

# design guidelines

The Design Guidelines are intended to reinforce the unique environment and desirability of The Links as a place to invest, live and enjoy. They are also intended to ensure that peoples' investment in quality design, landscaping and construction, will be matched by that of their neighbours.



This information represents the intended layout, design guidelines and size and shape of Lots.  
Final details may alter from the information contained within this brochure. Lot areas and dimensions are subject to final survey.

The Design Guidelines are also available for you to download in Adobe PDF format at [www.thelinks.co.nz/designguidelines.html](http://www.thelinks.co.nz/designguidelines.html)



## DESIGN GUIDELINES

### Why Have Guidelines?

An increasing number of families, acting individually or together, have been acquiring unique places to preserve and enjoy, and in the process creating a secure legacy for the future. The Links is one of these places.

These Design Guidelines are intended to reinforce the unique environment and desirability of The Links as a place to invest, live and enjoy. They are also intended to ensure that peoples' investment in quality design, landscaping and construction, will be matched by that of their neighbours. The Design Guidelines clearly describe the expected quality and character of development at The Links so that everyone is working towards the same vision.

### Who Decides?

Purchasers automatically become members of The Links Association. The Association will appoint a 'Design Review Panel' of qualified design professionals to review and approve all new architectural and landscape plans. Approval from the Panel must be obtained before applying to the Council for any Resource or Building Consent. A description of this process is included in the last section of the Guidelines.

The Guidelines are intended as just that. Creative design approaches that meet the intent of the Guidelines are encouraged. The Association's Design Review Panel (DRP) has the power to vary the Masterplan and the design guidelines if they believe that the quality and character of the proposed development will enhance The Links.

The Design Guidelines supplement the requirements of the District Plan, Building Act and other statutory documents. Any required resource or building consents are the sole responsibility of the owners. The Constitution of The Links Association and the covenants registered on each title outline these matters in more detail.

### What Character?

The main character elements to be considered in new development are the local landscape and architecture. Essentially the Design Review Panel (DRP) looks for two things:

- does the development 'fit' with its site and the local landscape?
- does it 'fit' with The Links concept?

The starting point is the setting of The Links and the opportunities presented to gain views and have access to open space. Buildings will be located to capture the sun and oriented to avoid excessively hindering the views of their neighbours. Roofs will reflect the slope of the gently rising landform and hills that form the site of the development. Natural materials, non-reflective finishes and concealed lighting will help new homes to blend with their surrounding environment.

While variety in architecture is expected (and encouraged), the Guidelines outline a number of preferred building forms and materials to provide design continuity throughout The Links.

In general, architecture with strong overseas connotations (Mediterranean, Tudor, Adobe etc) is not appropriate.

### The Links Home Owners Associaton

The Vendor has incorporated a Society which will undertake the function of The Links Homeowners Association ("The Association").

The Association shall be responsible for:

- (a) Maintenance of the design guidelines as set out here on.
- (b) Ownership and maintenance of the reserve areas.
- (c) Ownership and maintenance of any recreational facilities if and when constructed.

On the Settlement Date the Purchaser shall be required to become a member of the Association and shall make payment of the first year's subscription of \$500.00

The Annual Subscription shall be set by the Association but shall be no more than \$500.00 with annual CPI adjustments.

When the purchaser transfers the property to any other party, that party will become a member of the Association and the Purchaser shall have been deemed to have resigned.

## DEVELOPMENT STAGES

The Links Development has been divided into stages; 1, 2A, 2B, 3, 4 and 4A. There are variations to the District Plan requirements that will apply to these stages. These are primarily to do with allowable building heights. Within Stage 1 there are variations to the area available for building activity on some lots.

**Stage 1:** Lots 1-56.

**Stage 2A:** Lots 57-63, 120-136 **Stage 2B:** Lots 64-72, 117-119, 137-147.

**Stage 3:** Lots 100-115, 148-167.

**Stage 4:** Lots 73-89 and 91.

**Stage 4A:** Lots 110-111, 113-115, 148-159.

## ENVIRONMENTAL DESIGN – STANDARD CONDITIONS

### The Masterplan – Stages 1, 2A, 2B, 3, 4 & 4A

The Links Masterplan identifies a range of lot sizes that offers a variety of living environments set into a landscaped development that is owned partly by individual property owners and partly in common. The Masterplan shows the individual sites, the roading network, areas of revegetation, common lands, walkways and connections to Hickford Park and the coast beyond and other amenities.







