

Upper Hutt City Council

Sculpture in public places – checklist form

	Application requirements:	✓ or ✗
1.	Detailed drawings of the proposed work including dimensioned elevations and plans.	
2.	Specification of all materials to be used, including colour palette and engineering specifications and drawings for all components.	
3.	A site plan indicating proposed location and scale.	
4.	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.	
5.	A lighting schedule (if required).	
6.	Relevant consultant(s) reports (e.g. an engineer's report) on all structural elements of the proposed work including maintenance.	
7.	A schedule (list) of any consultants and proposed subcontractors.	
8.	Coloured, scale illustrations of the work graphically superimposed on coloured photographs of the site from at least two different angles.	
9.	A complete budget of all costs associated with fabricating and installing the proposed sculpture.	
10.	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.	
11.	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.	

These guidelines are available from the website www.upperhuttcity.com or the Council's Reporting Officer, Upper Hutt City Council, Civic Administration Building, Private Bag 907, Upper Hutt 5140.

For internal use only:	Yes or no
An approval letter from the Chair of the Sculpture Advisory Panel.	
Environmental Services Department – written approval provided, including building consent and/or resource consent.	
Asset Management and Operations Department – written approval provided. Items considered include: location and structure approval (in respect of sculpture strength, stability, size, fixtures, possible safety or obstruction concerns, site lines, traffic implications, underground services impact, lighting requirements, consultant reports etc).	

