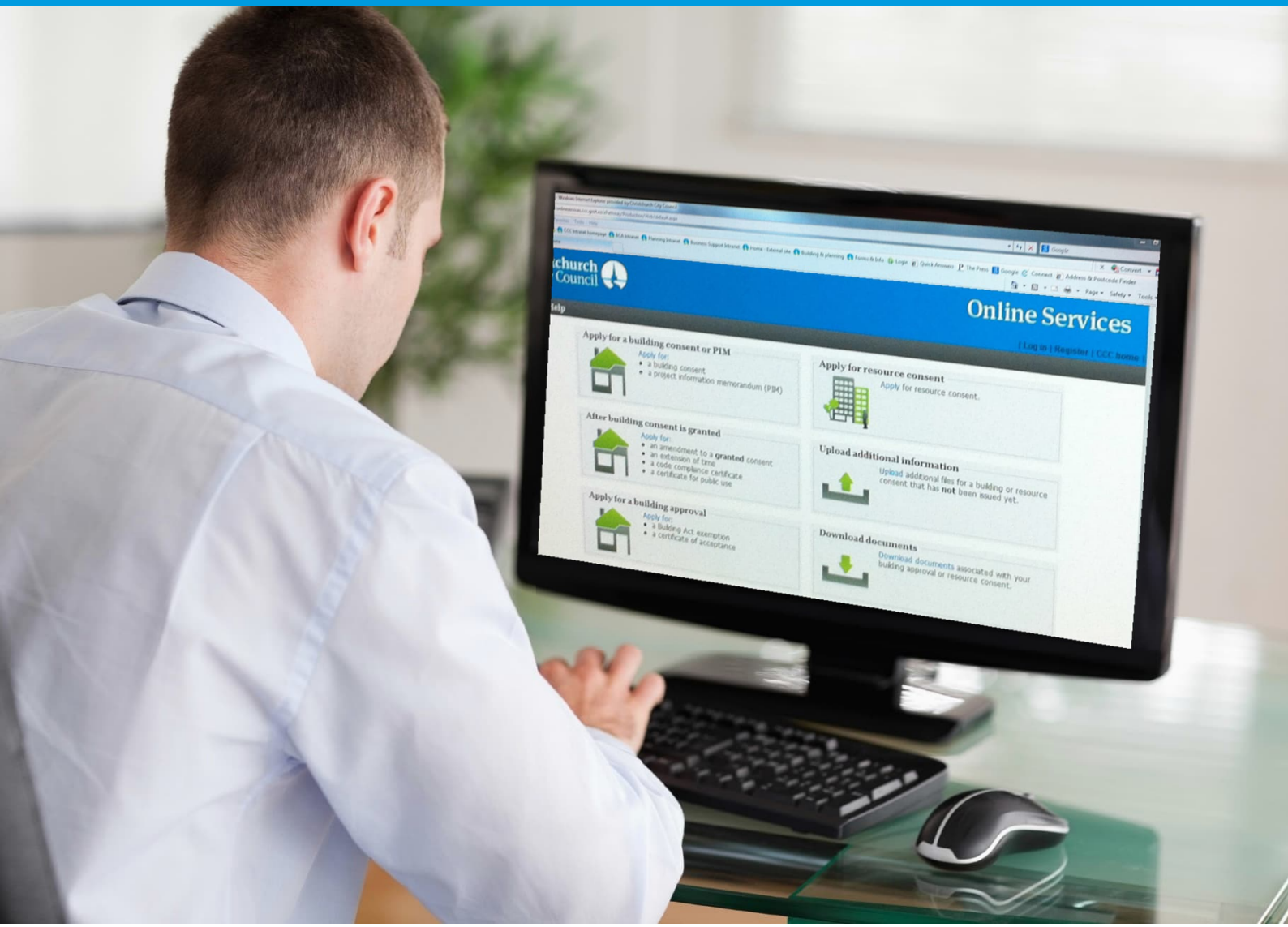
Your Guide to Submitting a Building Application via Online Services



Christchurch City Council

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Section 1. About lodging building applications via Online Services

All building consent applications are processed electronically.

The Christchurch City Council's Online Services is a web-based service that allows you to complete the building consent and/or PIM application form and submit the supporting documentation online. You do not need to complete the B-002 Application for Building Consent and/or Project Information Memorandum form. Refer to the *Apply for a building consent or PIM* section.

By submitting your application online you avoid the delays and costs of scanning hardcopy documents. Your administration fees will be lower if your application contains correct documentation and is correctly formatted.

This guide has been prepared to assist you getting it right. Before preparing your application, we remind you to come and talk to us at a pre-application meeting about what you want to do, and we can advise you on the information you will need to provide for your application. To arrange a pre-application meeting call our Customer Services Team on (03) 941 8999.

Building applications can be complex. We recommend that you engage a professional to help with design work, drawings, specifications and other supporting documentation. The Council, as a Building Consent Authority, can provide you with information on when you will require building consent and how to apply.

For all new applications for PIM and/or building consent you need to complete the application form online and attach the information that is relevant to your building project, such as:

- completed relevant application checksheet(s)
- a certificate of title
- owner/agent confirmation letter
- any issued PIMs and/or resource consents
- plans
- specifications and supporting documents.

Once you have gathered all the necessary information you can lodge your application with Council by completing it electronically through Online Services. There is a time limit of 45 minutes to complete the application form and upload the Other applications submitted via Online Services

An application for Building Act exemptions is also completed online, no application form is required, refer to the Applying for a Building Act exemption section. An application for a code compliance certificate, extension of time or certificate of public use will require you to complete and attach the relevant application form. To apply for an amendment, we encourage you to submit your application using Online Services. Refer to the After the Building Consent is granted section. An application for certificate of acceptance also requires you to complete and attach the relevant application form. Refer to the Applying for certificate of acceptance section.

The first step is to register

You will need to register with us to use Online Services.

Go to onlineservices.ccc.govt.nz and complete the registration form.

Your request for registration will be received by the Council administration team and will be validated within one working day.

Once your details have been validated you will receive a confirmation email, and you can then use Online Services to complete and submit your application.

Application process

Once submitted via Online Services, your application is received instantly by the Council. You will receive a confirmation email that your application has been received. An initial check of the submitted documents is performed to ensure that you have supplied the correct information.

Your application is then taken through a pre-acceptance check. If your application has been accepted, we will contact you to let you know, and processing will begin. We will contact you if you are required to provide further information to enable us to process your application.

If your application is not accepted, then we will tell you what information is missing, and you will have to resubmit. You can use Online Services to view all the applications you have submitted. All applications will include a fee for the time spent assessing the application regardless of an accept or not accept decision.

Section 2. Tips for speeding up the electronic consent process

Documents should be submitted in PDF format. If you cannot save as PDF from the software you are using, there are many cheap or free PDF printing tools that you can download. Try a Google search for "PDF printer".

1.	Unlocked PDFs	Please ensure you have not locked or password protected your PDF. If there is a lock or password protection we will not be able to continue the process until you provide an unlocked or non-password protected version.
2.	Signature	For applications for PIM/building consents, amendments, code compliance certificates or Building Act exemptions: Ensure you 'tick' the 'I / we accept' to confirm your submitted application. Online services will not let you complete the process unless this is ticked as accepted. For all other applications: Please ensure your application form is signed before submitting it to Council. An unsigned application form will result in non-acceptance of your application.
3.	Bookmarking of PDFs	Please ensure your PDFs are correctly bookmarked showing the content of the PDF. This speeds up the process in two ways: administration staff don't have to correct or add the bookmarks, and when reviewing the application, the documents are much quicker to find and review. The preferred format and classification of the bookmarks is shown below in Section 3 - What your application should contain and how to classify your bookmarks. Do not use sub-bookmarks as these are not able to be recognised by our system when reviewing your application and can create processing delays.
4.	Submitting Plans	When submitting documents, ensure the pages are rotated to the correct orientation, e.g. plan pages are typically landscape and document pages are portrait.
6.	Document Titles	Avoid special characters like quotes, hyphens, ampersands, and angle brackets in description, comment and filename fields.

Section 3. What your application should contain and how to classify your bookmarks

1. *The Building Consent application documentation should be separated into PDFs as shown below:*

   - Application checksheet.PDF
   - Plans.PDF
   - Specifications.PDF
   - Certificate of Design Work.PDF
   - Structural supporting documents.PDF
   - Geo-technical report.PDF
   - Fire design and documentation.PDF
   - Other Supporting Documents.PDF

   Note: If your application was previously not accepted you will need to resubmit all the documents again.

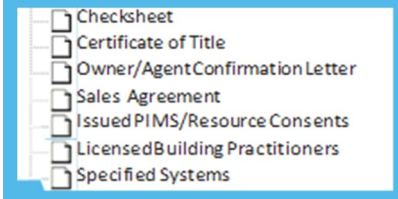
2. *The PDFs need to have bookmarks showing the content of the PDF.*

   What is a bookmark? A bookmark creates a link that enables you to name specific pages of your building consent application, the various plans and specifications. Bookmarks enable us to go directly to the pages that we may want to review, rather than scrolling through each page.

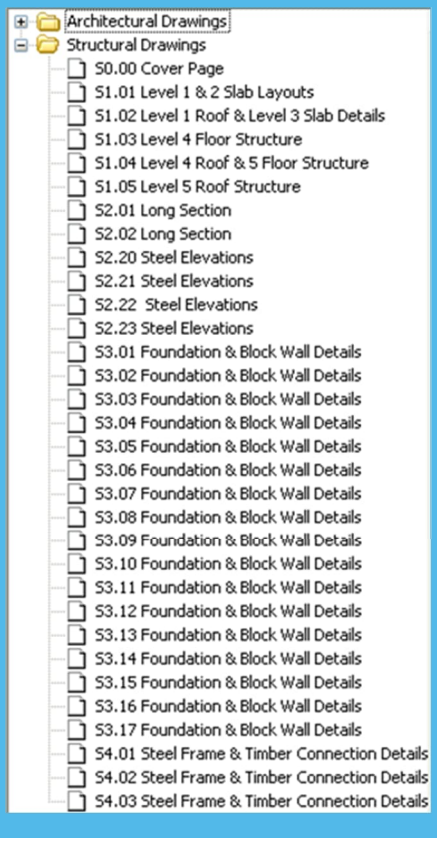
   For more information on creating bookmarks, see the online resources for the software application you are using, for example CAD or Adobe Acrobat Standard.

3. *The following explains what each PDF should contain and how they should be classified using bookmarks:*

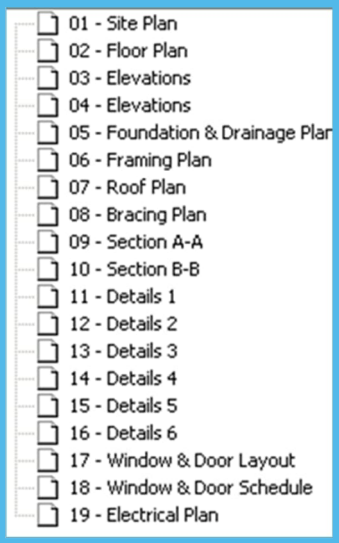
Examples of PDF bookmark layouts:



If there are different types of plans, for example, Architectural, Structural, and Electrical, create individual bookmark folders:



Within each bookmark folder, use a naming convention so that the number and title of each follows the number and title of each plan.



The Application Checksheet

- A completed checksheet relevant to the project:
  - B-051 Solid/Liquid Fuel Heating Appliance Checksheet (residential only)
  - B-052 Backflow Prevention Device Checksheet
  - B-054 Swimming and Spa Pools and Associated Fences Checksheet
  - B-055 Solar Water Heater - Residential Checksheet
  - B-061 Checksheet – Project Information Memorandum (PIM)
  - B-062 Single Residential Dwelling and Accessory Building Application Checksheet
  - B-063 Multi Residential, Industrial or Commercial Buildings Application Checksheet

The Plans

The Plans should contain the following:

- Architectural plans
- Structural plans (if applicable)
- Mechanical plans (if applicable)
- Electrical plans (if applicable)
- Landscaping plans (if applicable)
- Other plans if required.

When submitting plans please make sure they are rotated correctly to the landscape setting.

The Specifications

The Specifications should contain the following:

- A Specification (relevant to the project).

The Certificate of Design Work (residential only)

The Certificate of Design Work:

- Licensed Building Practitioners (LBP) memoranda (where the proposed building work includes restricted building work the application for building consent must include a Certificate of Design Work from a licensed building practitioner who is licensed to carry out or supervise design work that is restricted building work or, where an owner-builder exemption applies, provide a Statutory Declaration as to Owner-Builder Status form).

The Structural supporting documents:

The Structural supporting documents should contain the following:

- Calculations
- PS1
- Design features report

The Geo-technical report:

The Geo-technical report (if applicable) should contain the following:

- Geo-technical report
- Any other relevant Geo-technical documents

The Fire design and documentation:

Fire Design and documentation (if applicable) should contain the following:

- Fire design
- Any other relevant fire design documents

Other supporting documents:

Other Supporting Documents should or may contain the following:

- Supporting Documents (only submit specific information related to the consent and not the whole manual from the product supplier)
- Accessible Facilities Upgrade Report (Form B-065) (if applicable).
- Specified Systems on Form B-068 or other equivalent (if applicable).
- Project information memorandum
- Test Certificates (if applicable)
- Authorisations from Ecan (applications for or include solid/liquid fuel heating)
- A Certificate of Title (if you are providing it)
- *Any other documentation that don't fit in the above categories.*

Section 4. How to use Online Services

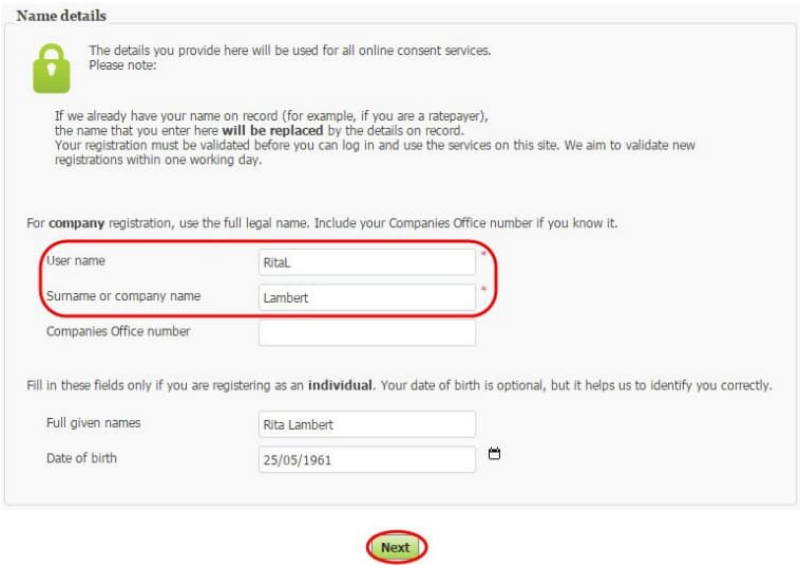
Registering for Online Services - as an Individual

Before you can use Online Services, you must complete the online registration. When your application is received by the Council, we validate your details, and aim to set you up within one working day. You will receive an email confirmation once your registration has been successfully processed.

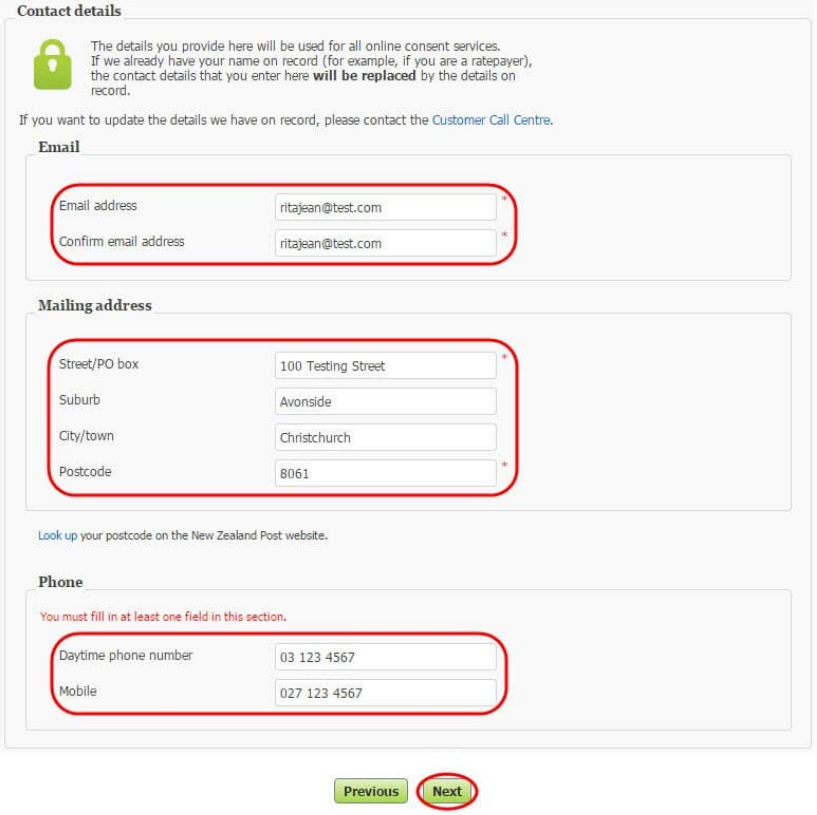
1. Go to http://onlineser vices.ccc.govt.nz

   Click Register.

2. Fill in all the required details, then click Next (First and second names, surname, date of birth, and a user name of your choice).
   - You must register in your own name as an individual – your company cannot register.
   - If the Council already has your name on record (for example, if you are a ratepayer), then those existing details will over-ride whatever you enter on this page. For example, if you register here as Jo Smith, but the Council already holds a record for you as Joanne Smith, then your Online Services registration will be as Joanne Smith.

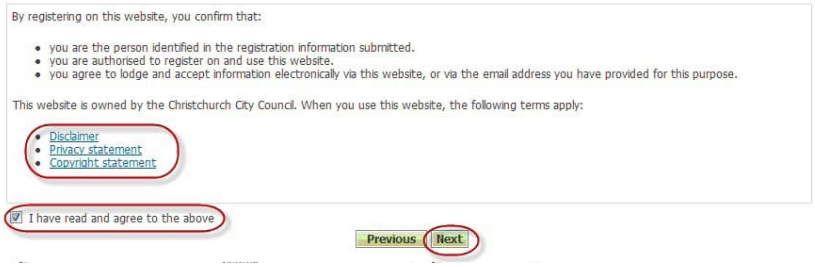


3. Type in all of your contact details, then click Next.



4. Read the disclaimer, privacy statement and copyright statement.

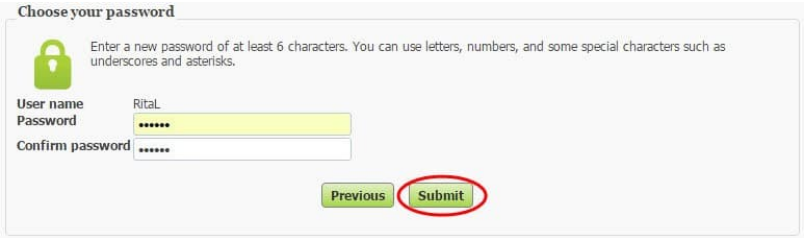
   Click on the checkbox to show you have read and agree to them, then click Next.