## Professional Design

All new homes at The Links shall be designed by a suitably qualified and experienced designer, with the intention of attaining the aims of these guidelines. Standard builder designs, 'catalogue,' relocated, repetitive (except in specific locations as identified by the Developers), or kitset homes (unless approved by the DRP) will not be permitted.

The architecture should be informed by:

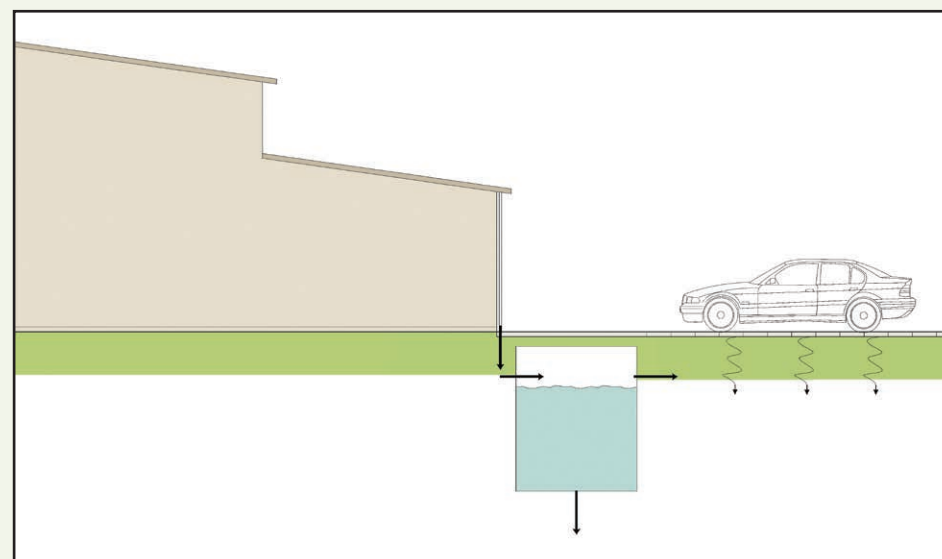
- the context
- the nature of the site
- views
- sun and prevailing winds

## Site Planning

- Buildings and structures must be located within the maximum height and setbacks (or yards) as stipulated within the District Plan. Refer to the Specific Conditions for additional rules that may apply to your neighbourhood unit.
- Building Development Areas are identified for some Lots within Stage 1. All building activity, parking areas, pools etc are to be contained within the Development Area as shown.
- The site plan should protect and work with the unique natural features of each site, where appropriate.
- Buildings should be set into the landscape and respond to the sheltering and shading provided by the surrounding landscape.
- Buildings should take advantage of views "framed" by landform and vegetation.
- Buildings should fit into rather than dominate the landscape.
- Views from, into, and past the site from other homes must be carefully considered.

