.  Postgraduate qualification in Urban Design: New Zealand Master of Urban Design degree or equivalent. Equivalent degree can be one of those degrees considered equivalent to the New Zealand Master of Urban Design by the Urban Designers Institute of Aotearoa (UDIA) <sup>1</sup> .
<b>B. Urban Design Experience</b> A minimum of 10 years’ experience in a senior urban design role, of which at least 5 years must be post-qualification in urban design, At least 2 years of the ten years to be in New Zealand.	Pass/Fail	
<b>B1. Commercial Developments</b> Providing design expertise to deliver urban design outcomes for commercial and mixed-use developments in city centres, metropolitan centres or town centres as defined in the National Planning Standard, or equivalent.	Pass/Fail	To demonstrate extensive knowledge and experience in commercial developments and policy and planning context, supported by project information as evidence.
<b>B2. Policy and Planning</b> Extensive knowledge and experience of relevant NZ legislation, particularly the RMA provisions relating to resource consents, and relevant policy and strategy.	Pass/Fail	

<sup>1</sup> As of the release of the EOI, the following degrees are currently considered as being equivalent to a Master of Urban Design attained in Aotearoa New Zealand (others may be added at the discretion of the UDIA): University of Sydney, University of Melbourne, University of Western Australia, Oxford Brookes University, University of Westminster, UCLA, UC Berkeley, Harvard University, University of Cape Town.

<p><b>C. Example of work</b></p> <p>Substantial experience preparing urban design assessments under the RMA; at least 10 urban design work carried out on significant development projects and of these at least 5 are to be urban design assessments relating to resource consent applications for commercial and/or mixed-use developments in a commercial environment<sup>2</sup>. Of the five assessments, at least two should relate to a building at a height of five storeys and above in a commercial zone.</p> <p>The examples provided must demonstrate well-reasoned urban design analysis and be supported by evidence, and clear use and understanding of urban design terminology.</p>	<p>Pass/Fail</p>	<p>List at least 10 examples of urban design work carried out on significant development or policy projects, as the urban design lead/sole author. Include project information stating the roles held, dates, client, scale, planning context and complexity of the project for each example.</p> <p>Provide in full, the five assessments relating to resource consent applications under the RMA for commercial and/or mixed-use developments in town centres, metropolitan centres or city centres as defined in the National Planning Standard, or equivalent. Two of these five assessments should relate to a building at a height of five storeys and above in a commercial zone.</p>
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<sup>2</sup> For the purpose of this EOI, this anticipates commercial environment that is in an established commercial zone rather than a newly established 'greenfield' commercial area.

## Appendix 4 – Conflict of Interest Declaration

Note: This form must accompany each submitted Response.

Response for:	EOI for Register of Approved Urban Design Experts for Certification
EOI Number:	33022119

### CONFLICT OF INTEREST DEFINITION:

A conflict of interest is a situation in which an Urban Design Expert could gain (or be seen to gain) an unfair advantage through an association with an individual or organisation. Associations include financial, personal, professional, family-related or community-related relationships.

- An *actual* conflict of interest is where there already is a conflict
- A *potential* conflict of interest is where the conflict is about to happen or could happen
- A *perceived* conflict of interest is where other people might reasonably think there is a conflict

### QUESTIONNAIRE:

Note: Each organisation involved in a joint Response must submit a *separate* questionnaire and declaration.

	Question	Response (Select one answer for each question. Select "potentially" if others could perceive that a conflict exists.)
1	Do you or any person in the Urban Design Expert's organisation have a close friend or relative who they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process?	[yes] / [no] / [potentially]
2	Has any person in the Urban Design Expert's organisation recently offered any special discounts, gifts, trips, hospitality, rewards or favours to any person they are aware is (or could be) involved in any evaluation or decision-making relating to this EOI process? (e.g. free travel, free samples for personal use)	[yes] / [no] / [potentially]
3	Is the Urban Design Expert aware of any person involved in any evaluation or decision-making relating to this EOI process having a financial interest in the Urban Design Expert's organisation? (e.g. the person is an employee of, or a shareholder in, the Urban Design Expert's organisation)	[yes] / [no] / [potentially]
4	Is the Urban Design Expert's aware of anything that might give the appearance that any person involved in the evaluation stage or decision-making stage of this EOI process is biased towards or against the Urban Design Expert's organisation? (e.g. the person has used the Urban Design Expert's organisation's corporate box)	[yes] / [no] / [potentially]
5	Is the Urban Design Expert's aware of any other arrangement it currently has, or clients it currently	[yes] / [no] / [potentially]

	provides works to that may give rise to a conflict with the EOI?	
6	Is there anything else that the Council should know?	[yes] / [no]

If the Urban Design Expert answered “**yes**” or “**potentially**” to any of the questions above, please set out the details of the situation below.

Declaration	Yes	No
The information provided in this form is true and correct.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if the information I have provided is not true and correct, the Council may terminate any future contract (if the Council has reasonably relied on the accuracy of information provided in this questionnaire), at any time and with immediate effect by written notice.	<input type="checkbox"/>	<input type="checkbox"/>

Signed by the Urban Design Expert:	
Name and title:	
Date:	