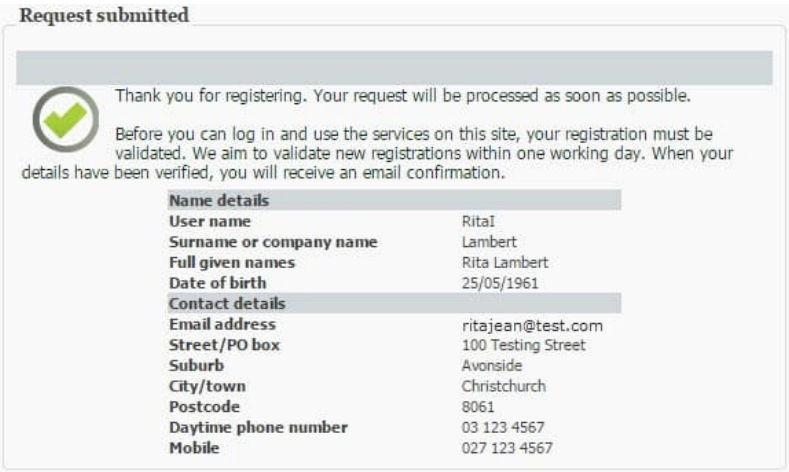
5. Type in your password. It must have at least six characters and include at least one number.

   Passwords are case-sensitive.

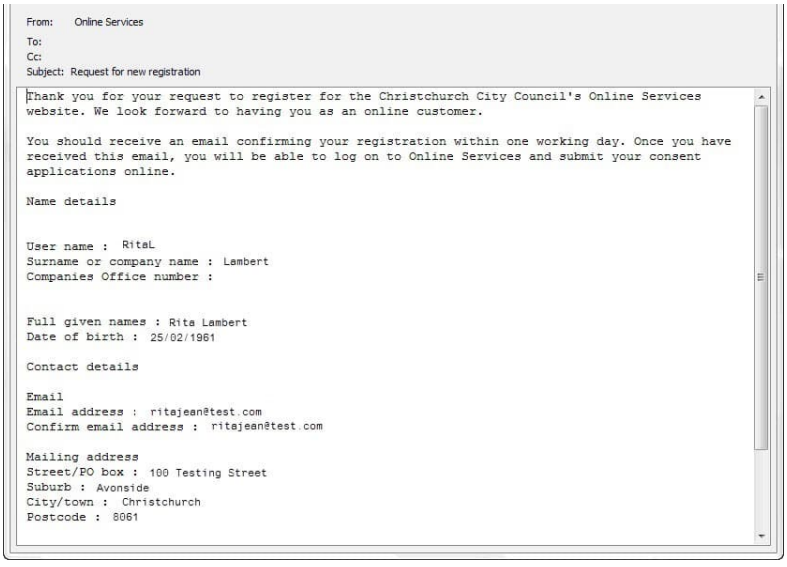
   Click Submit.



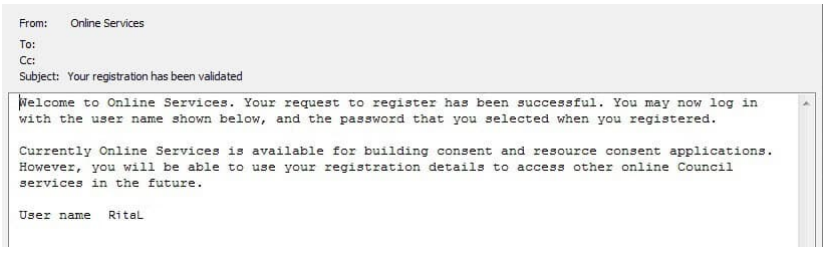
6. The Request Submitted page shows all the details you entered. Your registration is now lodged with the Council, and we aim to validate your request within one working day.



7. You will receive an automated email notifying you that your request has been received, and confirming your details as submitted.



8. When your details have been verified, you will receive a confirmation email from Online Services.



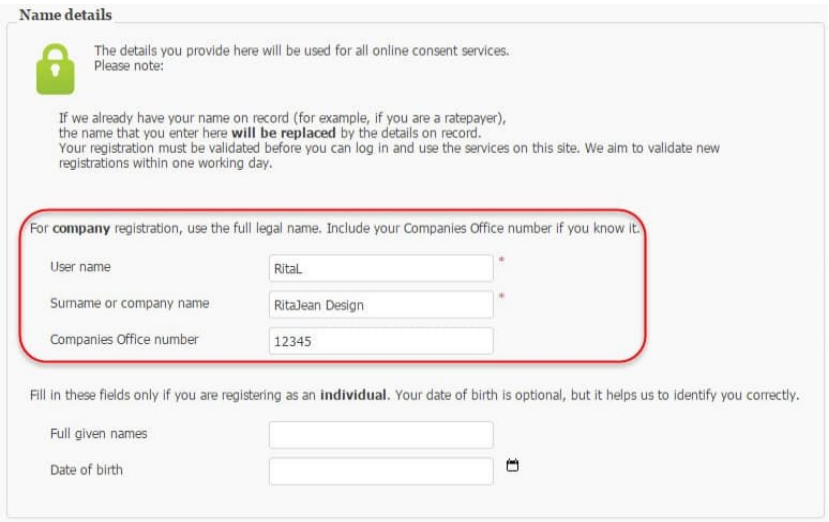
Registering for Online Services - as a Company

Before you can use Online Services, you must complete the online registration. When your application is received by the Council, we validate your details, and aim to set you up within one working day. You will receive an email confirmation once your registration has been successfully processed.

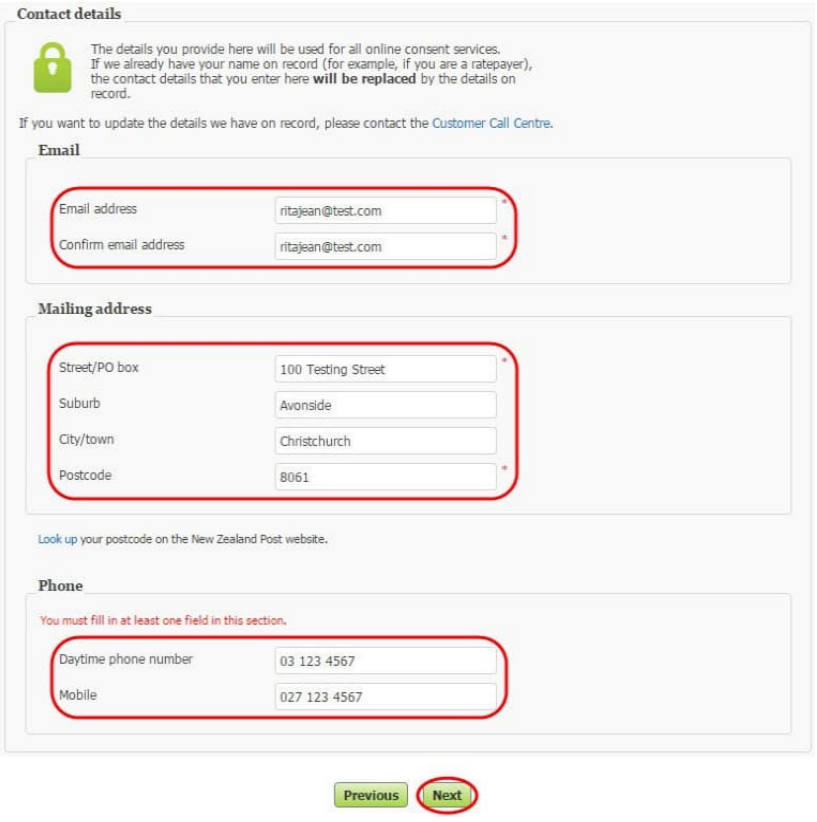
1. Go to onlineservices.ccc.govt.nz

   Click Register.

2. Fill in all the required details, then click Next.
   - If the Council already has your name on record (for example, if you are a ratepayer), then those existing details will over-ride whatever you enter on this page. For example, if you register here as Jo Smith, but the Council already holds a record for you as Joanne Smith, then your Online Services registration will be as Joanne Smith.

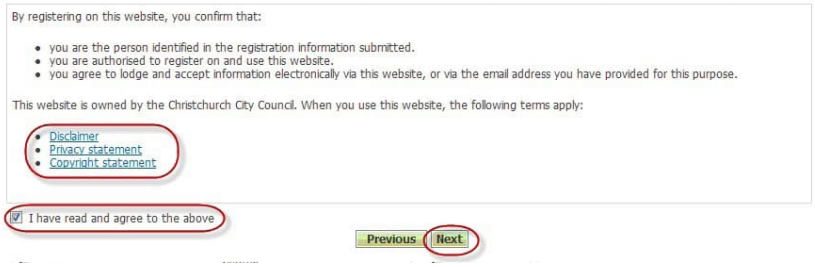


3. Type in all of your contact details, then click Next.



4. Read the disclaimer, privacy statement and copyright statement.

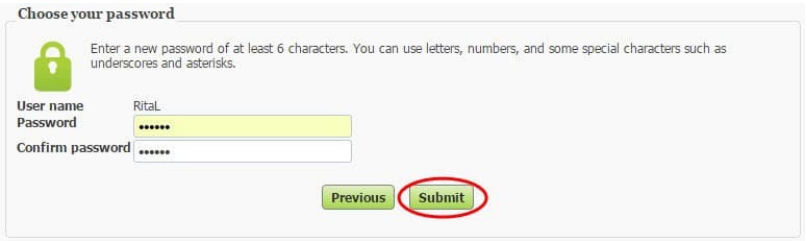
   Click on the checkbox to show you have read and agree to them, then click Next.



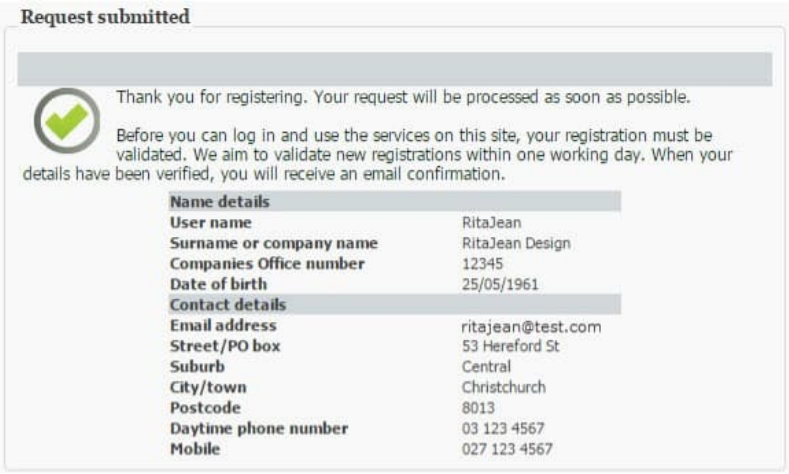
5. Type in your password. It must have at least six characters and include at least one number.

   Passwords are case-sensitive.

   Click Submit.



6. The Request Submitted page shows all the details you entered. Your registration is now lodged with the Council, and we aim to validate your request within one working day.



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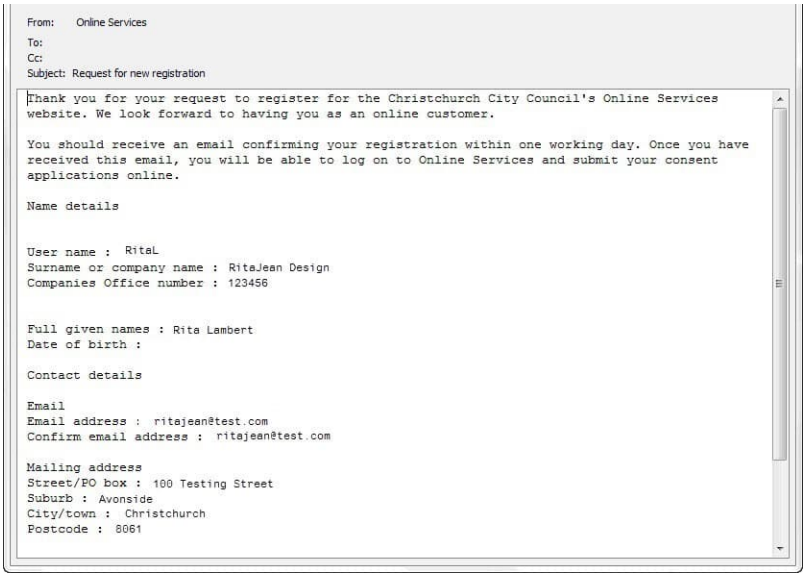

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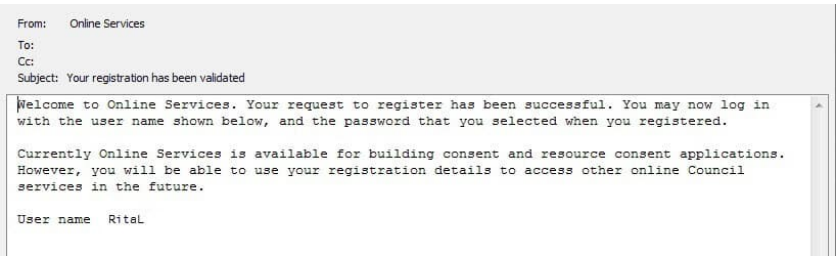
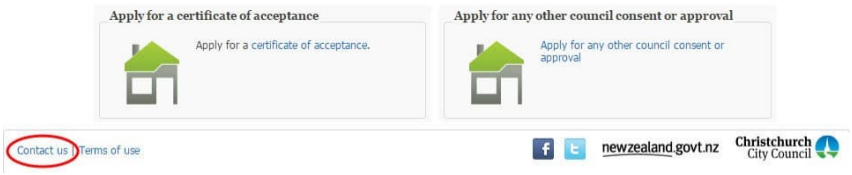
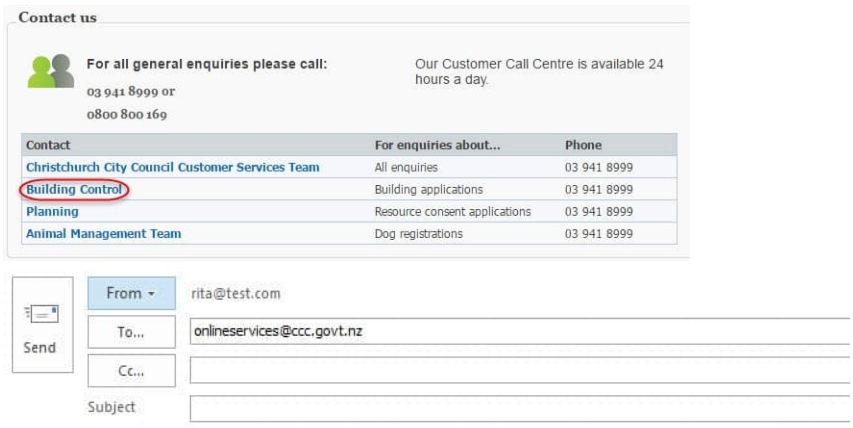


Can't register?

If you can't complete the registration steps, you need to email Online Services.

1. Go to http://onlineser vices.ccc.govt.nz Click Log in.	
2. Click Contact us.	
3. Click Building Control, and send an email.	

Applying for a building consent or PIM – Completing an online application

You must have already registered with Online Services before you can submit a building consent application online. If you don't get your application completed, don't worry – it will automatically get saved as a draft, and you can complete it at a later date.

By completing your application form online through Online Services, you will not have to complete a B-002 application form.

If you have trouble submitting your application, phone the Customer Call Centre, (03) 941 8999 (8:00am to 5:00pm).

IMPORTANT NOTE: If you wish to submit an *application for an amendment, an extension of time, code compliance certificate or certificate of public use*, refer to the *After building consent is granted* section. If you wish to submit an application for a Building Act exemption or certificate of acceptance refer to the *Apply for an exemption from building consent* or *Apply for a certificate of acceptance* sections.

1. Go to http://onlineservices.ccc.govt.nz

   Click Log in.

2. If you are not already logged in, the log-in page displays.

   Type in your user name and password, then click Log in.

   Passwords are case-sensitive.

3. Click Apply for in the 'Apply for a building consent or PIM' section.

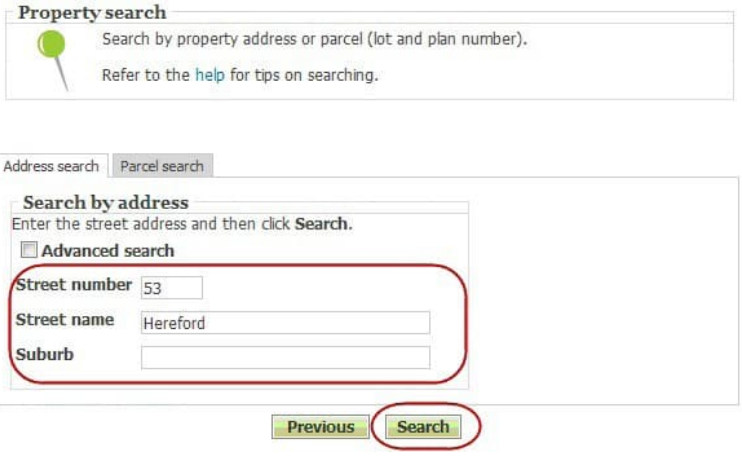
4. Search by either property address, or parcel (lot and plan number).

   Search by property address:

   Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.

   If you type in 'St' or 'Rd', the search function will not return your address.

   If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.

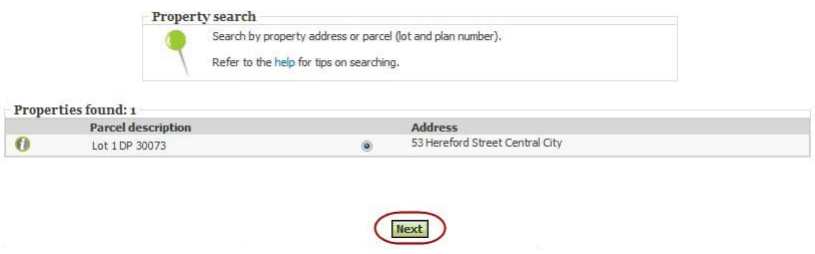


5. A list of properties matching the search criteria is displayed.

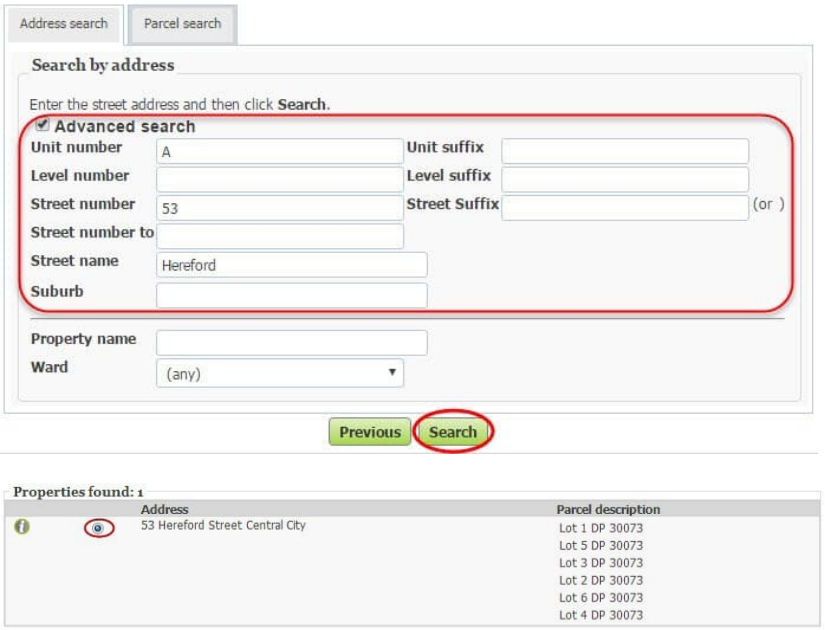
   If the property was not found, use the Advanced search or Parcel search options (below).

   Tips for searching:
   - You can search on whole words or partial words (for example, "Hereford" or "Heref").
   - If the property is part of a subdivision that hasn't been completed yet, it may not have a street address. Use the address of the "parent" property (the original property being subdivided) instead.

   Click Next.