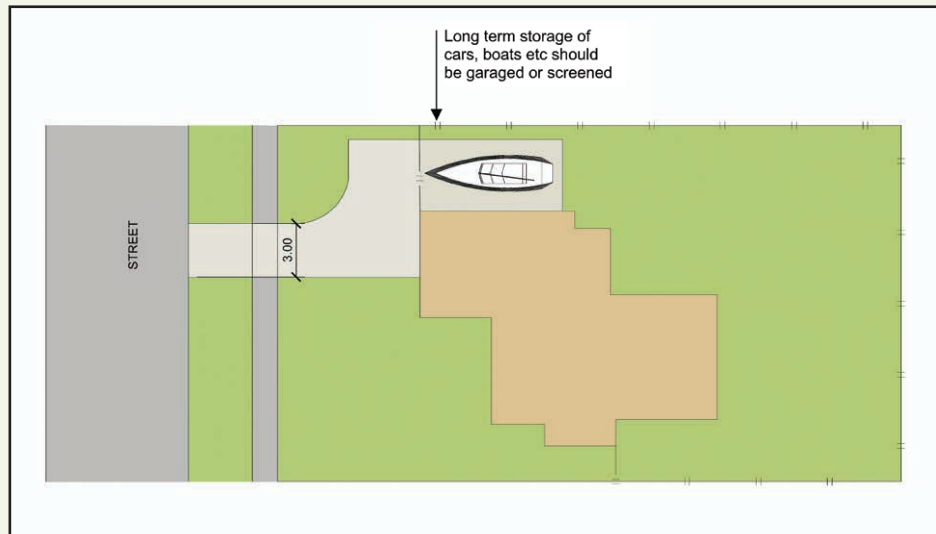
## Grading and Drainage

- All site and roof drainage shall be retained on site or directed to the reticulated stormwater system in accordance with the approved subdivision plan.
- Permeable paving shall be encouraged where the specific site conditions allow for this activity (Stages 1, 2A and 2B).
- Lots within Stages 3 & 4 will generally be drained to a reticulated stormwater system.



## Access and Parking

- Driveways and parking areas shall be paved, ideally with exposed aggregate concrete, paving stones or hot mix, to a maximum width of 3m. Suitable aggregate (shell, crushed limestone) driveways and parking areas may be permitted on flat sites.
- The amount of impermeable paving should be minimised.
- All vehicles (including motor cars, caravans, boats and jetskis, trailers, motorbikes etc) should be stored wherever possible in a garage.
- Vehicles that cannot be garaged should be stored behind your dwelling or behind suitable approved screening or landscape treatments, so as not to be seen from the street.
- Vehicles must not be stored on the road at any time.



## Accessory Buildings and Structures

- Garden sheds and any other structures over 2m in height and 5m<sup>2</sup> in area require the approval of the DRP.
- Swimming pools, tennis courts, decks, patios, pergolas and other landscape structures must be approved by the DRP and must comply with the appropriate Acts and regulations.
- All accessory buildings and structures must be designed and constructed to a quality similar to the principal dwelling.
- You must not live (or allow anyone to live) in a caravan, tent or any other temporary structure on your Lot.



## Fencing and Edges

- Fences, walls, retaining walls and hedges shall be constructed as allowed by the development covenants.
- Fences, walls and retaining walls shall be no higher than 2m from ground level.
- The type and appearance of fencing or walls is to be of comparable quality to the principal dwelling.
- Close-boarded timber fences will only be permitted along part of the side boundary to provide privacy and their location and extent must be approved by the DRP prior to construction. Chain-link fences and exposed concrete block walls (unless directly related to the architecture) will not be permitted.
- Informal edge planting, hedges, locally sourced stone walls and fences (e.g. post and rail) are preferred.
- 1.20metre high, visually permeable fencing (pool type) on the boundary with common reserves is encouraged.



## Planting

- Planting should be a combination of grass, groundcovers, shrubs and trees.
- Tree planting shall be undertaken with regard to views from neighbouring properties.
- All paving and planting is to be completed within 18 months of the home being occupied.
- Coastal hardy and drought-resistant plant species are recommended.
- A landscape plan is to be submitted for approval by the DRP at the same time as the plan for the principal dwelling.
- Plant species that are likely to become a hazard, encroach into revegetation areas or spread in an uncontrollable manner will not be approved.

## Lighting and Signage

- Exterior light fixtures should have covers or reflectors to direct light to the ground and shield the light source to prevent glare and light pollution affecting neighbours and the wider area.
- Selected letterboxes for use in The Links Development will be available through the outlets to be identified by the Developers.
- Signs are not permitted except as outlined in the Bylaws of the Homeowners Association.
- Builder's signage will only be allowed with prior approval from the DRP. Designs for builder's signage must be submitted at the time of final submissions for approval by the DRP.

### **Utilities, Services, and Infrastructure**

- All utilities and services shall be located below ground. No above-ground wiring will be permitted.
- Low flow plumbing fixtures and other water conservation measures are recommended.
- All heating and air-conditioning equipment shall be enclosed within the building envelope or otherwise screened from view.

### **Rubbish Bins**

- All rubbish bins and containers must be stored behind the dwelling, or behind suitable, approved screening or landscape treatments.
- Rubbish bins must not be left on the public road except for collection.

