



Guidance for Designed Assessments for Green Star Buildings

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Version Control

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Introduction

Purpose of this document

The purpose of this document is to:

- Define the purpose of a Designed Assessment
- Provide guidance to Project Teams preparing and submitting a Designed Assessment under Green Star Buildings.
- Provide guidance to Project Teams and Certified Assessors on expectations for recommended evidence in Designed Assessments.

This guidance does not amend the Submission Guidelines and is intended to be supplementary. If a misalignment is found, the Submission Guidelines take precedence.

The guidance document was developed in consultation with the Assessment Panel and Project Teams.

Applicability of this document

This document applies to projects registered under Green Star Buildings and undergoing a Designed Assessment.

What is a Designed Assessment?

Purpose of the Designed Assessment

The *Green Star Designed* assessment is an optional assessment of progress to date. The purpose of the Designed Assessment is to have an Assessor provide feedback on how the project is tracking for the Certified submission and assessment. Note that the Designed Assessment is not intended to provide design advice, but is to provide feedback on whether the project is on-track to achieve the credit criteria targeted. As part of the Designed Assessment, the Assessor will be looking for more than just a commitment to meeting credit criteria, but will be seeking evidence of the intended approach to achieving the credit.

While the Designed Assessment process is a valuable tool to ensure progress in the right direction, it does not guarantee a Certified rating. However, the Designed Assessment allows you to communicate to your client and their stakeholders that your project is on track to be 'Certified'. If undertaken prior to the commencement of construction, this can provide good feedback on the project's intended approach as it progresses towards practical completion.

As the intent of the Designed Assessment is to provide feedback on how the project is tracking towards meeting the requirements of the rating tool, there is no requirement for a minimum number of credits for submission. Project teams may elect to submit only a selection of credits to receive feedback on how the project is tracking on those credits. However, if the project wishes to market that the design is on-track for a 4/5/6 star rating, the project will need to demonstrate that the project is on track to meet the required target points.

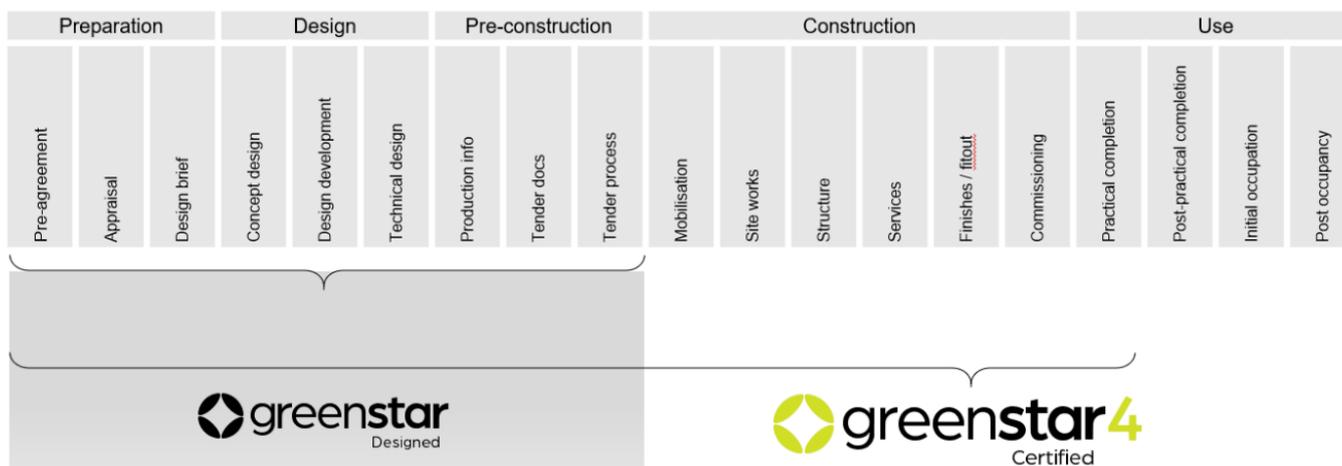
When can I submit for a Designed Assessment?

Project teams may nominate the project stage for which the Designed submission is made. This is on the basis that submissions take time to compile, projects are not static, and project teams may wish to submit for Designed assessment at a specific project stage for a specific purpose. Note that the nominated project stage must be clearly outlined in the submission.

Whilst the project team may nominate the project stage, the project team must take note of how this influences the level of risk mitigation and benefit provided by undertaking a Designed Assessment. The Designed submission must make clear what stage the project is at, the level and stage of documentation being provided, and be consistent in the submission evidence.

Project teams generally find it most beneficial to undertake the Designed Assessment at the detailed design or tender stage to ensure the project is on track to achieve the Certified rating before proceeding to construction. Likewise, projects will receive more meaningful Assessor feedback and have more points awarded when there is sufficient documentation to demonstrate outcomes are in the process of being delivered.