- Advanced address search: Click Advanced Search. Type in any detailed information about the property, such as Unit Number or Property Name, then click Search.
- If your application relates to a location rather than a street address, choose a street segment. To do this, select the Advanced search check box, then enter the street name in the Property name field. The search results will include all of the segments for the street you searched on (for example, if you searched on "Hereford" the search results will include Hereford Street between Rolleston and Montreal, Hereford Street between Montreal and Cambridge, and so on).
- You can also use a Property name search to find some other locations, such as parks, by name.



6. Search by land parcel number:

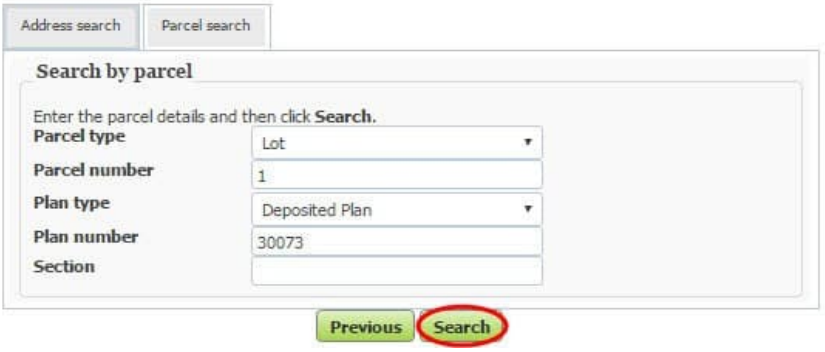
   Click Parcel search. Type in any information you have.

   For example, if the section reference is 'Lot 1 DP 30073, complete the fields as follows:

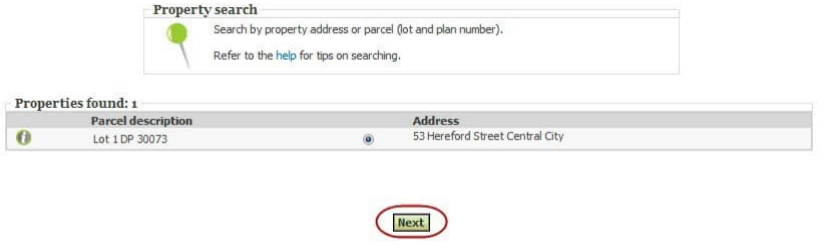
   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number – 30073

   The Parcel type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.

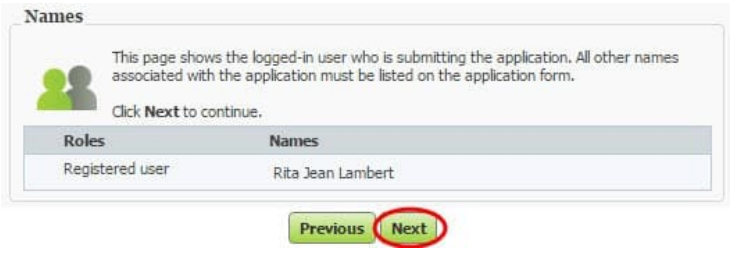
   Click Search.



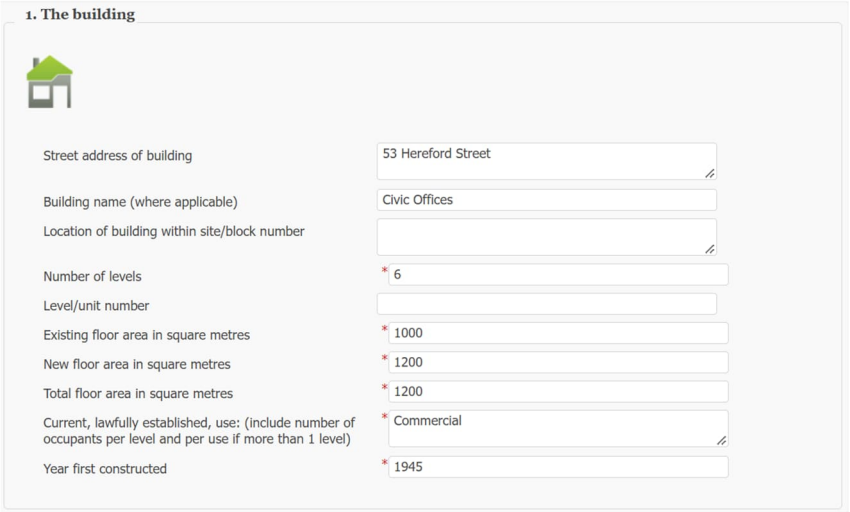
7. When you have found the property, select it and click Next.



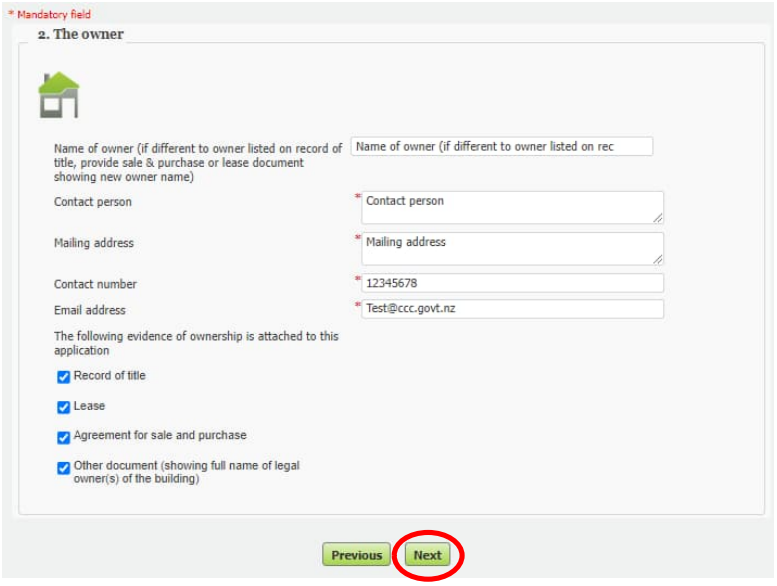
8. This page displays you as the registered user. Click Next.



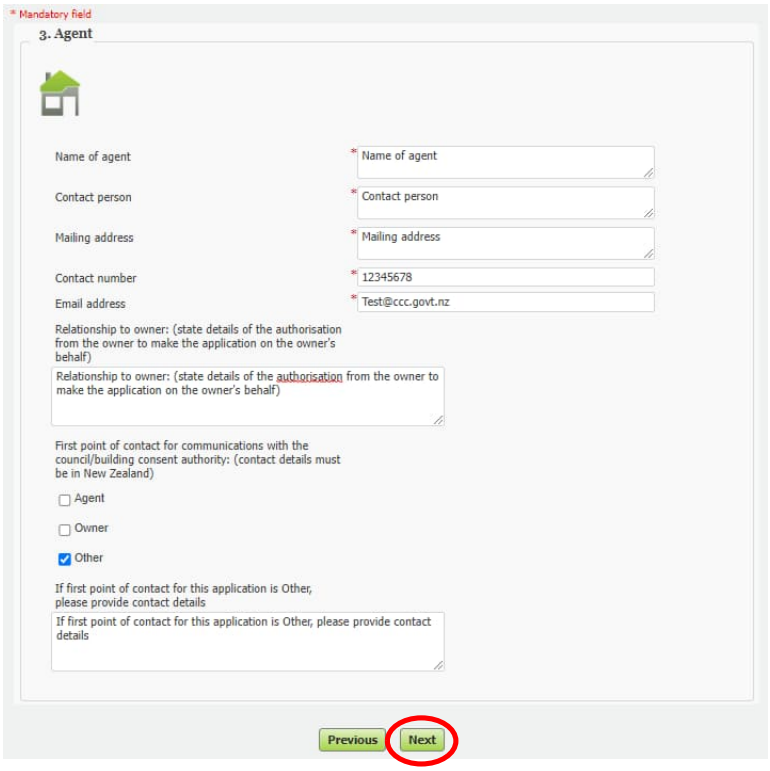
9. Complete the relevant building details and click Next.



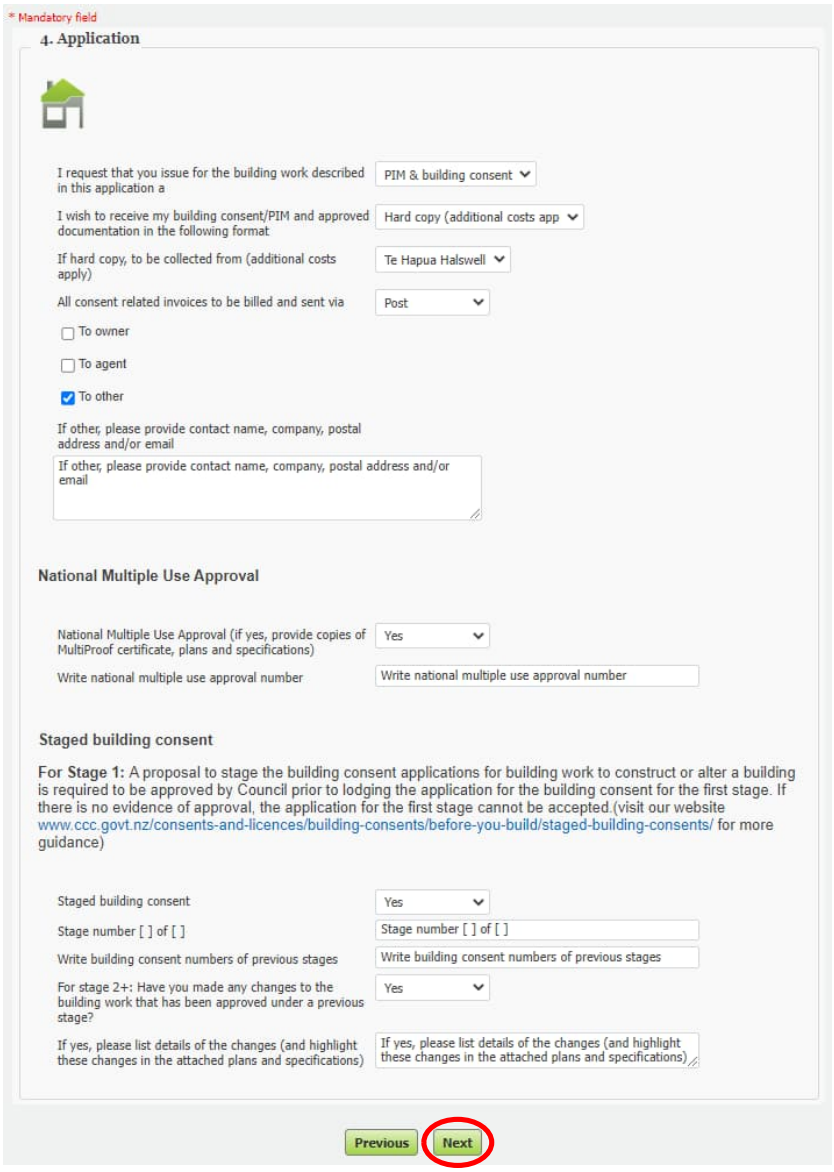
10. Complete the relevant owner details and click Next.



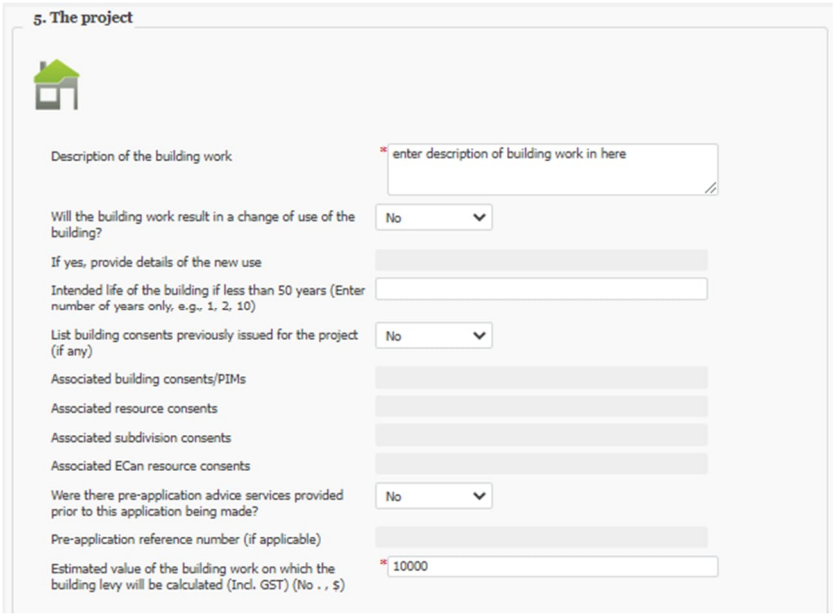
11. Enter the Agent details, if application is being made on behalf of applicant/owner and click Next.

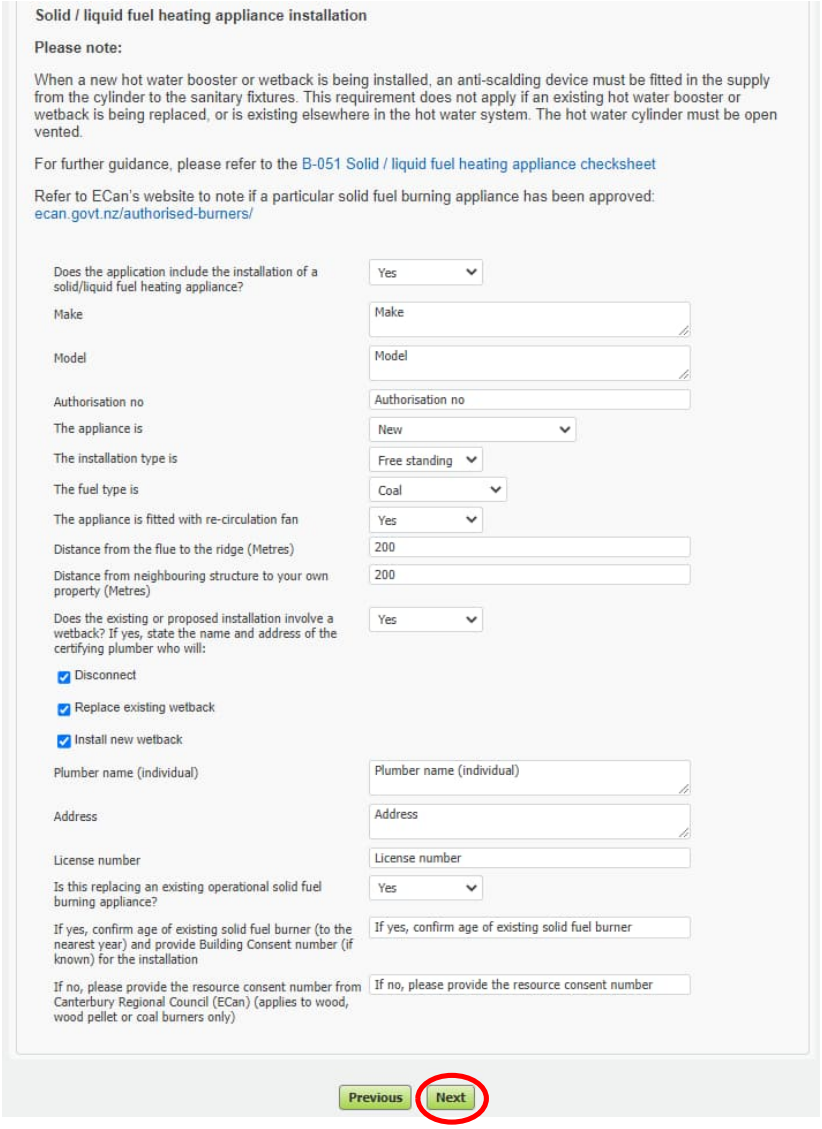


12. Enter the Application details and click Next.

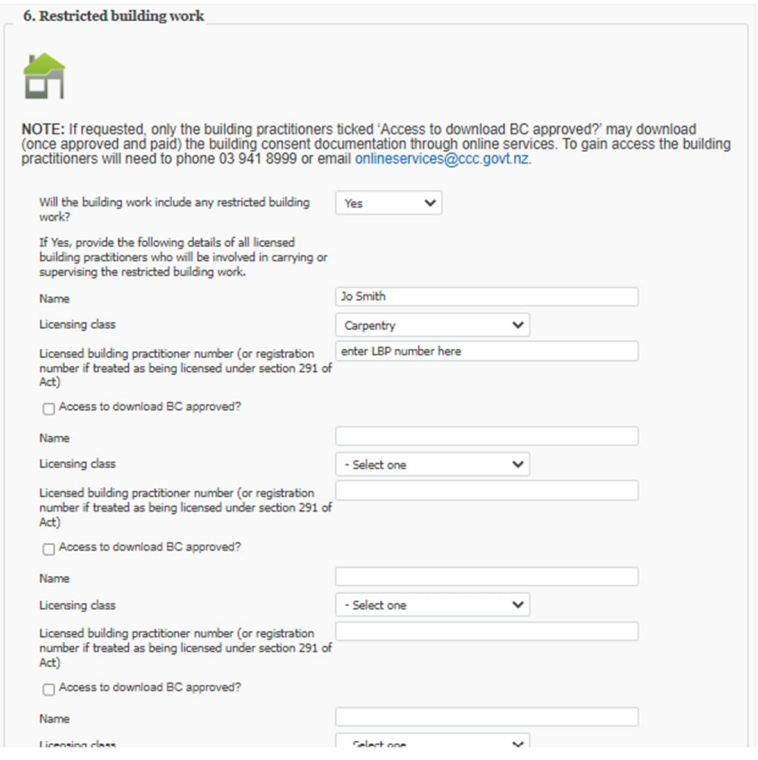


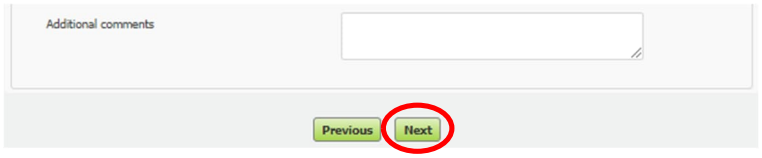
13. Enter the Project details and if applicable Solid / liquid fuel heating appliance installation details and click Next.





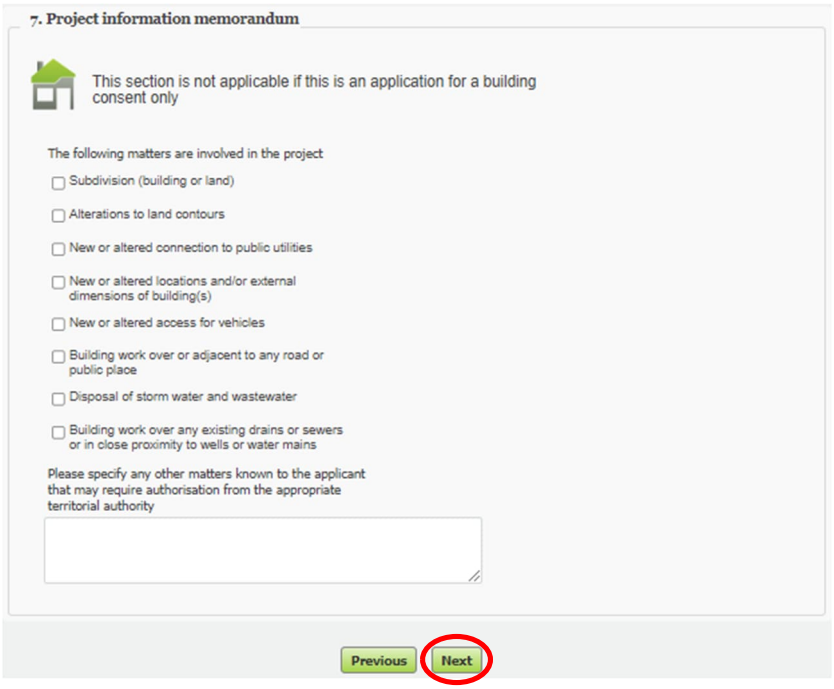
14. If the building work includes restricted building work, enter all known licensed building practitioners, including if the owner has approved for them to access the building consent documentation and click Next.