### **Working From Home**

The DRP recognises that many people operate an office or small business from their home. While not wanting to unduly limit the opportunities that come from working from home, certain restrictions on the types of activities that can be conducted from your home are required. These include:

- The DRP must be notified of any business activities you wish to carry out from your home.
- Signage is controlled by the bylaws of the Homeowners Association.
- Activities that are considered as offensive or disreputable will not be permitted.
- Noxious or disruptive activities will not be permitted.
- No dwelling may be used as a display home without notifying the DRP at the time of making your submissions.

### **Pets**

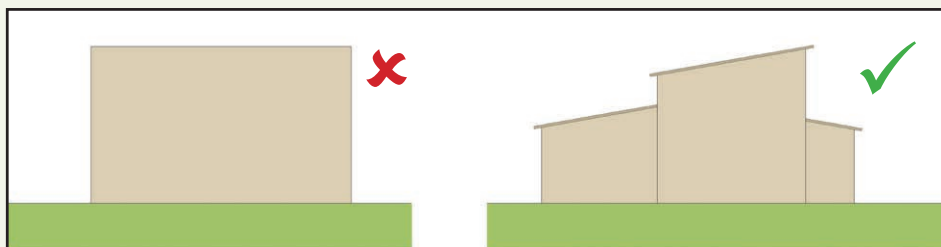
- Excessively noisy pets will lead to neighbourly disputes.
- Only common domestic pets are allowed. Livestock such as poultry, goats, pigs, horses or wild animals are not permitted.
- Residents must comply with NPDC District Plan and the relevant Bylaws in relation to the number of pets allowed in the Residential A Environment.



## BUILDING DESIGN – STANDARD CONDITIONS

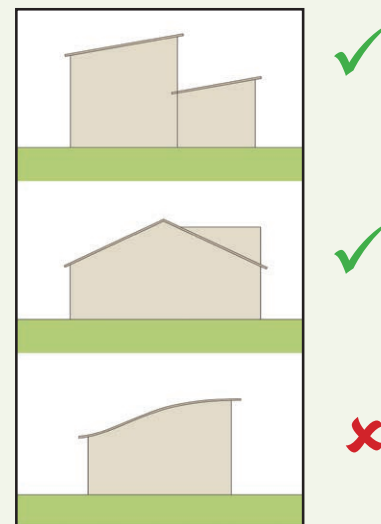
### Building Form and Massing

- All building sites that have been formed by the Developer can not be altered.
- All sites are subject to building height restrictions as per the District Plan and development covenants as set by the Design Review Panel. Refer to the Specific Conditions for additional rules that may apply to your neighbourhood unit.
- Larger, multi-level buildings should incorporate one storey elements or low eaves at the perimeter to reduce their apparent scale or 'bulk'. Second level floor areas should be minimised, hidden within the roof volume or stepped back.
- Larger buildings should be broken or "articulated" into smaller (yet connected) blocks, wings, or components for the same reason.
- While unique and creative designs are encouraged, designs that demand attention or dominate their site through exotic forms, colours, or finishes are inappropriate.
- Building designs that blur the distinction between indoor and outdoor spaces through loggias, pergolas, decks and courtyards are encouraged.



### Roofs

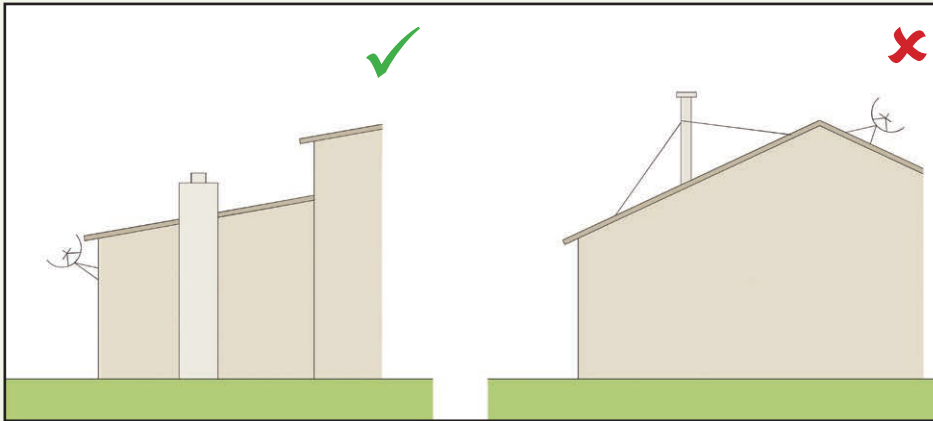
- Roofs that integrate buildings into the landscape, and strong sheltering roof forms with deep overhangs are encouraged.
- Simple hip, shed (mono-pitch), gable and dormer roof forms are appropriate in most cases. Exotic roof forms (e.g. compound curve) that demand attention and conflict with their setting will not be approved.
- All roofs should be neutral or dark colours: bright or very light (unless reflectivity is not an issue) roof colours will not be approved. Roofs shall have a reflectivity value of less than 25%.
- Appropriate roof materials include slate or bituminous slates, flat concrete tiles, cedar or profiled asphalt shingles, and oxidised copper. Roman-arch clay or concrete tiles, pressed metal tiles, and reflective roof materials are discouraged. Long-run metal roof profiles will be considered if these can be shown to have low reflectivity. Membrane roofing (ie Butynol) is acceptable dependant on colour and visibility.





