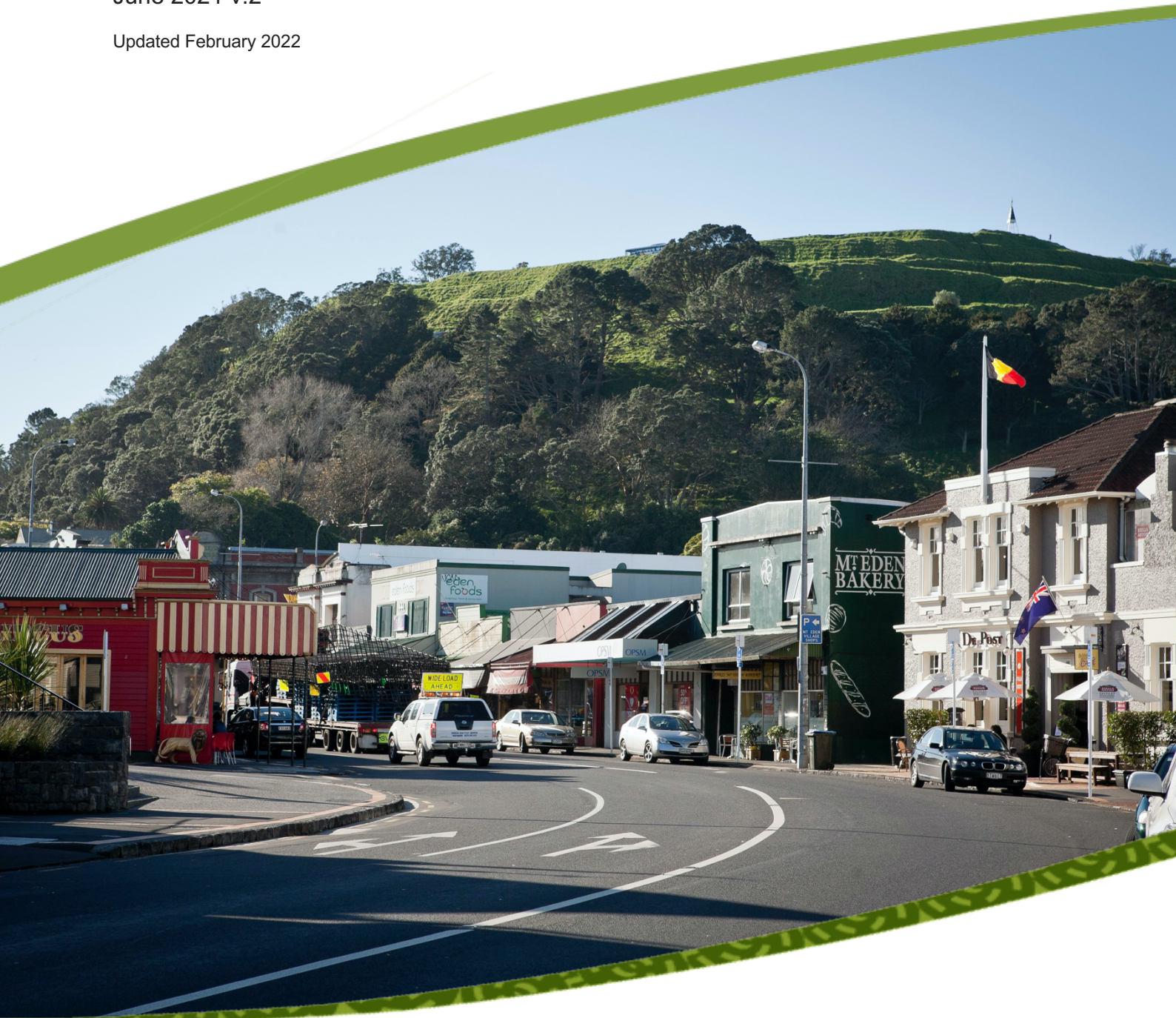


SCA Business Survey Guidance

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 resolved¹ 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 15²) for your area, and review the survey area map.

¹ PLA/2021/80

² Schedule 15 Special Character Schedule, Statements and Maps in the AUP (OIP)
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- 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 zone³.
- 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.

³ 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”.⁴ 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.⁵

- 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.

⁴ 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.

⁵ 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.

Very High (3)	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).
High (2)	The building generally retains its historical appearance from the verandah up, but shop fronts or other windows have been replaced. For example, a single-storey commercial building might receive a rating of “High” 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 “High” if it has had upper level windows sympathetically replaced within the original openings.

Moderate (1)	The building has some alterations above the verandah and the shop front is not intact, but it still retains much of its historical appearance.
Low (0)	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 ⁶ .
N/A / Not visible	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.

⁶ 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.

Contributing	Character defining	<i>The building makes a considerable contribution to the character of the area because of historical, physical and visual qualities.⁷</i> The building dates from the area's primary period of significance (or just beyond⁸) and reflects the physical and visual qualities identified in Schedule 15.
	Character supporting	<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.⁹</i> The building dates from the area's primary period of significance (or just beyond¹⁰) 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. Examples may include: • A modestly scaled and detailed building from the area's primary period of significance. • A prominent building from the area's primary period of significance that has undergone change such that its level of contribution is lessened. • 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. • A building from the primary period of significance that is located on a secondary street or is only partially visible from the street. <u>OR</u> The building dates from the area's secondary phase of development and demonstrates the physical and visual qualities that characterise the area. Examples may include: • A building from the secondary phase of development (where applicable) that is:

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

⁸ Up to 10 years post period of significance.

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

¹⁰ Up to 10 years post period of significance.

		○ a notable and largely intact example of its type; and/or ○ designed by a well-known architect; and/or ○ 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).
Non-contributing	The building does not contribute to the character of the area. The building post-dates the area's period(s) of significance so does not contribute to the historical values of the area. <u>OR</u> 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. <u>OR</u> 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.	
'N/A / Not visible'	Vacant sites, open spaces and any buildings that are not visible from the street should be recorded as N/A or not visible.	

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

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

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

Historic heritage flag	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.