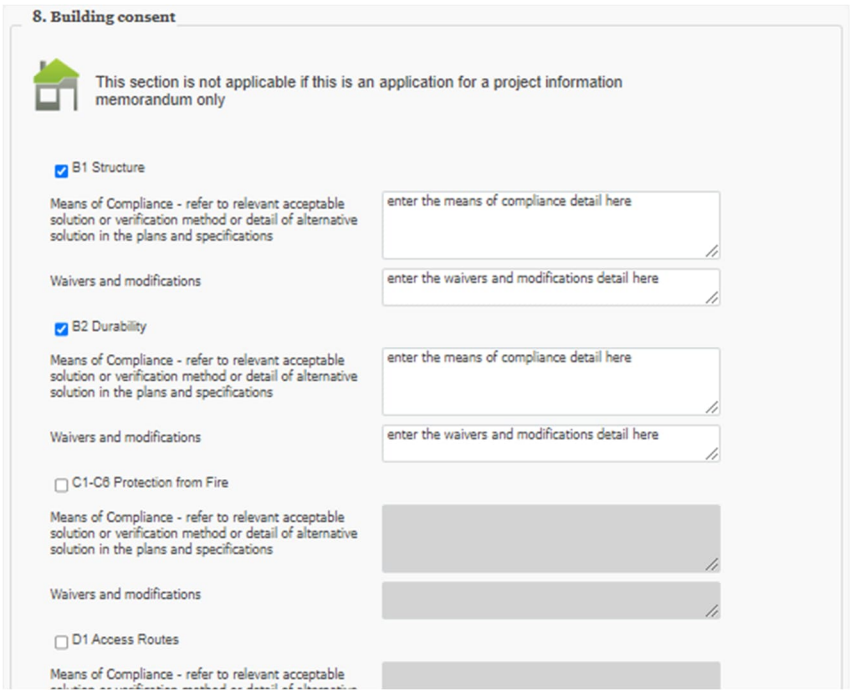
15. Select the applicable Project information memorandum matters and click Next.

    Note: Leave this section blank if the application is for a building consent only.



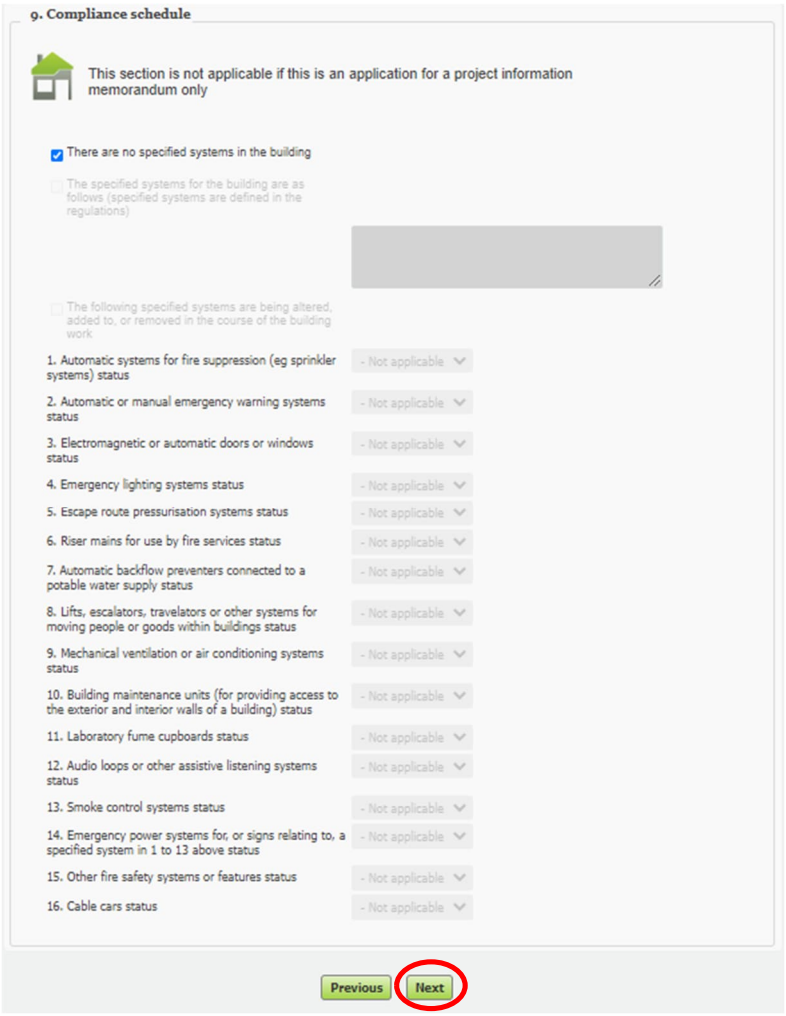
16. Enter details of means of compliance and waivers and modification for the relevant building code clauses and click Next.

    Note: Leave this section blank if this is an application for a PIM only.



17. Enter the applicable Compliance schedule details and click Next.

    Note: Leave this section blank if this is an application for a PIM only.



18. Select the relevant documentation to attach to the application and upload.

    Click Browse for each file which you need to upload. The combined file size must not exceed 1 GB. Documents should be submitted in PDF format.

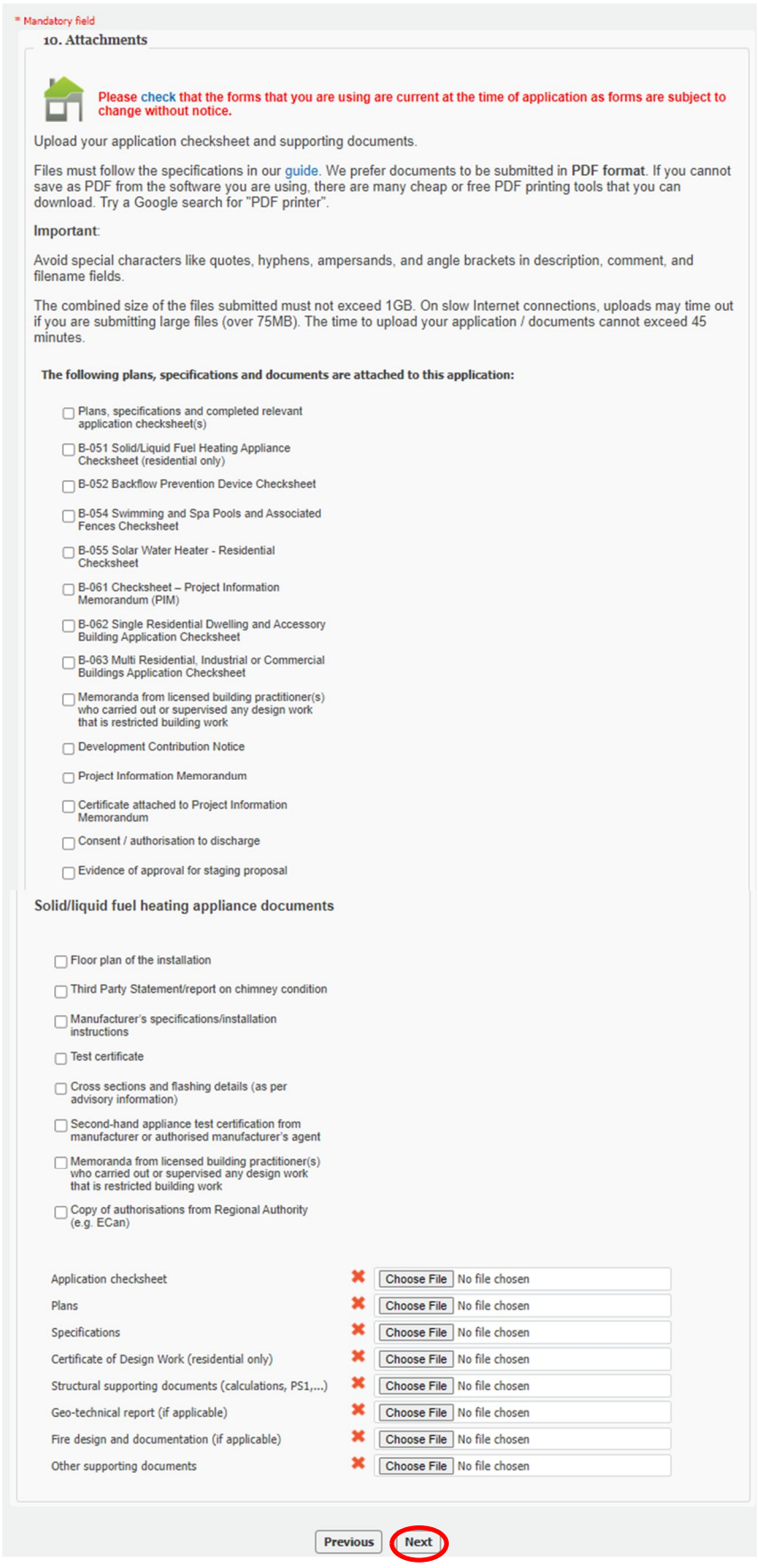
    Locate and click on your application documents.

    Note: If you cannot save as PDF from the software you are using, there are many free online tools which generate PDFs. Try a Google search for “PDF printer”.

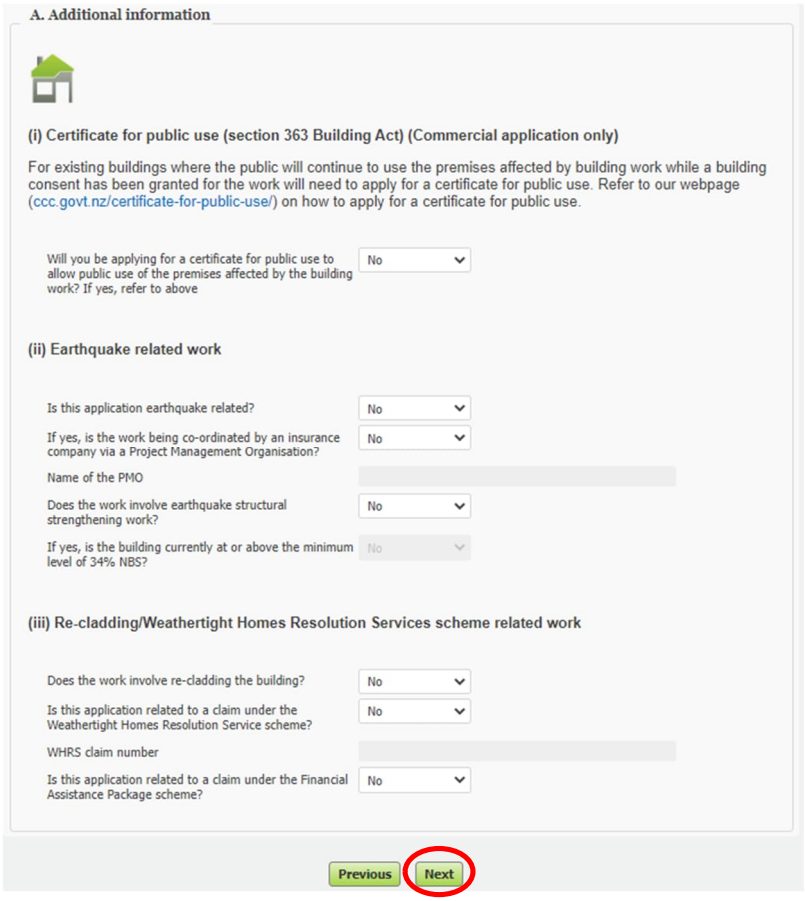
    Avoid special characters like quotes, hyphens, ampersands and angle brackets in description, comment, and file name fields.

    The time to upload your application / documents cannot exceed 45 minutes.

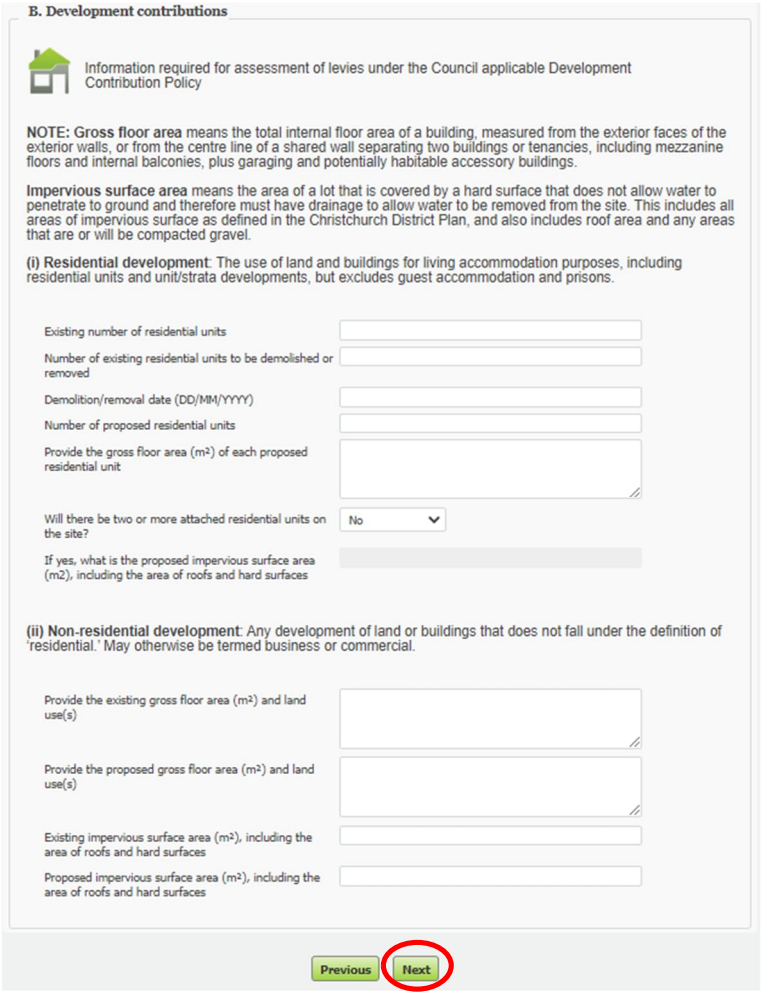
    Once all documents are uploaded click Next.



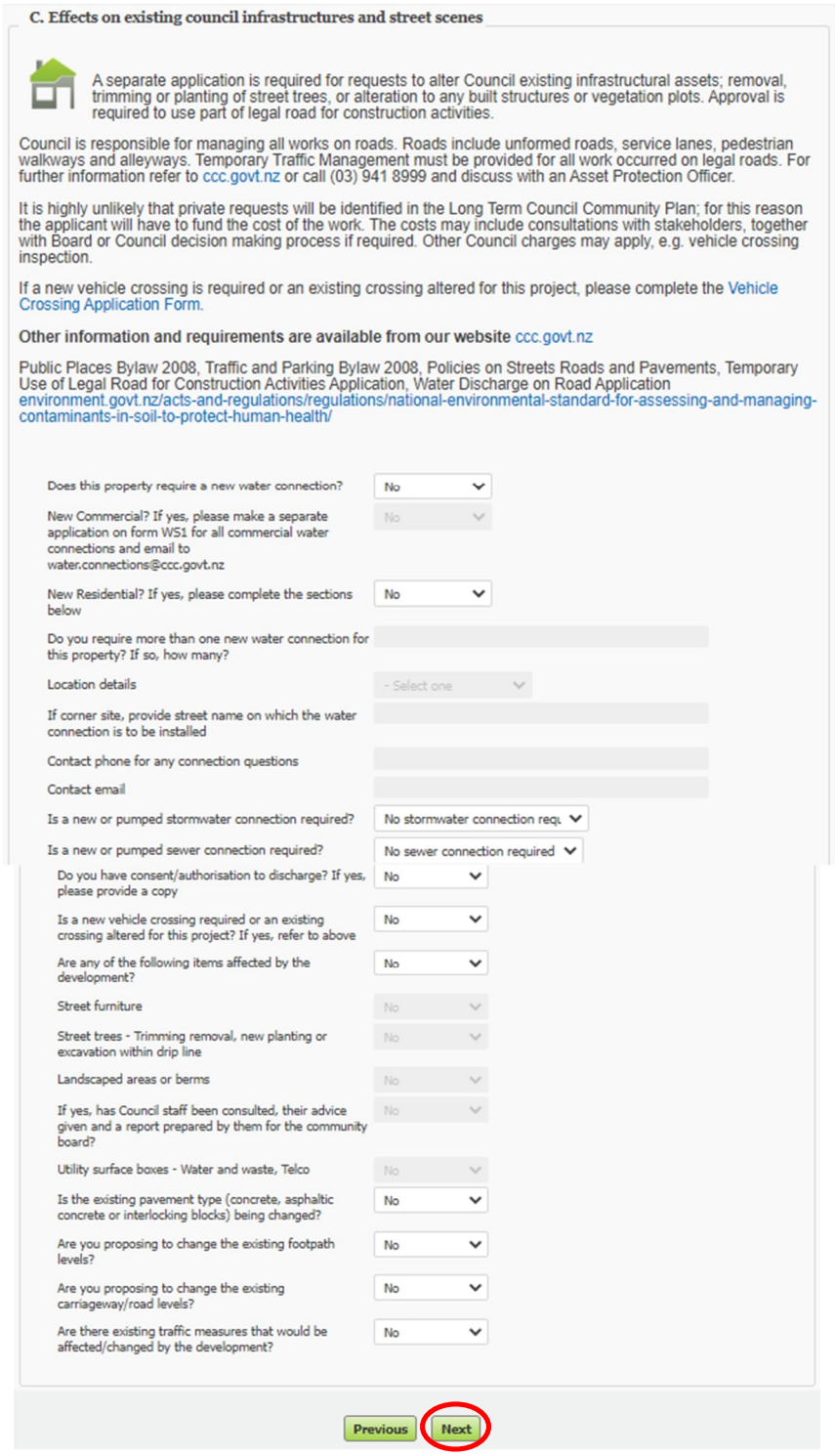
19. Enter the applicable details for CPU, Earthquake related work and recladding/Weathertight Homes and click Next.



20. Enter the applicable details for Development contributions and click Next.



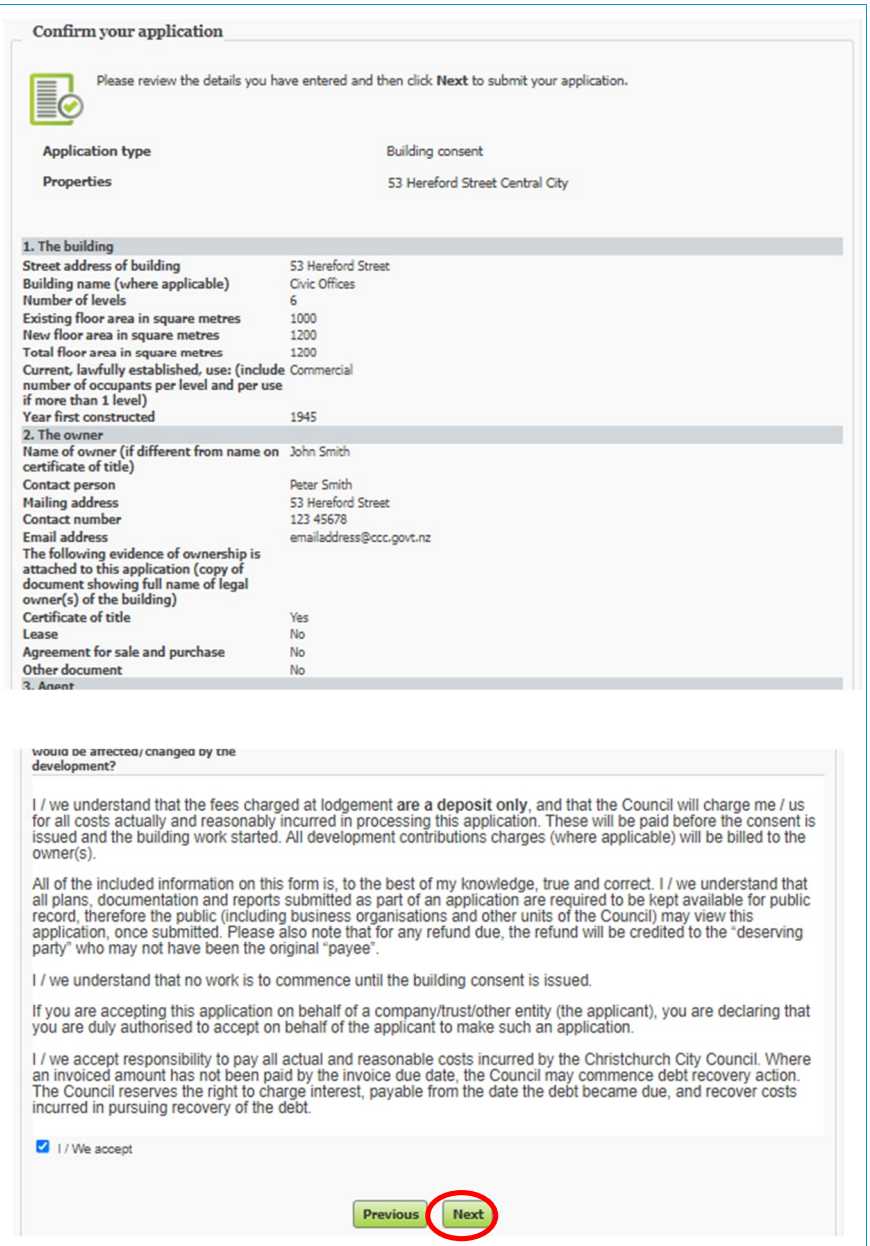
21. Enter the applicable details for Effects on existing council infrastructures and street scenes and click Next.