## Chimneys and Rooftop Equipment

- Chimneys shall be carefully integrated with the overall building and roof design.
- All metal chimney flues and other roof penetrations should be enclosed or painted to make them less visually obtrusive.
- Large satellite dishes and antennae are not permitted. Small satellite dishes (under 1m circumference) and antennae will be considered, provided they are painted a dark colour and mounted in an unobtrusive location.
- Solar collectors and hot water tanks or other rooftop mechanical equipment shall be integrated with the roof design so as to be as unobtrusive as possible.



## Windows and Openings

- Deeply recessed windows and doors are encouraged.
- Large areas of curtain wall glazing and heavily tinted or reflective glass will not be permitted.
- Large areas of glass are to be shaded by projecting roof overhangs, balconies and other forms of sun-shade to minimise reflection onto neighbours' properties or off-site.

## Exterior Materials and Colours

- The preferred cladding materials are solid, “permanent” materials such as plastered concrete, timber siding (weatherboards including Linea), stained plywood, shingles and panelised cladding systems such as Titan Board.
- Lower quality vinyl siding, compressed board or proprietary cladding systems (e.g. ‘Hardiplank, Alucobond’) are generally discouraged.
- Brick and corrugated metal siding may be appropriate in some situations.
- The use of stack bond concrete block, especially when honed, is acceptable for use in a limited and controlled manner.



## SPECIFIC CONDITIONS

### Stage 1

- There is a general height restriction of 7.00m for all building within this neighbourhood unit.
- Where indicated on the Masterplan, some lots have an identified Development Area within the property. All building activity, parking areas, swimming pools etc must be contained within this area.
- All building activity, parking areas, pools etc are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc
- Lot 13: It is intended by the DRP that this lot will support a Sales Centre that will be temporary in nature. Dispensation will be granted to The Links to construct a kitset or non-permanent structure for this purpose.
- Lot 56: It is intended by the DRP that this lot will support 'villa' type housing. All building within this lot are to comply with the Design Guidelines and are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc

### Stage 2A

- There is a general height restriction of 7.00m for all building within this neighbourhood unit.
- All building activity, parking areas, pools etc are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc

### Stage 2B

- There is a general height restriction of 7.00m for all building within this neighbourhood unit.
- All building activity, parking areas, pools etc are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc

### Stage 3

- There is a general height restriction of 7.00m for all building within this neighbourhood unit.
- All building activity, parking areas, pools etc are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc.

### Stage 4

- There is a general height restriction of 7.00m for all building within this neighbourhood unit.
- All building activity, parking areas, pools etc are subject to the conditions of the New Plymouth District Plan regarding building envelope restrictions, yards etc.