Note that the Designed Assessment must be completed prior to practical completion. Designed submissions will not be accepted where practical completion is already achieved.



Nominated stage for submission	Rationale	Implications
Prior to Design Development	<p>Submitting prior to design development and using documentation typically available at this stage (e.g., specifications, briefs or principals project requirements) allows projects to receive feedback on whether the proposed pathway/documentation is on track, and provides assurance for projects that are confirming sustainability commitments. It may also provide assurance to clients and project teams that sustainability requirements have been communicated effectively to tenderers.</p>	<p>Submitting early means that documentation will be less developed and based on concepts and initial intentions, which may change during design development and not reflect the final project. The project team must recognise that there may be a gap between this early assessment and the final Certified Assessment.</p> <p>Submitting early also means that the project may not be able to target certain credits at the Designed Assessment, as there might not be sufficient evidence available to demonstrate the project can reasonably achieve the credit at Certified.</p>
During Design Development	<p>Submitting during design development allows project teams to receive feedback on whether the design is on-track to meet credit compliance and provide more detailed documentation to mitigate risk for the Certified submission.</p> <p>Providing detailed documentation allows issues to be identified in the design and helps hold the design team accountable. Submitting during design development allows the project to be reviewed with sufficient detail whilst still being able to meaningfully receive and address feedback as the project progresses towards the end of design development or construction.</p> <p>For example, this may include design & construct projects submitting just before or during tender, whereby the design has already progressed with enough detail to meaningfully assess but has not yet reached the end of design development when the design is final and cannot be changed.</p>	<p>Submitting early during design development will allow feedback arising from the Designed Assessment to be more easily addressed and implemented when changes can still be made.</p> <p>Submitting later during design development will allow the Designed Assessment to more thoroughly check the detailed design and documentation to confirm the credit requirements are on-track to being achieved.</p> <p>Submitting during design development is generally most beneficial.</p>
After Design Development	<p>Submitting after design development or during construction allows project teams to confirm that the project's 'For-Construction' design and associated documentation meet the requirements of targeted credits.</p>	<p>Submitting after design development means that the opportunity to address feedback or implement changes will be limited when submitting at later project stages, and will limit the benefit of the Designed Assessment.</p>

Green Star Claims with Designed Assessments under Green Star Buildings

The purpose of the Designed Assessment is to have a Certified Assessor review and provide feedback on the project's design or progress to date. A Designed Assessment is not a rating, but is a status and indication that the project is on track for a Certified rating. Following assessment of design stage documentation in the Designed Assessment, the building may claim the status of being Green Star Designed and the applicant is entitled to use the Green Star Designed logo for marketing purposes to signify the project's progress towards a Certified rating.

The updated marketing rules for Green Star Buildings is to ensure that claims made under Green Star Buildings are clear and transparent on the type of assessment that was completed.

Use of the 4, 5 or 6 Star achievement levels will not be part of the award. However, in communications about the project, the owner may say words to the effect: 'The building's design has been assessed and the project is on track to achieve a 6 star Green Star Certified rating'.

Note that in order to claim that the project is on track to achieve a nominated star rating, projects must achieve the required points and credits (i.e., Minimum Expectations and Climate Positive Pathway) for the star rating.

For more information, please refer to the *Marketing Rules & Style Guide for Green Star Buildings*, available [here](#).

What documentation is acceptable for a Designed Submission?

Designed Assessment Principles

The Designed Assessment is aimed at projects in the design phase; therefore, the level of documentation that is acceptable can vary depending on the project stage for which the Designed submission is compiled and the level of documentation available.

As a result, for the Designed Assessment, whether a credit is deemed on-track is dependent on a combination of the following:

- **The outcome and intent of the credit are clearly understood, and have been (or will be) addressed**
- **The progress of the project indicates it is on track to achieve the credit at Certified**
- **Quality and consistency of the documentation**

The Certified Assessor shall assess the **likely outcome** based on the information provided. To help the Certified Assessor determine the likelihood of a successful outcome, the following factors are considered during a Designed Assessment:

- **The project team demonstrates that the credit requirements have been clearly understood, and that the intended means of targeting the credit is acceptable.** For example, the project has clearly identified the outcome and level of performance that needs to be achieved, and any typical pitfalls or peculiarities in how the credit criteria will apply to the specific project.
- **The project team has demonstrated a clear intent to target the credit, and that the project is on-track to achieve the credit at Certified.** For example, there is clear project-specific evidence (e.g., design evidence) or processes/mechanisms (e.g., contractual evidence or plans) for the credit outcome to be delivered.
- **The quality and consistency of documentation are appropriate.** For example, a specification or commitment is not appropriate to support claims for points under the Energy Use – Reference Building pathway where modelling is required - a modelling report and supporting justifications/assumptions are required to support the credit claim. Documentation must also be consistent, e.g., a project cannot claim the Energy Use credit using detailed lighting design, but then claim the Lighting Comfort credit using commitments when the design is clearly known.