22. Check that you've answered the questions correctly, uploaded the required documents, and read the declaration.

    If changes are required, click Previous and update accordingly.

    When you're ready, select I / We accept and click Next to confirm your application



Confirm your application

Please review the details you have entered and then click **Next** to submit your application.

Application type	Building consent
Properties	53 Hereford Street Central City

1. The building	
Street address of building	53 Hereford Street
Building name (where applicable)	Civic Offices
Number of levels	6
Existing floor area in square metres	1000
New floor area in square metres	1200
Total floor area in square metres	1200
Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)	Commercial
Year first constructed	1945
2. The owner	
Name of owner (if different from name on certificate of title)	John Smith
Contact person	Peter Smith
Mailing address	53 Hereford Street
Contact number	123 45678
Email address	emailaddress@ccc.govt.nz
The following evidence of ownership is attached to this application (copy of document showing full name of legal owner(s) of the building)	
Certificate of title	Yes
Lease	No
Agreement for sale and purchase	No
Other document	No
3. Agent	

would be affected/ changed by the development?

I / we understand that the fees charged at lodgement **are a deposit only**, and that the Council will charge me / us for all costs actually and reasonably incurred in processing this application. These will be paid before the consent is issued and the building work started. All development contributions charges (where applicable) will be billed to the owner(s).

All of the included information on this form is, to the best of my knowledge, true and correct. I / we understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

I / we understand that no work is to commence until the building consent is issued.

If you are accepting this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to accept on behalf of the applicant to make such an application.

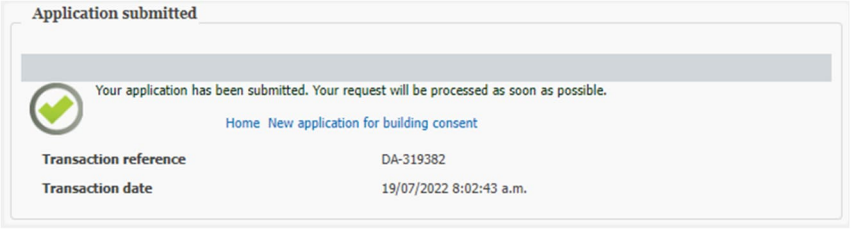
I / we accept responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

☑ I / We accept

Previous Next

23. The Application submitted page confirms that the Council has received your application.

    Note the transaction reference number (DA-Number).



Application submitted

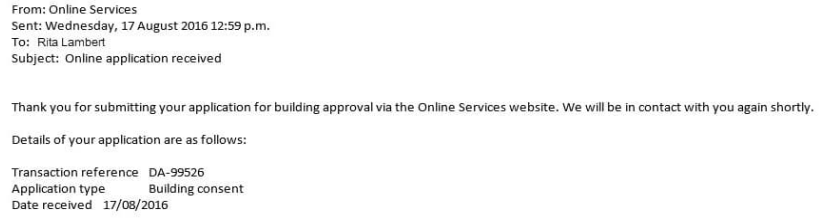
Your application has been submitted. Your request will be processed as soon as possible.

Home New application for building consent

Transaction reference	DA-319382
Transaction date	19/07/2022 8:02:43 a.m.

24. You will receive an automated email immediately, confirming that your application has been received.

    If you do not receive this email straight away, check your user registration details to ensure we have your current email address (log in, and click Registration > View user details).



From: Online Services
Sent: Wednesday, 17 August 2016 12:59 p.m.
To: Rita Lambert
Subject: Online application received

Thank you for submitting your application for building approval via the Online Services website. We will be in contact with you again shortly.

Details of your application are as follows:

Transaction reference DA-99526
Application type Building consent
Date received 17/08/2016

Sending in additional information after you have submitted your application online

You can use Online Services to add amendments after issue of your building consent, or if you are responding to a request by Council to provide additional or revised information (RFI) for an application which was submitted via Online Services.

1. Go to onlineservices.ccc.govt.nz

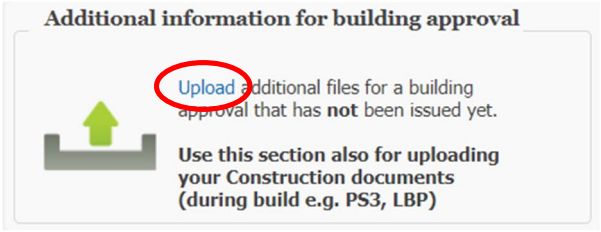
   Click Log in.

2. If you are not already logged in, te log-in page displays.

   Type in your user name and password, then click Log in.

   Passwords are case-sensitive.

3. Click Upload in the 'Additional information for building approval' section.



4. Search by property address:

   Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.

   If you type in 'St' or 'Rd', the search function will not return your address.

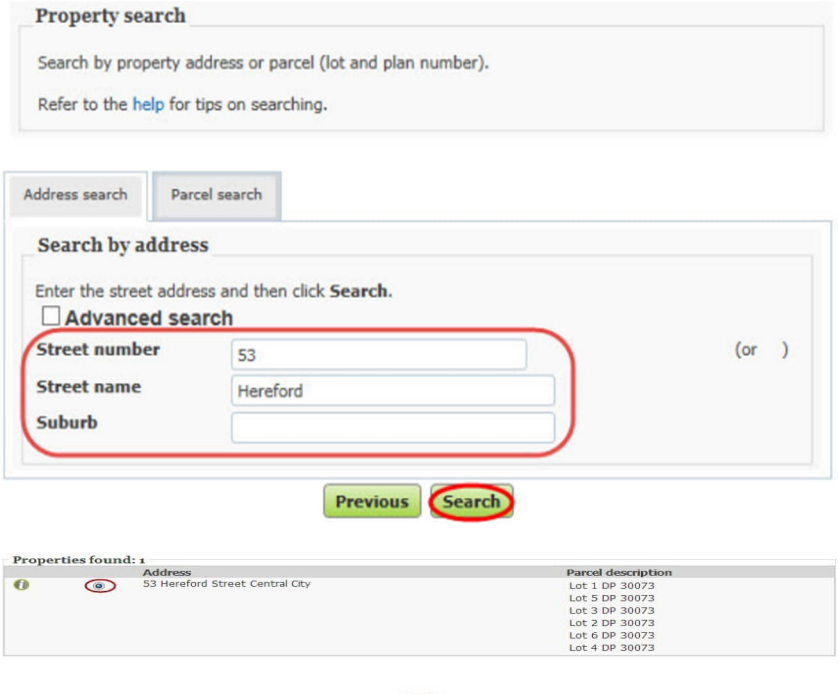
   If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.

   A list of properties matching the search criteria is displayed.

   If the property is not found, use the Advanced search or Parcel search options (below).

   Tips for searching:

   - You can search on whole words or partial words (for example, "Hereford" or "Heref").
   - If the property is part of a subdivision that hasn't been completed yet, it may not have a street address. Use the address of the "parent" property (the original property being subdivided) instead.



5. Search by land parcel number:

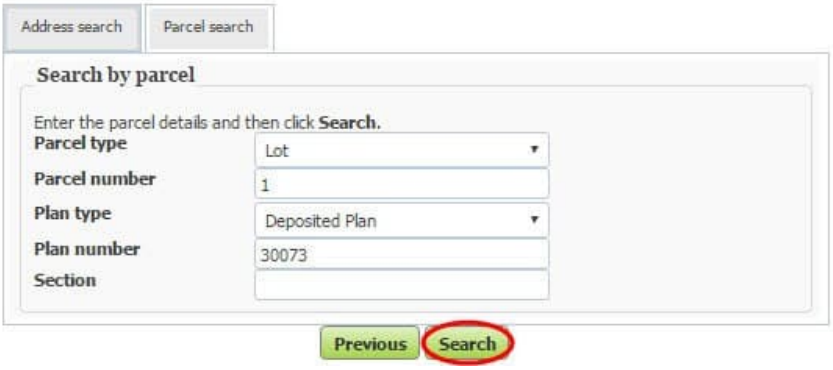
   Click Parcel search. Type in any information you have.

   For example, if the section reference is 'Lot 1 DP 30073', complete the fields as follows:

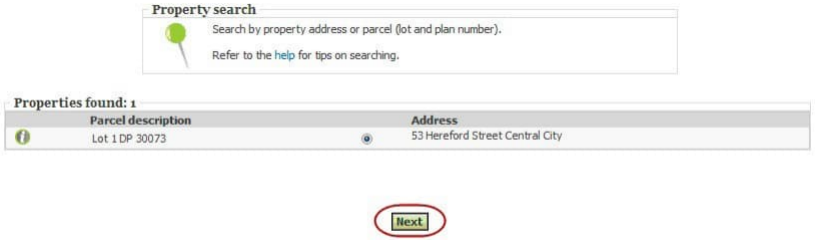
   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number – 30073

   The Parcel type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.

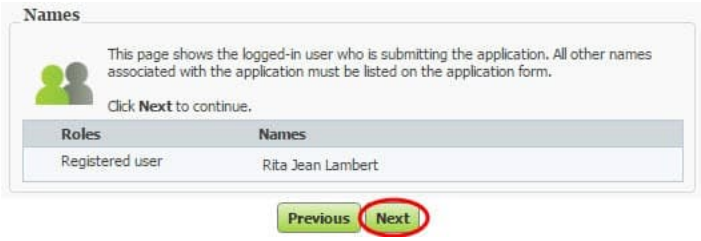
   Click Search.



6. When you have found the property, select it and click Next.



7. This page displays you as the registered user. Click Next.



8. On the Additional information screen, complete the following:

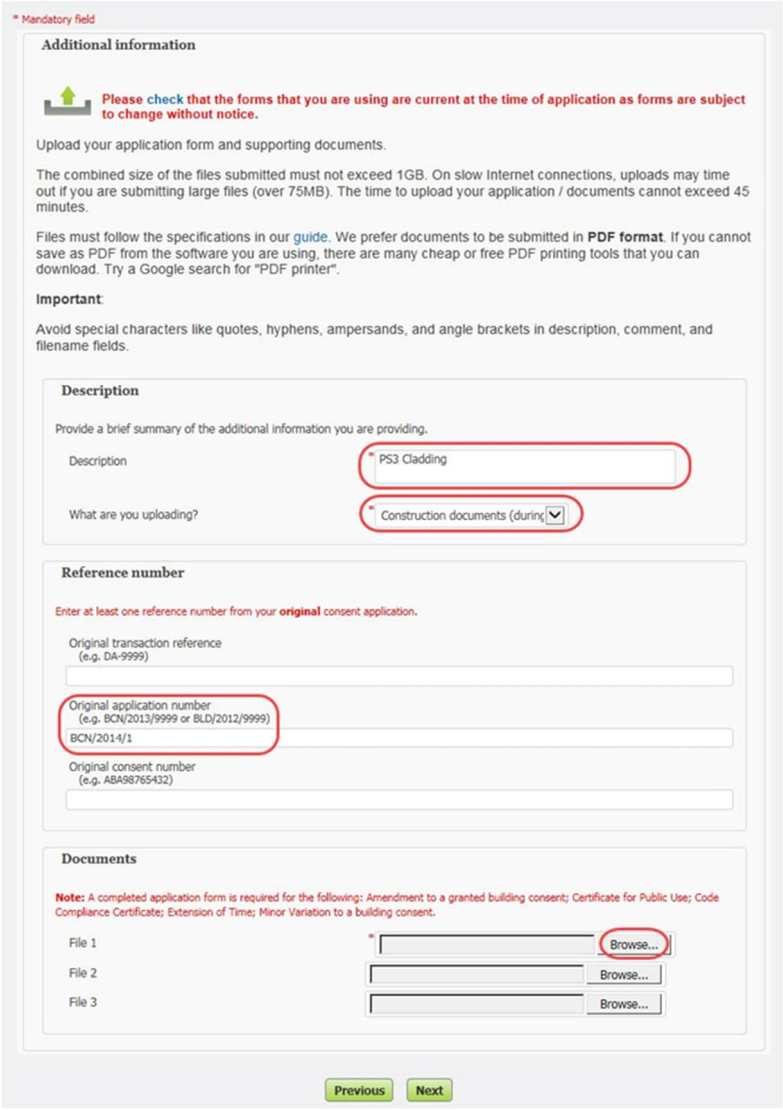
   - A description of the information you are supplying.
   - The type of additional information you are uploading.
   - The reference number; either the Transaction reference number, the Application number, or the Consent number from the original application, and upload your documents.

     (You can view your submitted applications by clicking Applications > View submitted applications on the menu bar, and find the reference numbers there.)
   - An attachment including the additional information.

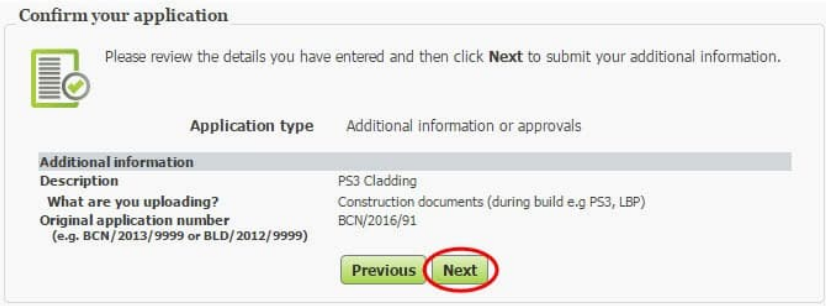
   Note: If you cannot save as PDF from the software you are using, there are many free online tools which generate PDFs. Try a Google search for "PDF printer".

   Avoid special characters like quotes, hyphens, ampersands and angle brackets in description, comment, and file name fields.

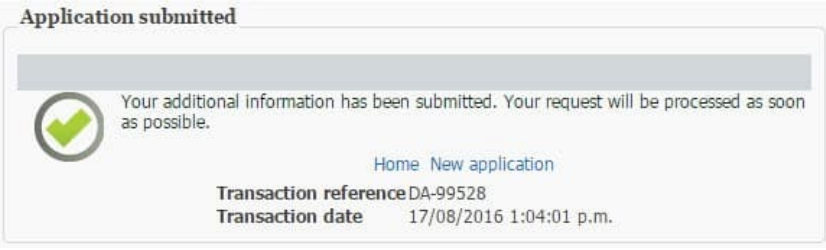
   The time to upload your application / documents cannot exceed 45 minutes.



9. A summary of your application is shown. Click Next to submit the documents to Council.



10. Confirmation is returned instantly, and a new transaction reference number is supplied. Note that this reference number applies to the additional information only, it does not replace the reference number of the original application.



11. A confirmation email is automatically sent.	From: Online Services Sent: Wednesday, 17 August 2016 1:04 p.m. To: Rita Lambert Subject: Online application received Thank you for submitting amended application documents via the Online Services website. Your transaction details are as follows: Transaction reference DA-99528 Application type Additional information or approvals Date received 17/08/2016 Registered user Rita Jean Lambert, 100 Testing Street, Christchurch 8061

After the Building Consent is granted (Amendment to a granted consent, extension of time, code compliance certificate, and certificate for public use)

You must have already registered with Online Services before you can submit an application online. If you don't get your application completed, don't worry – it will automatically get saved as a draft, and you can complete it at a later date.

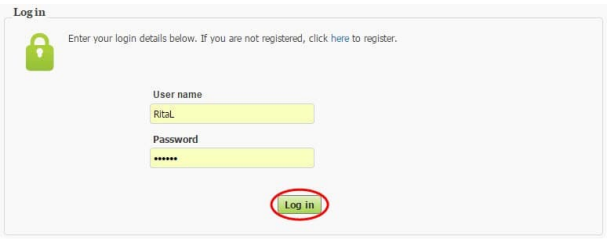
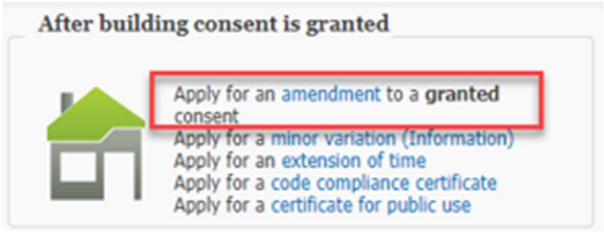
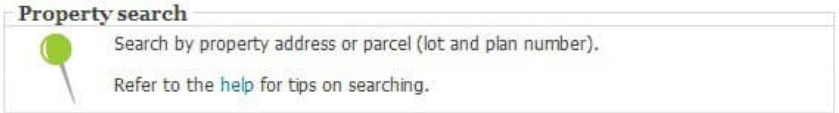
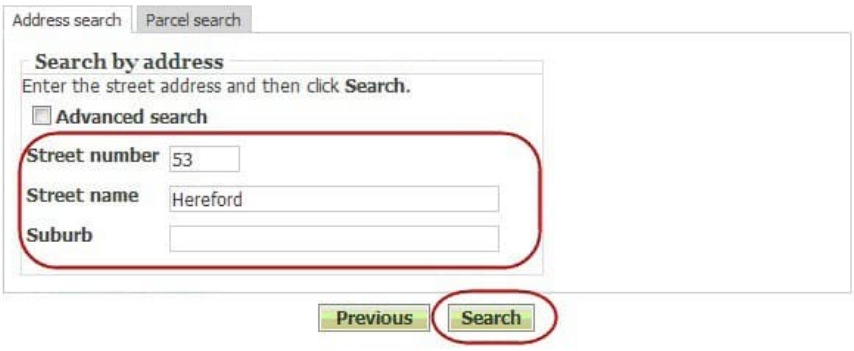
You can use Online Services to:

- add amendments after issue of your building consent (*by completing your application form online through Online Services, you will not have to complete the B-002 Application for Building Consent and/or Project Information Memorandum (Form 2) form*), or
- add code compliance certificate application (*by completing your application form online through Online Services, you will not have to complete the B-011 Application for Code Compliance Certificate - Form 6* -), view the step-by-step instructions here, or
- if you are responding to a request by Council to provide additional or revised information (RFI) for an application which was submitted via Online Services.

If you wish to submit an online application for a building consent refer to *Submitting a building consent application via Online Services* section.

If you wish to submit an application for a Building Act exemption or certificate of acceptance refer to the *Apply for an exemption from building consent* or *Apply for a certificate of acceptance* sections.