## APPROVAL PROCESS

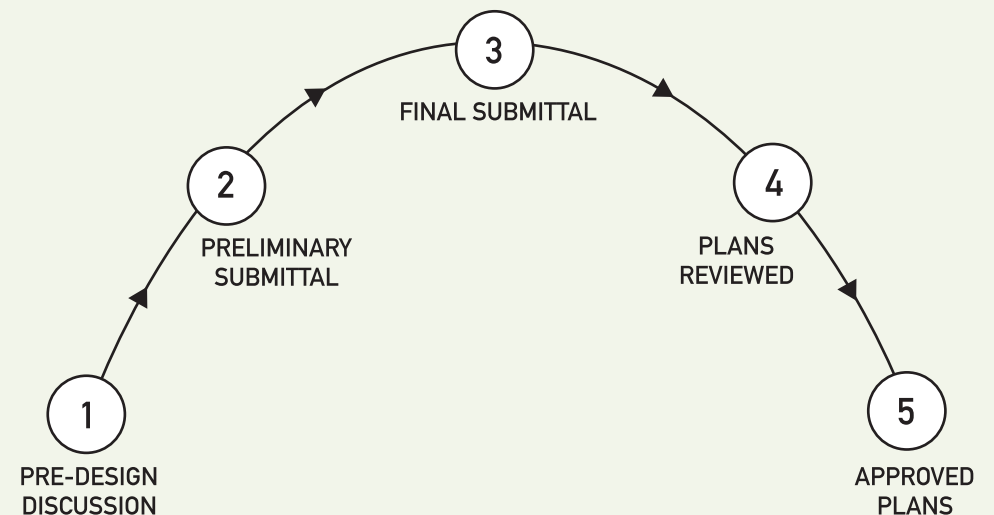
These Guidelines supplement, but do not replace, the requirements of the New Plymouth District Plan (New Plymouth District Council). Written design approval from The Links Design Review Panel (DRP) is required before application is made to the Council for a Resource or Building Consent, or any works begin. This includes any form of new construction, accessory buildings or structures, major landscaping and exterior alterations other than regular maintenance.

Resource or building consent applications made to the Council, or works initiated without the prior approval of the DRP, run the risk of violating the covenants registered on each title (refer to bylaws and rules of the Homeowners Association).

The design approval process (see chart) is as follows:

1. Pre-design discussion (recommended)  
We suggest that the owner and their design team contacts the Design Review Panel to discuss initial ideas and ensure the project is headed in the right direction.
2. Preliminary Submittal  
(one set of preliminary drawings – see checklist)  
Review of concept plans by the DRP to discuss site planning, landscape and building concepts and provide comments prior to the owner's design team commencing detailed design drawings.
3. Final Submittal  
(one set of final drawings and supporting information- see checklist)  
Final review of the detailed architectural and landscape plans by the DRP. Formal written approval by the DRP is required before the Owner, Designer or Builder can make application for Resource or Building Consent and begin any works on site.
4. Plans are reviewed by the DRP within 15 working days of a complete final submission being received.

5. Approved plans will be returned to the Owner. In the event of non-approval by the DRP the Owner and / or their designer may work with the DRP to obtain approval. This will attract an additional cost to the submitter. The rate shall be determined at the time between the DRP and the submitter.
6. The Owner may apply for and acquire the Resource Consent and Building Permit from Council once DRP approval is obtained.
7. The Owner contacts the DRP when the house and landscaping is complete.
8. In the event that the DRP refuses to approve a design, an appeal directly to the Association may be made. The expense of this appeal and costs of any arbitration will be borne by the appellant.
9. There is a standard fee of \$550.00+GST per DRP application to be paid at the time of the Preliminary Submission. The fee covers the items listed in steps 1-5 above.





## BUILDING IN HARMONY

The cooperation of owners, builders and subcontractors is sought to ensure that the environment of The Links and peace of adjoining neighbours are not unnecessarily disrupted during construction.

### (a) Construction Time Limit

While there is no time limit for Owners to build, once construction has started, the exterior of all buildings must be complete within 12 months and all landscaping must be completed within 18 months of the date of commencement. All un-built sites shall be grassed, kept mown to a height not exceeding 100mm and maintained by the Owner to best horticultural practice. Sites that are not maintained to an acceptable level will receive remedial maintenance by an approved contractor appointed by the Developer. The costs of this maintenance will be passed onto the Lot owner.

### (b) Legal Surveys and Grades

It is suggested that the Owner, the design team and builder first visit the site and inspect legal, grade, easement, and other engineering plans to ensure that there is no conflict between driveway / pathway locations, signs, electrical and telephone services, etc. Survey information is available from the Developer.