Guiding Question for Certified Assessors and Project Teams:

If the project team builds upon what has been provided in the submission (specified, drawn, or issued), will the project achieve the credit at Certified?

Designed Assessment Outcomes

At the Designed Assessment, the assessment outcomes are categorised into the following outcomes:

- **On-track**
- **On-track, based on intent**
- **Not on-track**

An 'On-track with note' outcome may also be awarded where the Certified Assessor has identified minor issues that do not impact the project's ability to meet the overall outcome and intent of the credit, or where the credit may be awarded with comments to be addressed at the Certified submission.

Note that these assessment outcomes were previously categorised as 'Awarded' and 'Not Awarded'. However, this has been updated to acknowledge the type of documentation typically available for a Designed submission and allow the Designed Assessment to more clearly and transparently communicate the outcomes of the assessment to project teams and clients.

Important: The above assessment outcomes for Designed Assessments shall apply to Designed submissions submitted from the date of the publication of this document. The above assessment outcome terms cannot be applied retrospectively to assessments that occurred prior to this, as to maintain fairness to both Project Teams and Assessors, and to avoid misinterpretation of assessment comments prior to when these terms of reference were released.

The definitions for each of the Designed assessment outcomes are provided below. Note that these outcomes apply on a criteria level and shall be reflected in the assessment comment. Where all criteria of a credit are deemed 'on-track' or 'on-track based on intent', the credit will be deemed 'met' in the Designed assessment.

Assessment Outcome	Definition	Example documentation
On-track	The design or strategy has been verified to be compliant.	<ul style="list-style-type: none"> Compliant detailed design documentation or modelling (e.g., drawings and markups of HVAC for Clean Air, or completed modelling for Energy Use) A clear process or strategy in place to target compliance (e.g., evidence of strategy and processes to collect data for Procurement & Workforce Inclusion)
On-track with note	As above, with note.	<ul style="list-style-type: none"> Compliant design documentation/modelling/strategy with minor issues that do not affect the outcome of the credit being met, or may be resolved at the as-built stage for the Certified submission
On-track, based on intent *	The design or strategy cannot be verified as compliant, but there is a contractual requirement and clear intent to demonstrate compliance.	<ul style="list-style-type: none"> Specifications, or contractual requirements (e.g., specifications for the finishes selection as paints would not be procured during design). Early modelling or early design documentation whereby full compliance cannot yet be confirmed, but demonstrates clear intent and does not preclude the project from demonstrating compliance at the Certified stage or when the design is further developed. (e.g., Partly completed modelling that appears to be on-track to meet the credit thresholds, or Climate Change Risk Assessment completed, but design is not yet complete to show design responses are incorporated)
On-track with note, based on intent *	As above, with note.	<ul style="list-style-type: none"> Specifications, contractual requirements, or design documentation with minor issues that may be resolved or do not affect the outcome of the credit being met
Not on-track	Insufficient evidence to confirm the project is on-track to achieve compliance.	<ul style="list-style-type: none"> Design or documentation that is incorrect/does not meet credit requirements. Documentation that is inappropriate for the credit (e.g., commitment for Energy Use) or inconsistent with the rest of the submission. Documentation that indicates required milestones in credit criteria have not been met (e.g., the Services and Maintainability Review was undertaken after design, rather than during design) Documentation that does not provide sufficient confidence that the requirements will be met, e.g. informal commitments, or incomplete and non-compliant drawings

* Credits deemed '**on-track based on intent**' means that the project will inherit more risk heading into the Certified (As-Built) submission. Further, note that a simple statement of commitment will not suffice to demonstrate that the credit is on-track based on intent. Instead, information must be provided showing that the broad strategies and processes to deliver a certain outcome have been established and agreed upon by relevant parties. The Assessor will award a credit at the Designed Assessment stage when documentation shows intent and processes are in place to deliver the required outcome. A lack of documentation or detail on mechanisms to achieve compliance will lead to credits not being awarded.

What level of documentation are you submitting?

Designed submissions must provide clarity on the level of documentation being submitted in order to align assessment expectations.



For example, consider a project that is design & construct and is submitting for Designed assessment. Due to the project's delivery, there may be some parts of the project design that have been fully resolved and are being delivered onsite, and there may be some parts of the project design still in design development. As a result, the project may intend to submit some credits based on the detailed design documentation, and submit other credits based on intent.