If you have trouble submitting your application, phone the Customer Call Centre, (03) 941 8999 (8:00am to 5:00pm).

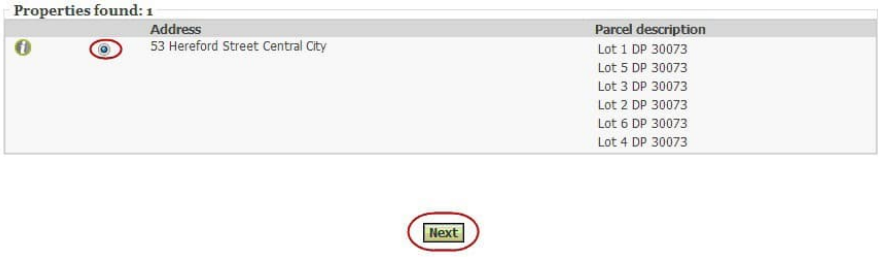
1. Go to onlineservices.ccc.govt.nz Click Log in.	
2. If you are not already logged in, the log-in page displays. Type in your user name and password, then click Log in. Passwords are case-sensitive.	
3. Click Apply for in the 'After building consent is granted' section.	
4. Search by either property address, or parcel (lot and plan number). Search by property address: Type in the address that the building consent application relates to (Street Number, Street Name), then click Search. If you type in 'St' or 'Rd', the search function will not return your address. If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.	 

5. A list of properties matching the search criteria is displayed.

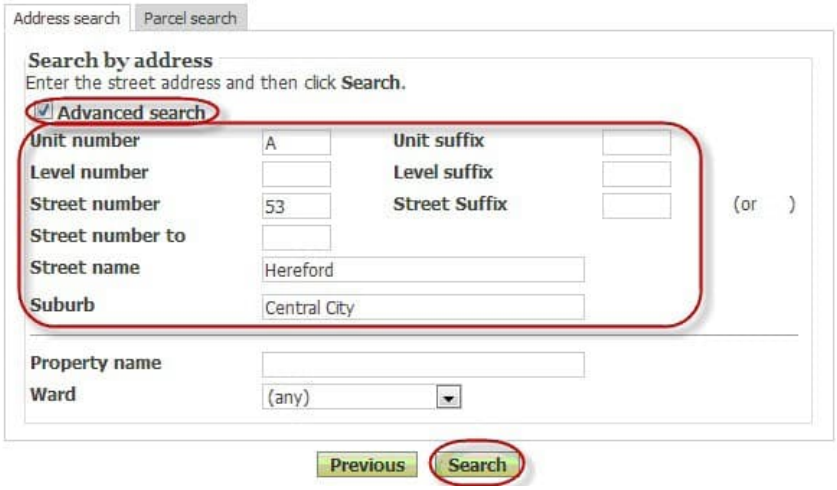
   If the property is not found, use the Advanced search or Parcel search options (below).

   Tips for searching:
   - You can search on whole words or partial words (for example, “Hereford” or “Heref”).
   - If the property is part of a subdivision that hasn’t been completed yet, it may not have a street address. Use the address of the “parent” property (the original property being subdivided) instead.

   Click Next.



6. Advanced address search: Click Advanced Search. Type in any detailed information about the property, such as Unit Number or Property Name, then click Search.
   - If your application relates to a location rather than a street address, choose a street segment. To do this, select the Advanced search check box, then enter the street name in the Property name field. The search results will include all of the segments for the street you searched on (for example, if you searched on “Hereford” the search results will include Hereford Street between Rolleston and Montreal, Hereford Street between Montreal and Cambridge, and so on).
   - You can also use a Property name search to find some other locations, such as parks, by name.



7. Search by land parcel number:

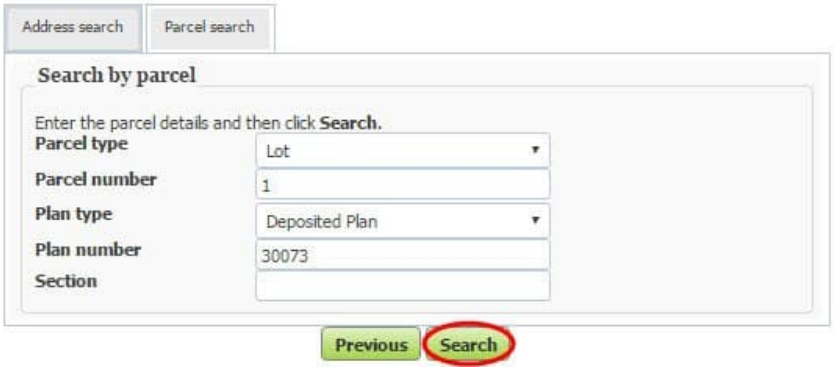
   Click Parcel search. Type in any information you have.

   For example, if the section reference is ‘Lot 1 DP 30073’, complete the fields as follows:

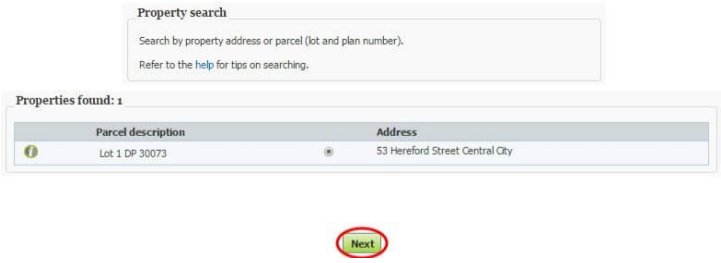
   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number –30073

   The Plan type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.

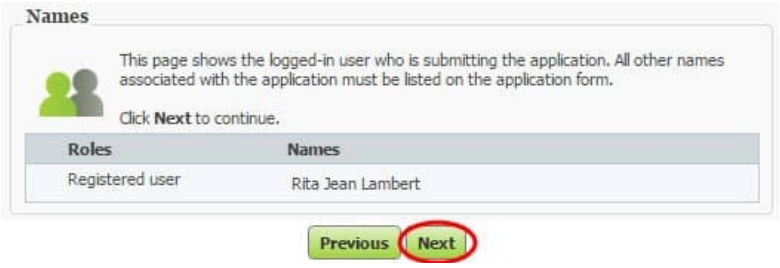
   Click Search.



8. When you have found the property, select it and click Next.



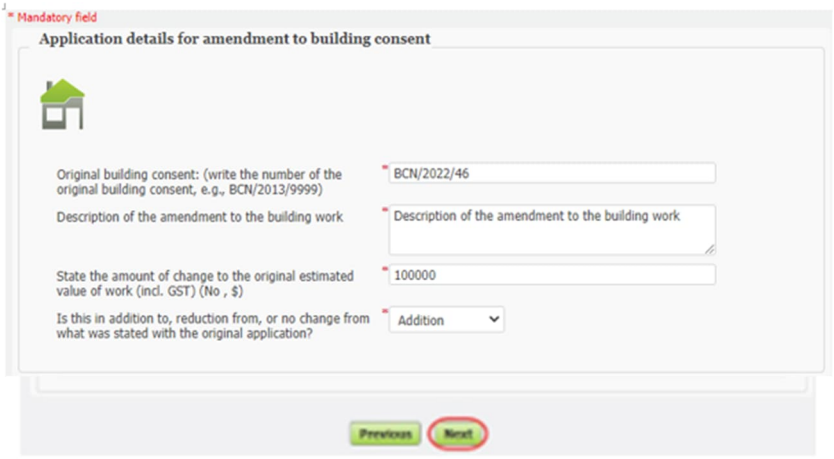
9. This page displays you as the registered user. Click Next.



10. On the Application details for amendment to building consent screen, complete the following:
    - Original building consent
    - A description of the amendment to the building consent
    - State the amount of change to the original estimated value of work
    - Is this in addition to, reduction from, or no change

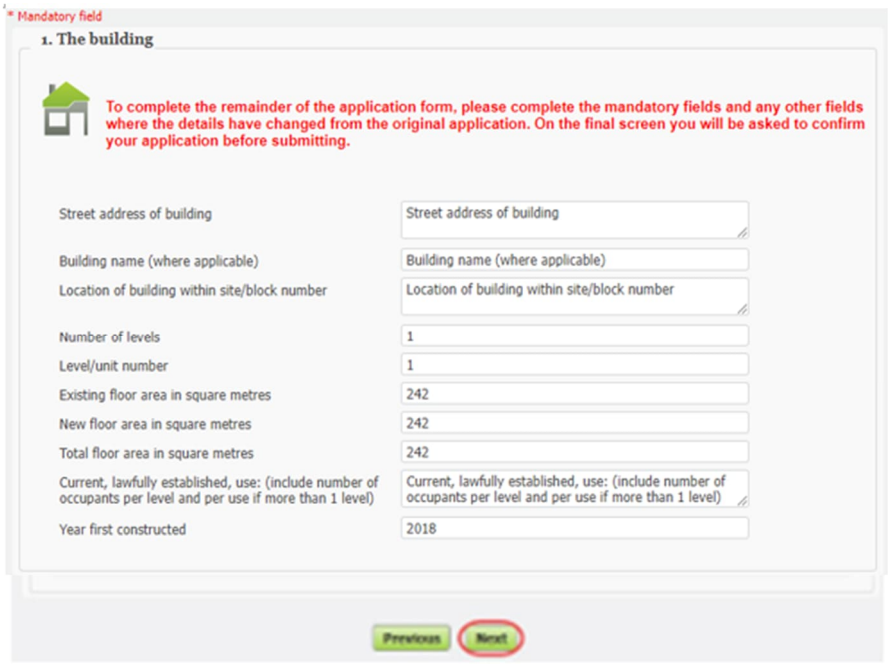
    The time to upload your application / documents cannot exceed 45 minutes.

    Click Next.



11. On The building screen complete all relevant fields:
    - Street address
    - Building name
    - Location
    - Number of levels
    - Level/unit number
    - Existing floor are
    - New floor area
    - Total floor area
    - Current, lawfully established, use
    - Year first constructed

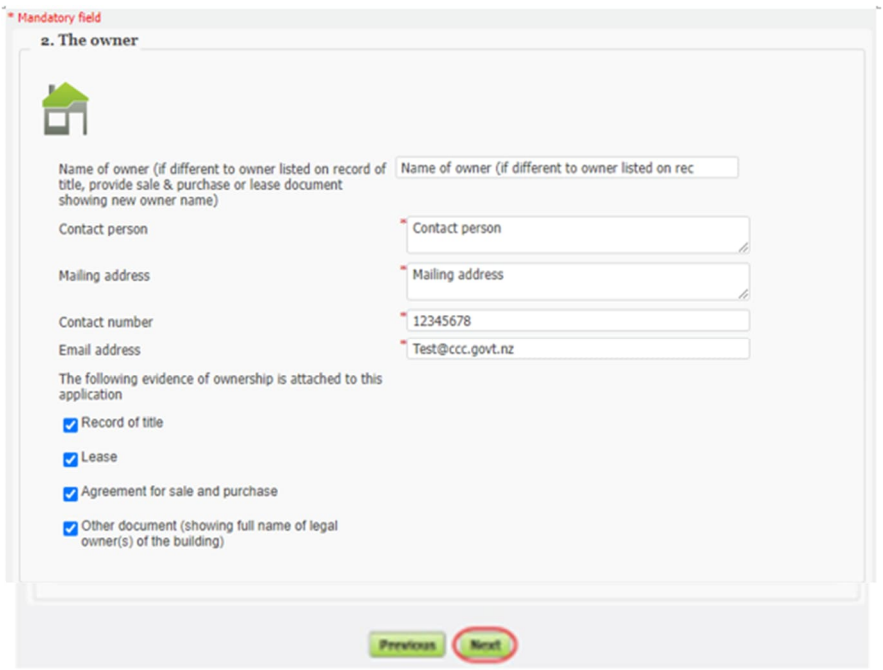
    Click Next.



12. On The owner screen complete all mandatory fields:
    - Name of owner
    - Contact person
    - Mailing address
    - Contact number
    - Email address

    One of the following evidence of ownership boxes that is attached to this application:
    - Record of title
    - Lease
    - Agreement for sale and purchase
    - Other document

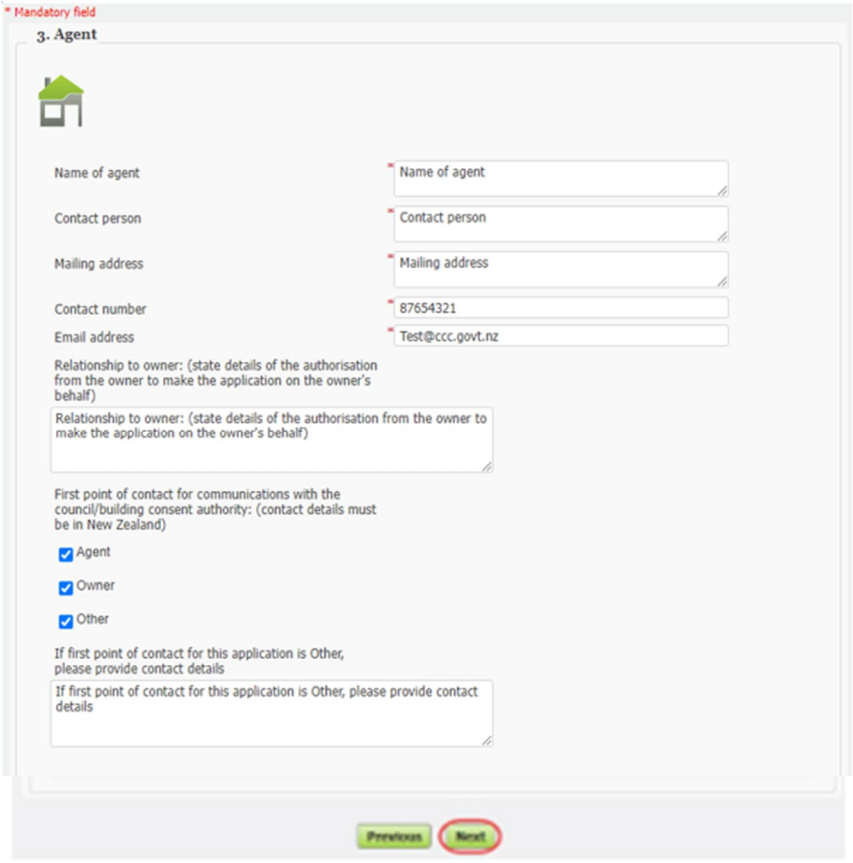
    Click Next



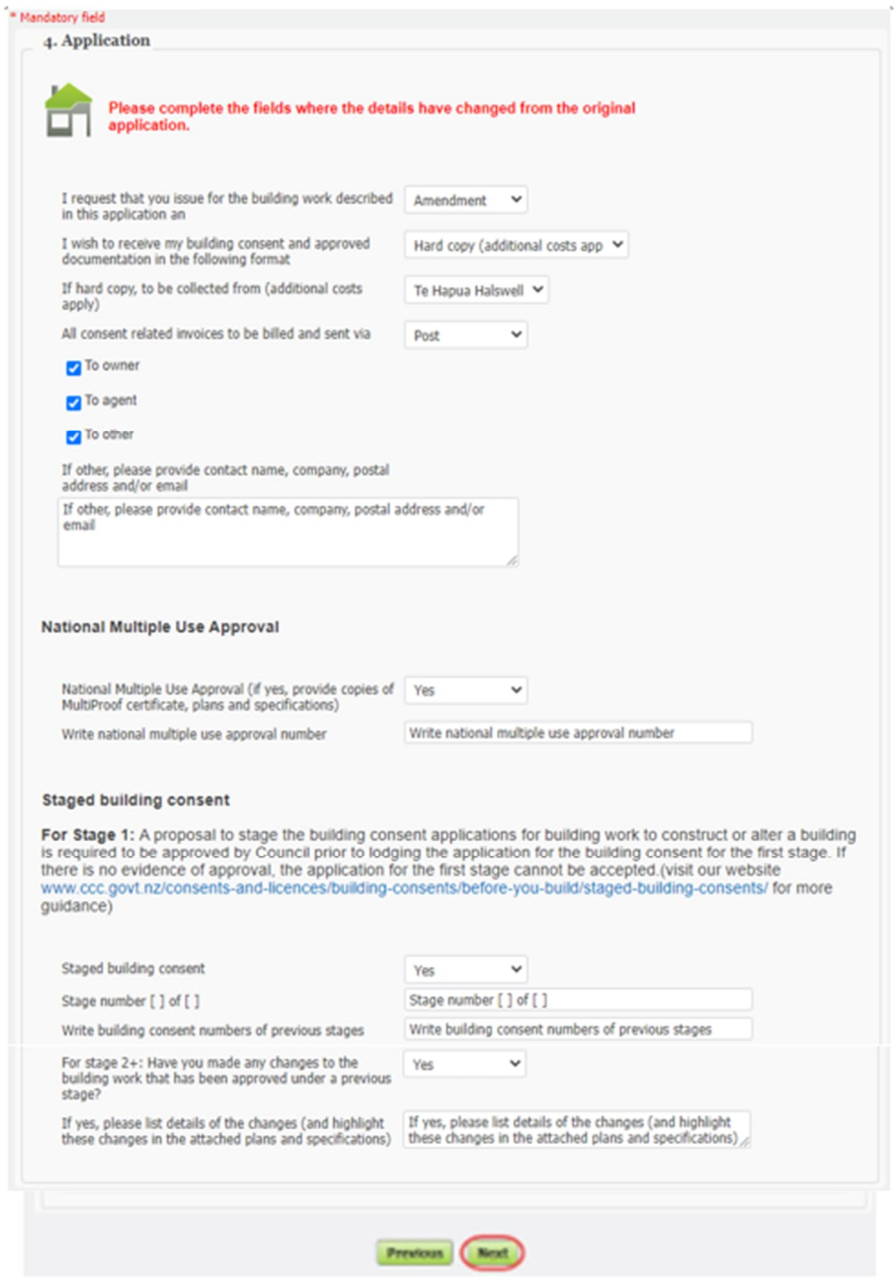
13. On Agent screen complete all mandatory fields:
    - Name of agent
    - Contact person
    - Mailing address
    - Contact number
    - Email address
    - Relationship to owner

    One of the point of contact boxes needs to be selected or Other needs to be filled out

