

LYTTELTON DESIGN REVIEW PANEL

TERMS OF REFERENCE NGĀ ĀRAHINA MAHINGA

13 April 2026

Convenor	At the commencement of each meeting the Panel will appoint a Convenor.
Membership	• Three design professionals with qualifications in architecture and/or urban design and demonstrated Lyttelton experience. • Two Community representatives with a demonstrated understanding of design and development. • A representative of Te Hapū o Ngāti Wheke with a demonstrated understanding of design and development.
Sponsor and/or Principal Advisor	Urban Designer Planner
Governance Support	Banks Peninsula Governance Advisor
Quorum	Three members of the Panel, two being design professionals
Meeting Cycle	As required
Reports To	Te Pātaka o Rākaihautū Banks Peninsula Community Board
Focus	Task based

1. Background/Context

- 1.1 At the Lyttelton/Mt Herbert Community Board meeting held on 20 July 2016 the Board established the Lyttelton Design Review Panel (the Panel).
- 1.2 The Panel will be a subordinate decision-making body of Te Pātaka o Rākaihautū Banks Peninsula Community Board (the Board) under the Local Government Act 2002. The Panel has an advisory role and does not have statutory decision-making powers.

2. Purpose and Responsibilities

- 2.1 The role of the Panel is to provide design advice to promote good design and a quality urban environment that expresses the local character and identity of Lyttelton.
- 2.2 The Panel may provide advice on developments that will trigger a restricted discretionary activity status within the Lyttelton Character Area Overlay in the residential zones, the Lyttelton Residential Heritage Area, or the Commercial Banks Peninsula Zone. If requested by the applicant, the Panel may consider applications from other zones.
- 2.3 In particular the Panel may provide advice in the following instances:

- 2.3.1 When resource consents are referred to the Panel by Council planning and urban design staff;
- 2.3.2 When requested to provide advice by a private individual either before or after a resource consent application has been lodged with Council or where considered by staff to be appropriate. Once an application has been formally lodged, the final development proposal may be re-considered by the Panel;
- 2.3.3 The Panel may provide advice to the Council or Council staff, as required, on significant Council projects or on the preparation of any plan changes or variations that have relevance to design issues in Lyttelton.
- 2.3.4 As requested by the Community Board, for example, should the Board need such advice in preparing a submission on a resource consent lodged with another authority, or with Environment Canterbury (ECAN).
- 2.3.5 As requested by any external body, e.g. ECAN, Historic Places Aotearoa, or Heritage New Zealand Pouhere Taonga.
- 2.4 The Panel will focus on how the building or development relates to surrounding public space and will especially consider how the proposal fits into and improves the existing environment. The Panel's advice should seek to:
 - 2.4.1 Support the existing pattern of streetscape and building form, ensuring that the site layout is appropriate to the local pattern of development including location of the building (s), landscaping, car parking and access:
 - 2.4.2 Ensure development maintains and/or enhances the landscape character, and amenity value is maintained/and or enhanced in both the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) and the Commercial Banks Peninsula Zone.
 - 2.4.3 Protect the heritage value of area, its structures, buildings, places and sites which have architectural, historical or cultural significance:
 - 2.4.4 Ensure the appropriateness of the architectural mass, form, proportion, setback, scale and materials of the building in relation to the built environment and the streetscape.
 - 2.4.5 In its considerations the Panel shall have regard to the following documents:
 - [New Zealand Urban Design Protocol \(March 2005\)](#)
 - [Greater Christchurch Urban Development Strategy](#)
 - [Greater Christchurch Spatial Plan](#)
 - [Christchurch District Plan](#) and associated design guides
 - [Lyttelton Town Centre Masterplan](#) and its principles for the recovery of Lyttelton from the 2010/2011 earthquakes.
 - [ICOMOS NZ Charter for the Conservation of Places of Cultural Heritage Value \(ICOMOS New Zealand Charter 2010\)](#)
 - 2.4.6 The Panel's recommendations, where they relate to the Christchurch District Plan matters of assessment or Town Centre design guidelines, may be incorporated into the staff planner's report to the delegated decision-making authority. While

staff will consider the Panel's advice, the requirements of the District Plan or established Council policy should take precedence over the Panel's recommendations where there are any differences.

3. Appointment of Members

- 3.1 Expressions of Interest for community representatives and design professionals will be publicly advertised. Community representatives may include Community Board members.
- 3.2 The Board will invite Te Hapū o Ngāti Wheke to nominate a representative, should they wish to do so.
- 3.3 The Board will appoint the Panel members by resolution at a Board decision meeting.

4. Administration

- 4.1 The Panel will meet on an as needed basis. In order to maintain the confidence of developers, meetings will not be publicly advertised and will be closed to all but the applicant's nominated representatives, the Panel and Council staff, unless expressly agreed by all the above parties.
- 4.2 At the start of each meeting the Panel will appoint a convenor.
- 4.3 Heritage New Zealand Pouhere Taonga or Christchurch City Council will be asked to provide a heritage technical advisor when relevant to the project under review.
- 4.4 The applicant is expected to attend the meeting, along with their designer, and present necessary information and respond to questions. Applicants will be advised that they cannot make any reference to the Panel or its recommendations in any media without the express permission of the Principal Advisor of the respective meeting.
- 4.5 Recommendations will be made by Panellists' consensus, whereby discussion will result in a set of recommendations and reasons for them with which all Panel members are in general agreement.
- 4.6 Members of the Panel will be bound by the Council's Code of Conduct for Elected Members, especially in relation to general principles of public life, disclosure of pecuniary and other interest, contact with media regarding Council and Committee decisions, and confidential information.

5. Panel Member Resignation

- 5.1 Any Panel member may resign by giving written notice to the Board. The vacancy will be filled by following the process as set out in Item 3 – Appointment of members.

6. Honorarium

- 6.1 Panel members will receive a \$200 honorarium per meeting per member and mileage reimbursements for travel at the Inland Revenue rate.

7. Delegations

- 7.1 There are no delegations provided to the Panel.

8. Status

- 8.1 The Lyttelton Design Panel does not have the status of a Committee, and the Council's Standing Orders accordingly do not apply to its meetings.

9. Term of the Panel

- 9.1 The term of office for the Panel is three years. The Panel will be discharged three months after the-Inaugural meeting of the Community Board, following the Local Government triennial election.