Credit submissions that clearly outline the project team's intended approach for each credit in the Designed Assessment will allow Certified Assessor(s) to better assess against the project team's provided documentation and expectations.

Example Scenario:

The project team has completed a Climate Change Risk and Adaptation Assessment for the Climate Change Resilience credit, however, they are still in design development and cannot yet demonstrate that the required design responses have been incorporated.

Assessment Outcome/Comment:

Credit Achievement on-track, based on intent. It is noted that the Climate Change Risk and Adaptation Assessment has been undertaken, however, the design is yet to be completed. For the Certified submission, it must be demonstrated that all required design responses are incorporated into the project.



Outcome Explanation:

The assessment outcome is provided on the basis that the Climate Adaptation Plan has been completed, indicating a clear intent to target the credit, however, it cannot be verified that the building design is on-track to achieve the credit for the Certified submission.

Whilst the credit is awarded at the Designed Assessment, the Project Team must take note of the assessment outcome and feedback, as the onus shall be on the project team to ensure outstanding issues are addressed at Certified Submission.

Note that if the submission included evidence of the design being resolved and the design responses were not included, then the credit would be deemed 'Not on-track'. For example, if there was issued documentation such as detailed design drawings used in other parts of the submission and it did not include the required design responses, then the credit cannot be

Credits to Note

Certain credits will require detailed information (and/or assumptions) to be made to understand the performance level of a credit that will be achieved. For these credits, credit claims based on specifications or contractual requirements would not be appropriate, and detailed design, strategy, or modelling would be required to support claims made in the Designed submission as relevant to the stage of the project.

These credits include, but are not limited to:

- Performance and modelling dependent credits, such as:
 - Energy Use – Reference Building Pathway
 - Upfront Carbon Emissions / Life Cycle Assessment
 - Waterway Protection
- Site dependent credits, such as:
 - Impacts to Nature
- Timing dependent credits, such as:
 - Verification and Handover - Airtightness, which requires a review for airtightness to occur during schematic design

Note that this list is not exhaustive.

It must be acknowledged that there are a wide range of credits and criteria in the Submission Guidelines. Whilst this document aims to provide overarching guidance and principles for submitting and assessing Designed submissions, providing credit level guidance is inherently complex as each credit is different, each project is unique, and documentation may be submitted from different stages.

Ultimately, the assessment outcomes will be dependent on whether the project has demonstrated that the credit outcome and intent have been (or will be) met in the project. Where the Designed submission does not provide sufficient confidence that the credit outcomes will be implemented in the project, the credit may not be achieved in the Designed assessment, however, this does not preclude projects from targeting the credit at the Certified Assessment.

Appendix A: Designed Submission Checklist for Success

Things to do

The submission has clearly outlined:

- ✓ The stage the project is at, and the anticipated completion date
- ✓ Delivery of the project and how this may have impacted the Designed submission documentation. For example, if it is a design and construct project or if it is delivered in stages, the submission may include a mix of construction documentation and design documentation that is still being resolved.

The credit documentation has:

- ✓ Outlined the project's intended approach and how credit compliance is being claimed.
- ✓ Outlined the level of documentation that is being provided to claim compliance in the Designed Submission
- ✓ Considered the Designed Assessment principles, including demonstrating:
 - The credit requirements have been clearly understood
 - A clear intent to target the credit and the intended means of targeting the credit
 - The quality and consistency of documentation are appropriate
- ✓ Clearly indicated how the project will target compliance at Certified and has project-specific documentation
- ✓ Where commitments, briefs, or contractual documentation are used, the documentation is:
 - Be specific on the performance level and the outcome (e.g., specify the VOC limits, testing standards, and documentation required)
 - Be clear so that it is easily understood by the responsible parties (e.g., contractor)
 - Demonstrate there is a mechanism for the commitment to be met (e.g., documentation is contractual)

Project teams should be aware of:

- ✓ Any criteria that are required to be implemented at a specific stage are met (e.g., Services and Maintainability Review is required to be completed during design)
- ✓ How the project stage and level of documentation submitted influences the benefit provided by the Designed Assessment (e.g., submitting detailed design documentation may provide more confidence moving forward into the Certified submission).

Things to avoid

- × Documentation that is not project specific, or is not specific to the credit outcomes required (e.g., contractual requirements that only state the required star rating or credits to be achieved, but do not detail the specific requirements to be met)
- × Documentation does not provide the appropriate level of detail for the credit claim (e.g., claiming impact reductions in the Life Cycle Assessment credit without supporting the claims through modelling or a clear strategy for achieving reductions).
- × Documentation is not consistent (e.g., using detailed design documentation in one credit, but specifications in another)
- × The submission does not clearly articulate the project's intended means of approaching the credit, or how credit compliance is being claimed with the documentation submitted.