



Guidance for councils preparing housing and business development capacity assessments

Executive summary template

Background

Under the National Policy Statement on Urban Development (NPS-UD), local authorities are required to prepare housing and business development capacity assessments (HBAs). These inform council decisions on how and where housing growth will occur.

Purpose

This executive summary template can be used by councils when preparing their HBAs. Using it is optional, and councils do not have to replace their existing approach to executive summaries with it.

Notes

In both tables, demand can be expressed as the total for the entire city or district, with further breakdowns by location given in the body of the HBA. Councils can also break down by location in the table if they wish.

Business land demand and capacity must be broken down as commercial, retail or industrial at a minimum, as reflected in table 2. Councils can break this down further and alter the business land table as required.

Bold comments in the templates are to assist with filling out the template and should be removed from the final HBA document.

Table 1: Residential land

Housing demand and development capacity	Attached dwellings	Detached dwellings
<p>Estimated housing demand (Expressed as number of dwellings using the most likely projection. Other projections and methodologies should stay in the body of the HBA).</p> <p>Note: data and methodology limitations mean demand estimates are inherently uncertain. A range of demand projections can be found in section xx/on page xx.</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:
<p>Additional housing demand with the competitiveness margin¹</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:
<p>Plan-enabled housing development capacity</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:
<p>Plan enabled and infrastructure-ready housing development capacity</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:
<p>Plan-enabled, infrastructure-ready, feasible and reasonably expected to be realised housing development capacity</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:
<p>Housing development capacity surplus/deficit (Where there is a deficit, after the template(s) briefly outline where this is expected to occur and the extent to which RMA planning documents, a lack of development infrastructure, or both cause or contribute to this deficit.)</p>	Short term:	Short term:
	Medium term:	Medium term:
	Long term:	Long term:

¹ A competitiveness margin is a margin of development capacity beyond the expected demand that tier 1 and tier 2 local authorities are required to provide, that is needed to support choice and competitiveness in housing and business land markets.

Table 2: Business land

Housing demand and development capacity	Commercial	Industry	Retail
<p>Estimated business-land demand (Only the most likely projection. Other projections and methodologies should stay in the body of the HBA.) (Business-land demand must be expressed in either hectares or floor areas.) Note: data and methodology limitations mean demand estimates are inherently uncertain. A range of demand projections can be found in section xx/on page xx.</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:
<p>Additional business-land demand with the competitiveness margin</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:
<p>Plan-enabled business land-development capacity</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:
<p>Plan-enabled and infrastructure-ready business land development capacity</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:
<p>Plan-enabled, infrastructure-ready and suitable for each business sector</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:
<p>Business land development capacity surplus/deficit (Where there is a deficit, after the template(s) briefly outline where this is expected to occur and the extent to which RMA planning documents, a lack of development infrastructure, or both cause or contribute to this deficit.)</p>	Short term:	Short term:	Short term:
	Medium term:	Medium term:	Medium term:
	Long term:	Long term:	Long term:

Table 3: Summary table

Issue	Summary [ideally keep this table shorter than one page]
How do the relevant councils support the provision of infrastructure (eg, planning decisions)?	
How does the district plan contribute towards meeting the current and likely future demands for housing from Māori?	
How does the district plan contribute towards meeting the current and likely future demands for housing from different groups in the community (eg, elderly, students, low-income households, renters, homeowners)?	

