

Upper Hutt City Council

Sculpture guidelines

Introduction

Any proposal to install a sculpture within Upper Hutt on public land is required to follow a two step process. It must first receive approval from the Sculpture Project – Community Advisory Panel (Sculpture Advisory Panel) in respect of artistic merit and secondly it must be approved by Council in respect of location, safety and consent requirements. Both the approval process and requirements are outlined within these guidelines.

Scope

All sculpture installations on publicly owned land, whether permanent or temporary, must go through the approval process. This includes publically and privately funded sculpture, applications requesting public funding for sculpture (including Creative Communities Funding), and sculpture commissioned by the Upper Hutt City Council.

'Sculpture' in respect of this policy includes any physical art-form that has a 3-dimensional appearance. I.e. this excludes murals, paintings etc.

'Public land'- means publically owned land within the boundaries of Upper Hutt City.

Process on where and how sculptures can be established

The process for gaining Council approval to install a sculpture on public land is as follows:

Step 1

- a. Applicant prepares application package, including items identified on the 'Sculpture in public places - checklist form'.
- b. Applicant requests a meeting of the Sculpture Advisory Panel and submits application.
- c. Council convenes a meeting of the Sculpture Advisory Panel.

If given approval by the Sculpture Advisory Panel, the applicant can move to step 2.

The applicant must return to the Sculpture Advisory Panel for re-approval should any significant change occur in the proposed scope, materials, design, or location of the sculpture after step 1 approval has been gained. The Sculpture Advisory Panel and Council officers will determine whether re-approval is necessary.

Step 2

- a. Applicant receives a letter from the Chair of the Sculpture Advisory Panel noting the Panel's approval of the sculpture, subject to Council approval.
- b. Applicant requests a Council departmental approval of the proposal. The applicant must obtain written approval, and resource/building consents where required, from the following departments:



- i. Asset Management and Operations Department – location and structure approval (in respect of sculpture strength, stability and structural soundness, size, fixtures, possible safety or obstruction concerns, site lines, traffic implications, underground services impact, lighting requirements etc).
 - ii. Planning and Regulatory Services Department – building consent and resource consent approval.
- c. Applicant provides a copy of all items identified on the 'Sculpture in public places - checklist form' to Council to support the application.

Final approval

An application is deemed to be approved if the applicant has received written approval from the Sculpture Advisory Panel, the Asset Management and Operations Department, the Environmental Services Department and building and or resource consents if required.

Sculpture Project – Community Advisory Panel guidelines

All public sculpture projects proposed within the city of Upper Hutt must be reviewed and approved by the Sculpture Advisory Panel. The Panel's purpose is to make recommendations to the Council, concerning the acquisition, placement and presentation of high quality visual art on public land throughout Upper Hutt.

The panel is comprised of the following representatives: one from Orongomai Marae, the curator from Expressions Arts and Entertainment Centre (or the Exhibitions Officer in the event the curator is unavailable), three Upper Hutt community representatives with arts knowledge, additional co-opted arts expertise as required¹, a representative from Experience Upper Hutt², and the Director of Business Development Services. Five members must be present for a decision to be valid.

Quorum: Five members

Meeting frequency: dependant on need

The Sculpture Advisory Panel will review the application and evaluate it with regard to the following:

- 1 artistic merit (this is the primary consideration - the quality and impact of the work needs to make an enduring contribution to Upper Hutt's urban landscape)
- 2 appropriateness of the proposed site
- 3 compatibility in scale, material, form and content of the work with the surrounding area
- 4 relationship within the city's collection (which strives for diversity in style, scale, media and artists)
- 5 structural and surface soundness, including safety considerations and inherent resistance to theft, vandalism, and weathering
- 6 feasibility, professional experience and likelihood of artist's ability to complete the proposed work
- 7 adherence of and commitment to Upper Hutt City Council's vision and objectives

¹ (M.P 1, Facilities and Services Committee, 04/02/2004)

² (M.P.C.26, Policy Committee, 10/08/2008)



- 8 a level of enrichment for the Upper Hutt Community and recognition that it may represent a reflection of Upper Hutt to the wider region
- 9 the sculpture should respond to and fit in with the Upper Hutt landscape and elements, whilst also being tactile, durable and safe
- 10 the proposed location of the sculpture, which may represent a potential point of/for observation, which may cause public congestion and/or provide additional opportunities for education, interpretation or narrative

Preparation of the application

Final approval of all applications rests with the Sculpture Advisory Panel. Prior to final approval the applicant must first compile the required items listed on the 'Sculpture in public places - checklist form'.

Application requirements:

- 1 a completed 'Sculpture in public places checklist form', available from:
 - a. the website www.upperhuttcity.com or
 - b. Reporting Officer
Upper Hutt City Council
Civic Administration Building
Private Bag 907
Upper Hutt 5140

Council contact person is:
Reporting Officer (04) 527 2169
- 2 detailed drawings of the proposed work including dimensioned elevations and plans
- 3 specification of all materials to be used, including color palette and engineering specifications and drawings for all components
- 4 a site plan indicating proposed location and scale
- 5 specification of the foundation, specific to the agreed site, including a description of fixing methods and necessary equipment to be required for installation, i.e. a footing and foundation plan
- 6 a lighting schedule (if required)
- 7 relevant consultant(s) reports (e.g. an engineer's report) on all structural elements of the proposed work including maintenance requirements
- 8 a schedule of any consultants and proposed subcontractors
- 9 coloured, scale illustrations of the work graphically superimposed on coloured photographs of the site from at least two different angles (optional)
- 10 an indicative budget of all costs associated with fabricating and installing the proposed sculpture, including artist's fee, material and fabrication costs, consultant fees, earthworks and foundation construction, transport and storage costs if any, insurance (up to completed installation of the sculpture), lighting, landscaping and any other installation costs
- 11 confirmation that copyright on the finished sculpture will be held by Upper Hutt City Council, or in the event this is not possible, agreement to a clause in the commissioning contract that the sculpture is not to be repeated in the Wellington region



- 12 the résumé of the artist and examples (slides, photographs, models, etc.) of previous work, including a sample of other public art projects if available. Applicants must exhibit their ability to complete the project within the outlined budget, schedule and guidelines.

Prior to advancing to step 2, provision of a sculpture approval letter from the Chair of the Sculpture Advisory Panel.

Responsibilities/conditions

- 1 The applicant is responsible for monitoring the application's progress through the review process, as well as all phases of the design and execution of the work.
- 2 All structures must be erected at the cost of the applicant, unless otherwise agreed by Council. If an applicant has applied for a grant to pay for the structure, it is advised that the grant amount requested also include installation of the structure.
- 3 For any applications requesting grant funding, it must be noted on the application that regardless of funding being approved, final sculpture approval is subject to approval from the Sculpture Advisory Panel and Upper Hutt City Council (in respect of location, safety and consent requirements).
- 4 All structures on public land would be vested in Council as an asset, hence all ongoing maintenance and insurance would be the responsibility of Council.
- 5 As a condition of approval for any new sculpture, Council reserves the right to remove it at any time, for any reason, in particular, in respect of safety, changes to the cityscape, access to utility services and maintenance reasons.
- 6 In the event that a sculpture is to be removed, if possible, contact is to be made with the artist/donor in regards to its future location/purpose.

Guidance

For those requesting Council guidance as to the look and feel of any new sculpture for Upper Hutt, they are to be referred to the Sculpture Advisory Panel, the Upper Hutt Vision, and the Arts Culture and Heritage Strategy.

Guidelines review

These guidelines will be reviewed in conjunction with the development of the Arts, Culture and Heritage Policy.