### (c) Survey Stakes and Markers

Each lot will be staked at all corners with wooden pegs. Builders (and their subcontractors) must be very careful when working around these pegs. The Homeowners Association accepts no responsibility for their replacement or for locating pegs that are buried. Costs for replacement of pegs shall be charged to the Owner.

### (d) Erosion Control and Damages During Construction

All disturbed areas of the site shall be protected from wind and water erosion during and after the construction period. All earthworks shall be re-vegetated within one month of completion by either the spreading of a grass seed mix (perennial rye grasses and clover - do not use Kikuyu or other problem grasses) or by planting groundcover.

### (e) Damages During Construction

Damage caused by the Builder to services such as roads, curbs, street trees, cesspits, lights, power, sewers, etc. adjacent to any lot will be charged to the Owner. The Owner must immediately notify the Homeowners Association in writing of any damage to services.

### (f) Construction Storage

All construction materials, rubbish, and excavation materials, shall be stored within the boundaries of the site. Builders shall provide adequate rubbish containers on the site and control waste materials so as to prevent dispersal by wind onto other properties. No fires are permitted. If proper clean up does not occur, debris will be removed and the costs charged to the Owner.

### (g) Right of Refusal

The DRP retain the right, at their sole discretion, to refuse approval of any plans that, in its sole opinion, does not meet its expected minimum standards of design quality or the appropriate character of design and development.

### (h) Definitions

All definitions are those contained in the Proposed District Plan, except that:

“Association” means: The Links Homeowners Association.

“Builder” means: the building contractor and any sub- contractors and trades hired and paid by the lot owner to develop and build on the Site.

“Design Review Panel” means: the committee members from time to time appointed The Links Homeowners Association to consider design approval applications by Owners.

“Developer” means The Links Coastal Development Ltd.

“Grades” and “Grading” means: the finished site elevations and the direction of slope approved at time of subdivision.

“Masterplan” means: the The Links Masterplan as may be amended from time to time according to the Rules of The Links Homeowners Association.

“Owner” means: the owner of the Site or his / her designate.

“Site” means: the land or lot purchased and held by the Owner.

**(Remember to have a professional advisor check all details before proceeding)**

## CHECKLIST - PRE DESIGN DISCUSSION

There are no strict information requirements at this stage. Applicants should have a clear picture of the style of house and this could be supported with images from sales brochures and/or magazines

### Preliminary Submission

- ☐ Information is to concept level of development
- ☐ Site plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Sections
- ☐ Information on materials and colours should be included on the plans
- ☐ Payment of fee

### Final Submission

- ☐ Information developed to building permit level
- ☐ Site plan showing levels, any retaining walls, boundary setbacks, yard requirements and services etc.
- ☐ Floor Plan
- ☐ Elevations
- ☐ Sections
- ☐ Details
- ☐ Landscape plan identifying plants and surface treatments
- ☐ All fixtures (air con, satellite dishes, solar panels etc) should be clearly identified

Information can be supplied in digital format or paper (hard copy) and should be addressed to:

### THE LINKS DESIGN REVIEW PANEL

C/O Boffa Miskell  
PO Box 91250  
Auckland 1030  
or by email: [thelinksdrp@boffamiskell.co.nz](mailto:thelinksdrp@boffamiskell.co.nz)



## A. OWNER DETAILS

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
HOME PH: \_\_\_\_\_ MOBILE PH: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## B. ARCHITECTURE/DESIGNER DETAILS

NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ MOBILE PH: \_\_\_\_\_  
FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## C. HOUSE DETAILS

LOT NO: \_\_\_\_\_ LOT AREA: \_\_\_\_\_  
ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED FINISH DATE: \_\_\_\_\_  
BUILDER (IF KNOWN): \_\_\_\_\_

## D. ATTACHMENTS

- ☐ \*FEE PAYMENT
- ☐ \*SITE PLAN WITH NORTH POINT
- ☐ \*FLOOR PLANS
- ☐ \*ELEVATIONS
- ☐ LANDSCAPE PLAN
- ☐ FENCING PROPOSAL

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C/O Boffa Miskell  
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Auckland 1030  
[thelinksdrp@boffamiskell.co.nz](mailto:thelinksdrp@boffamiskell.co.nz)





  
[www.thelinks.co.nz](http://www.thelinks.co.nz)