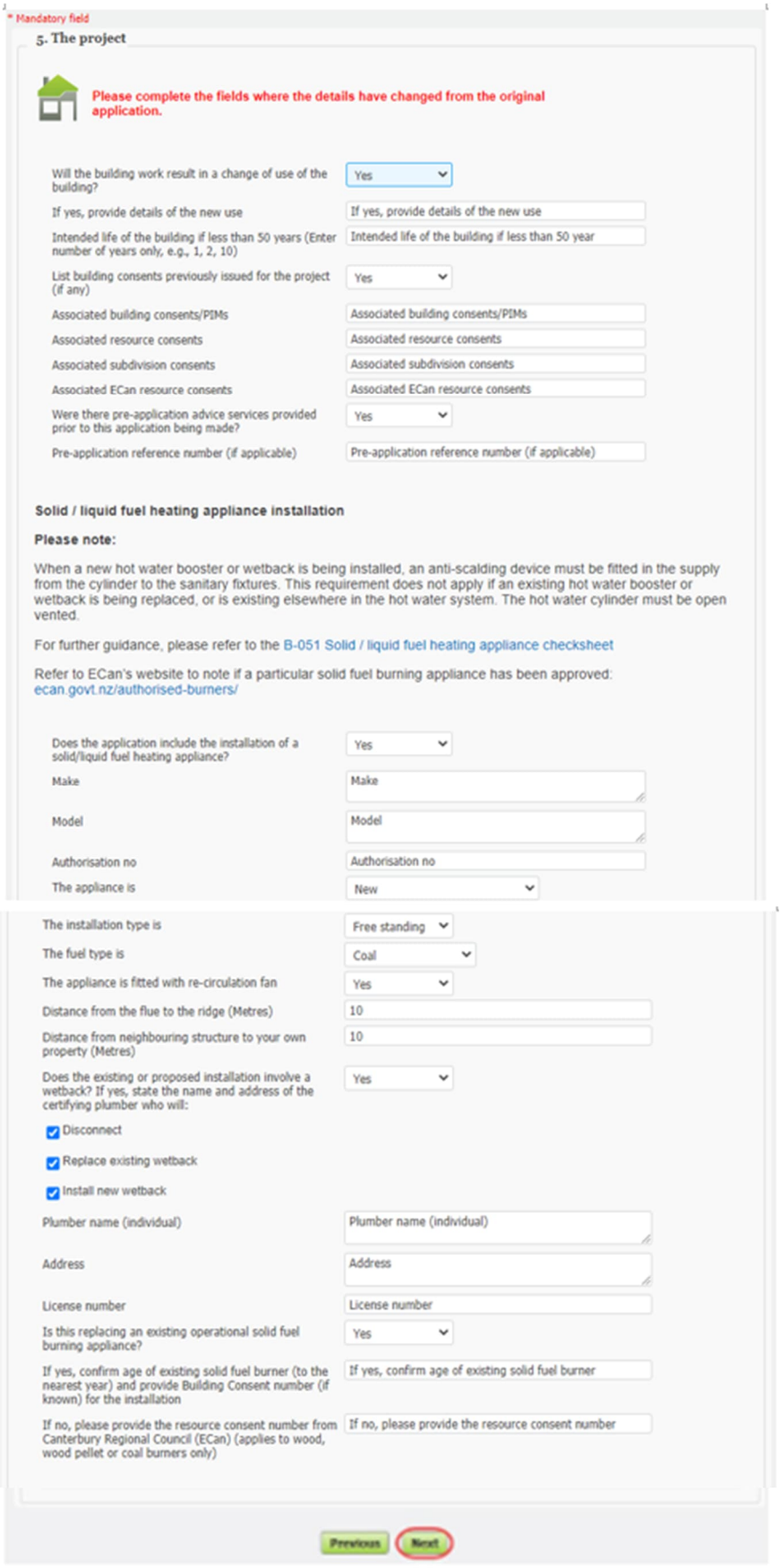
    Click Next



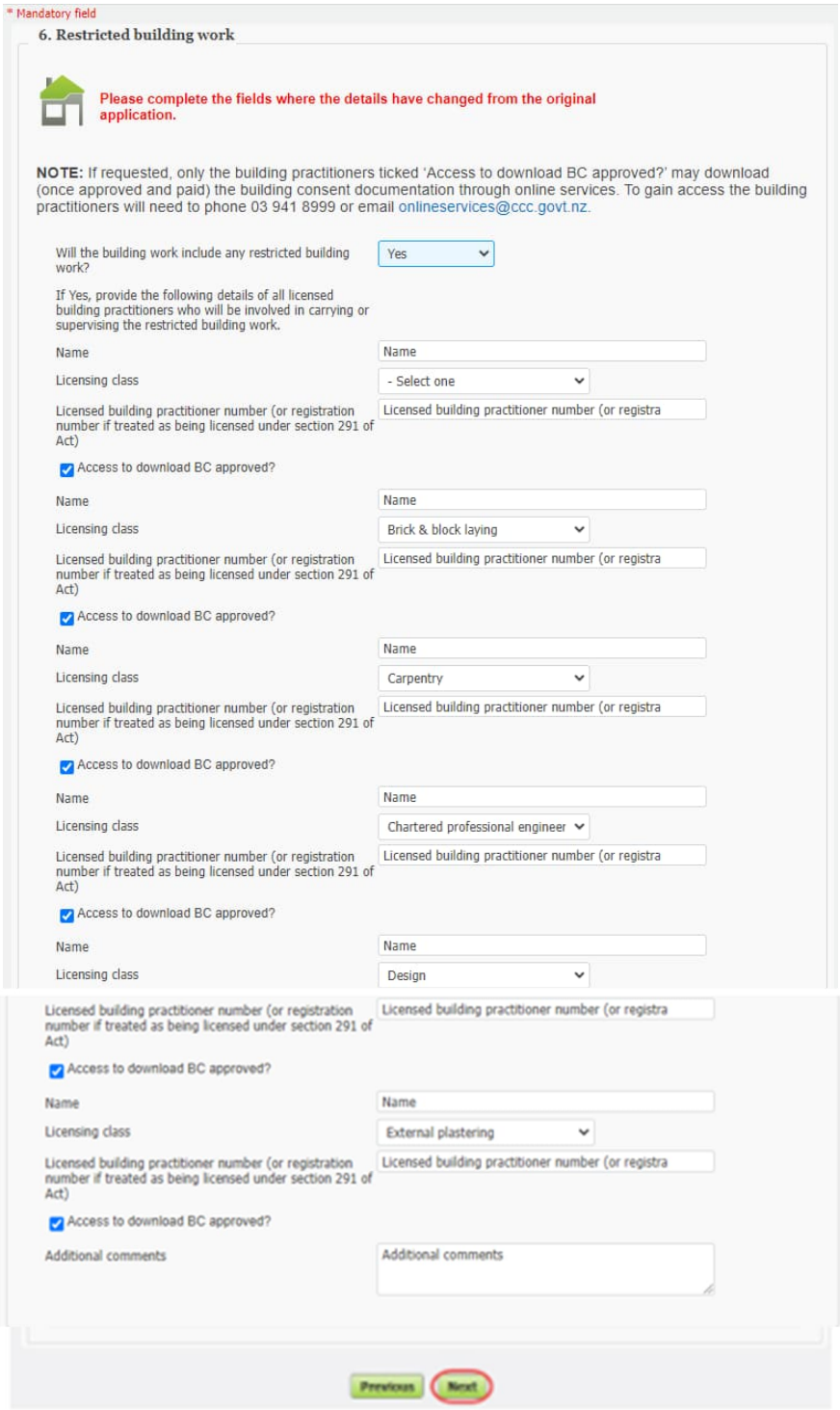
14. On Application screen the fields need to be completed where the details have changed from the original application otherwise click Next



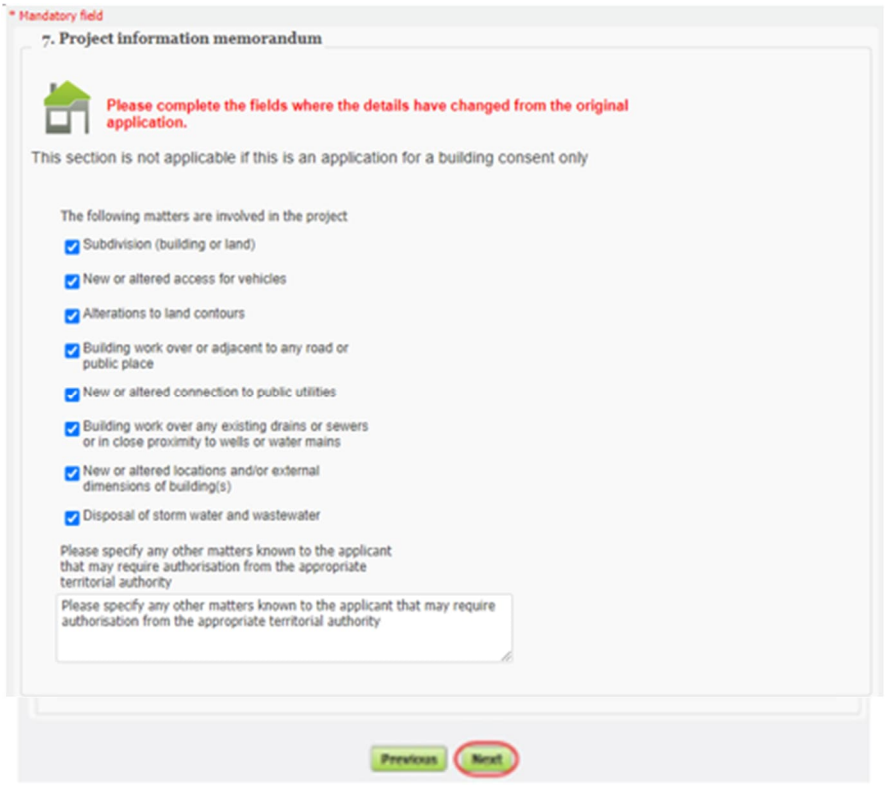
15. On The Project screen the fields need to be completed where the details have changed from the original application otherwise click Next



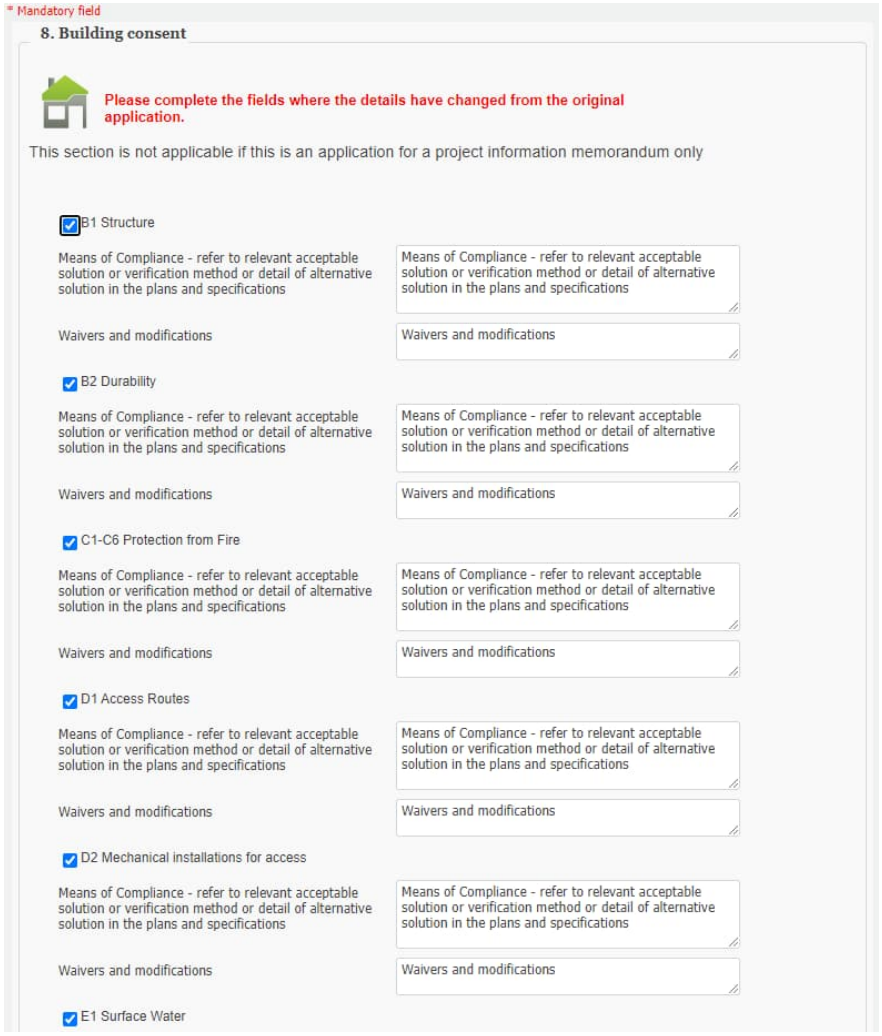
16. On Restricted building work screen the fields need to be completed where the details have changed from the original application otherwise click Next

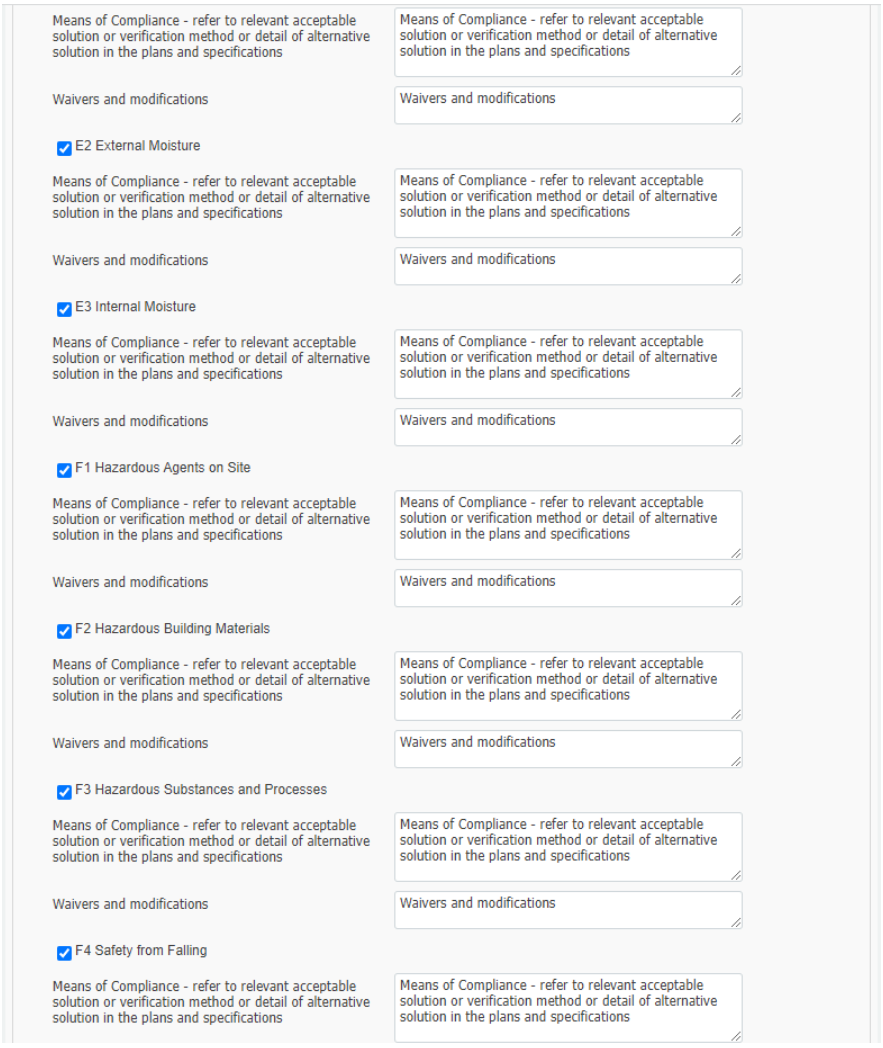


17. On Project Information memorandum screen the fields need to be completed where the details have changed from the original application otherwise click Next



18. On Building Consent screen the fields need to be completed where the details have changed from the original application otherwise click Next




Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
E2 External Moisture
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
E3 Internal Moisture
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
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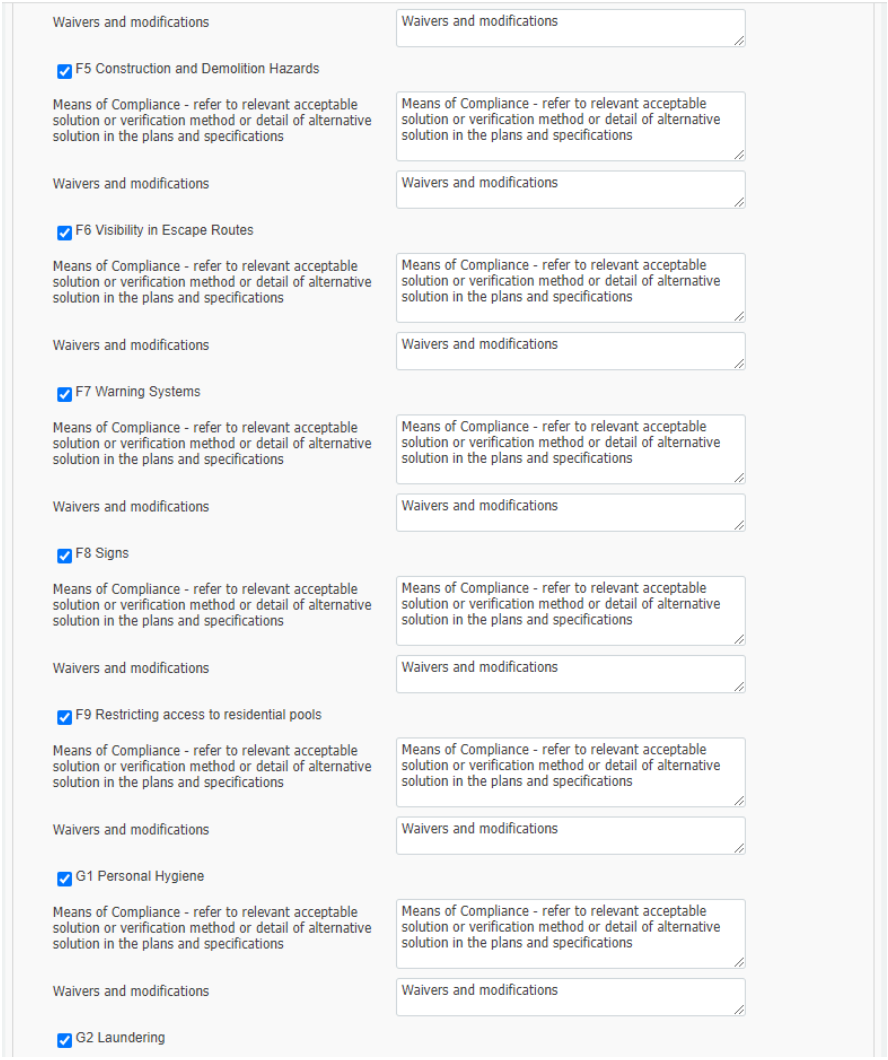
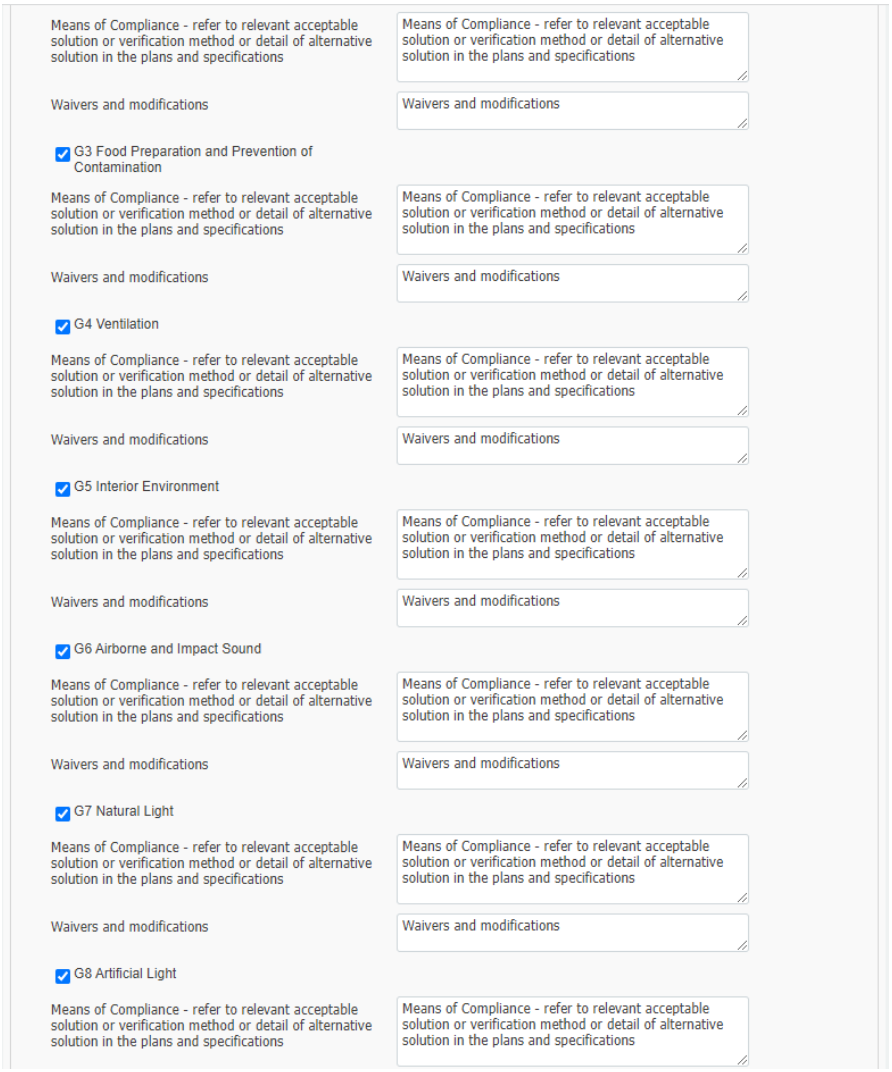
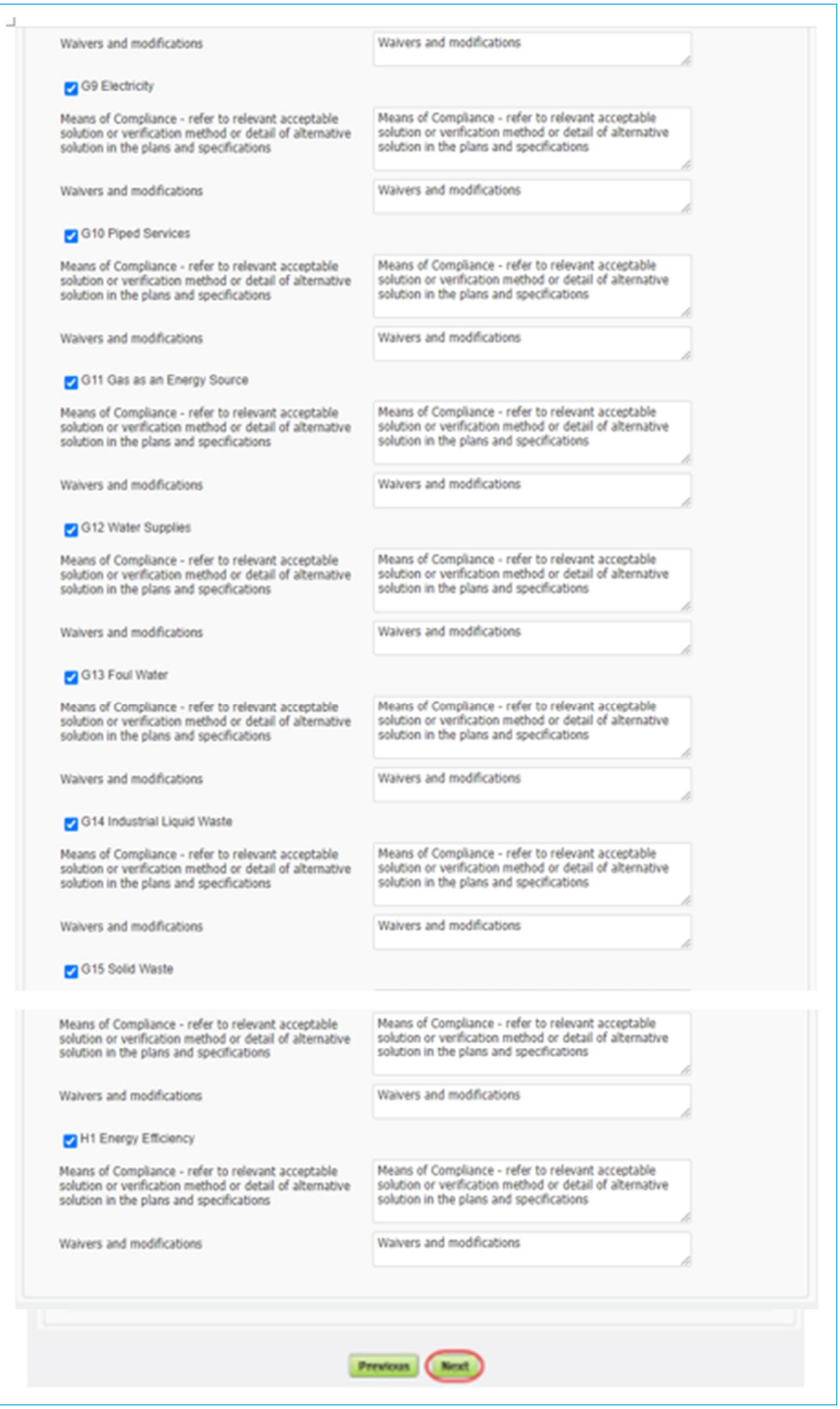
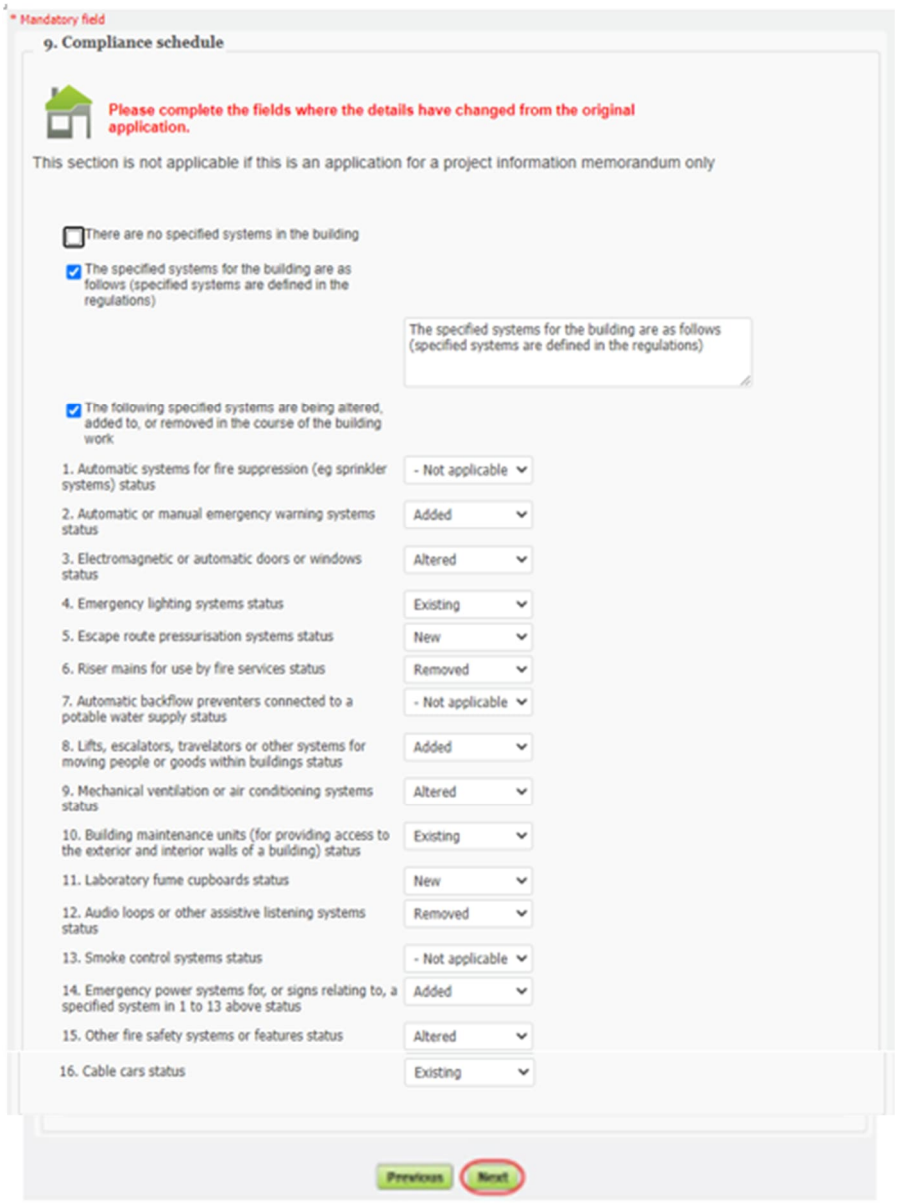
Waivers and modifications
Waivers and modifications
F1 Hazardous Agents on Site
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F2 Hazardous Building Materials
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F3 Hazardous Substances and Processes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F4 Safety from Falling
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications


Waivers and modifications
Waivers and modifications
F5 Construction and Demolition Hazards
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F6 Visibility in Escape Routes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F7 Warning Systems
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F8 Signs
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
F9 Restricting access to residential pools
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G1 Personal Hygiene
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G2 Laundering


Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G3 Food Preparation and Prevention of Contamination
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G4 Ventilation
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G5 Interior Environment
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G6 Airborne and Impact Sound
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G7 Natural Light
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G8 Artificial Light
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications

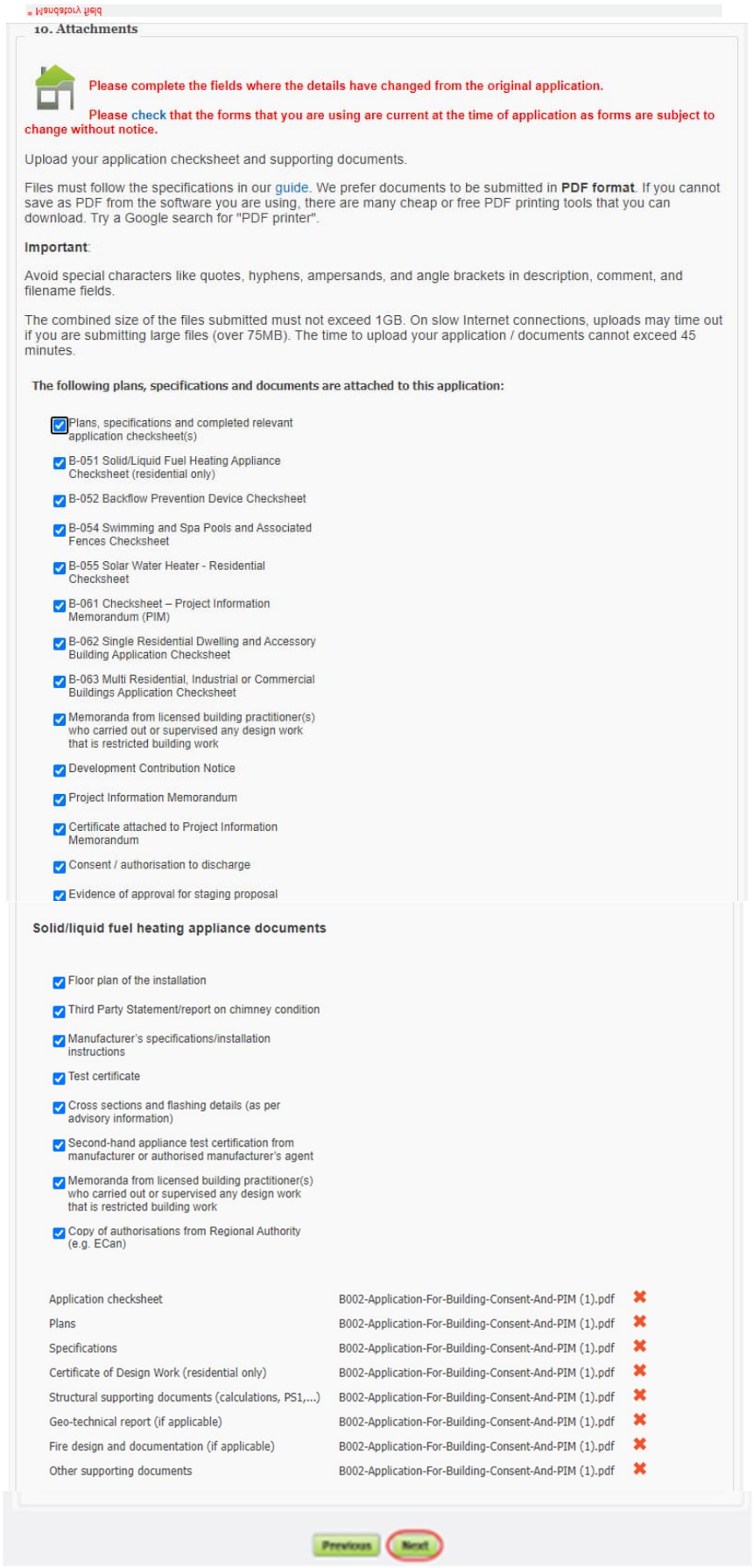

Waivers and modifications
Waivers and modifications
G9 Electricity
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G10 Piped Services
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G11 Gas as an Energy Source
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G12 Water Supplies
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G13 Foul Water
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G14 Industrial Liquid Waste
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
G15 Solid Waste
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
H1 Energy Efficiency
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications
Waivers and modifications
Previous
Next

19. On Compliance schedule screen the fields need to be completed where the details have changed from the original application otherwise click Next



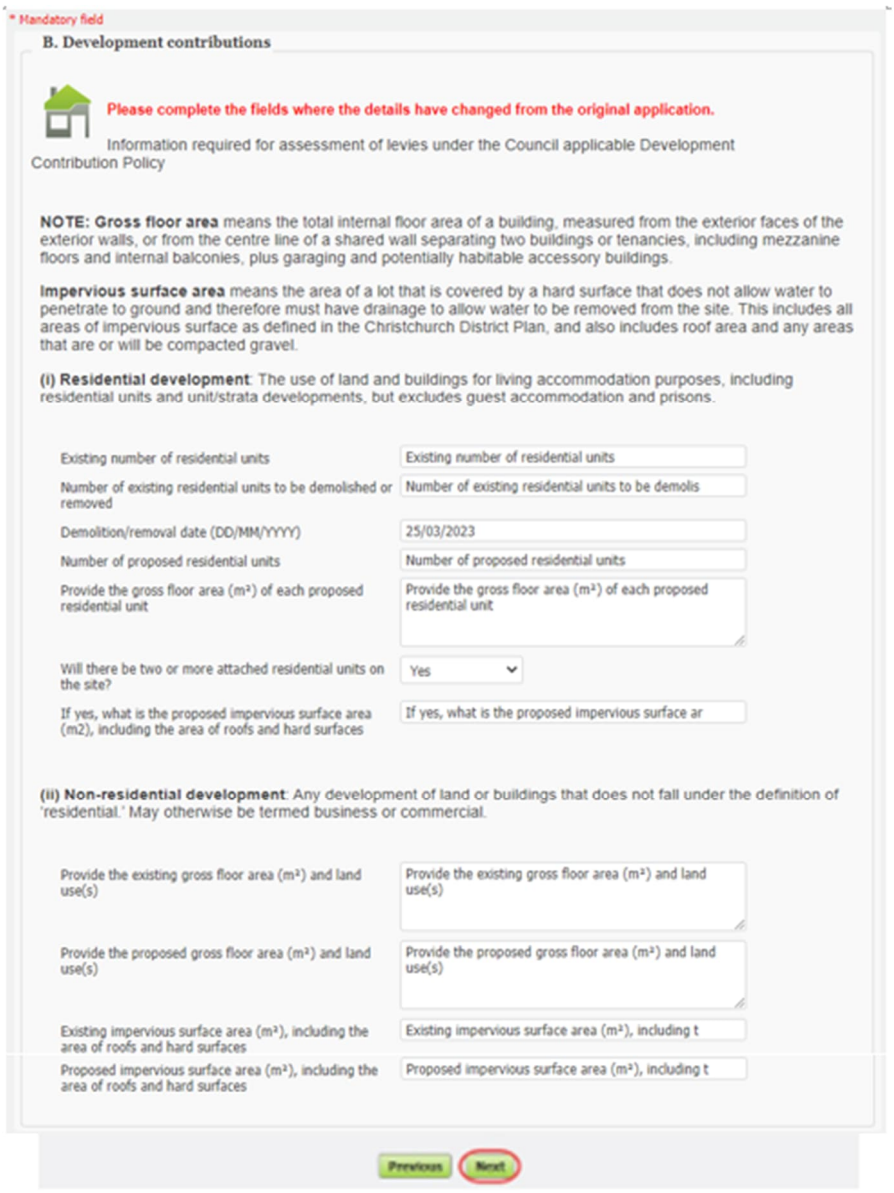
20. On Attachments screen upload all relevant documents

    Click Next

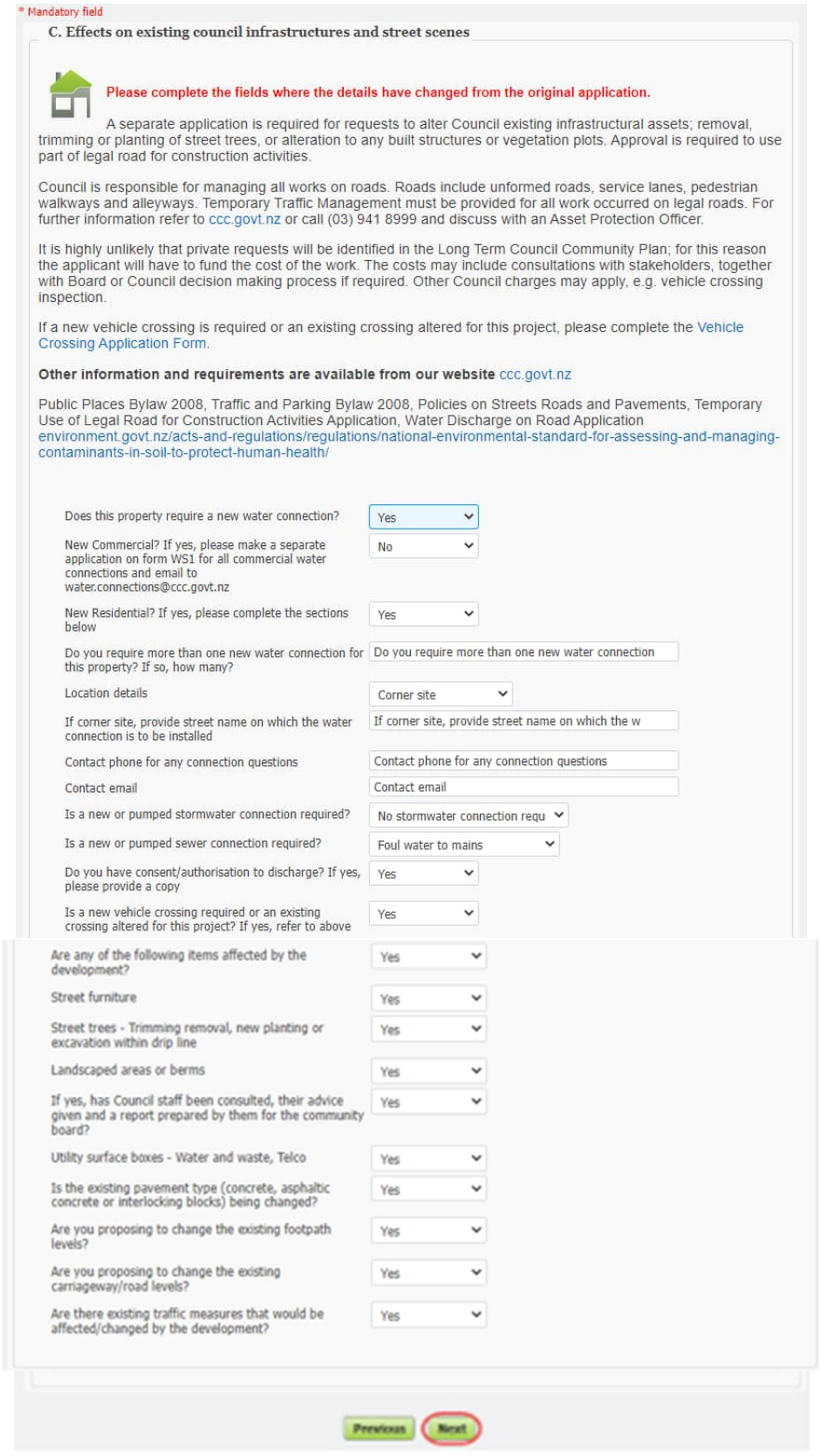


21. On Additional Information screen the fields need to be completed where the details have changed from the original application otherwise click Next

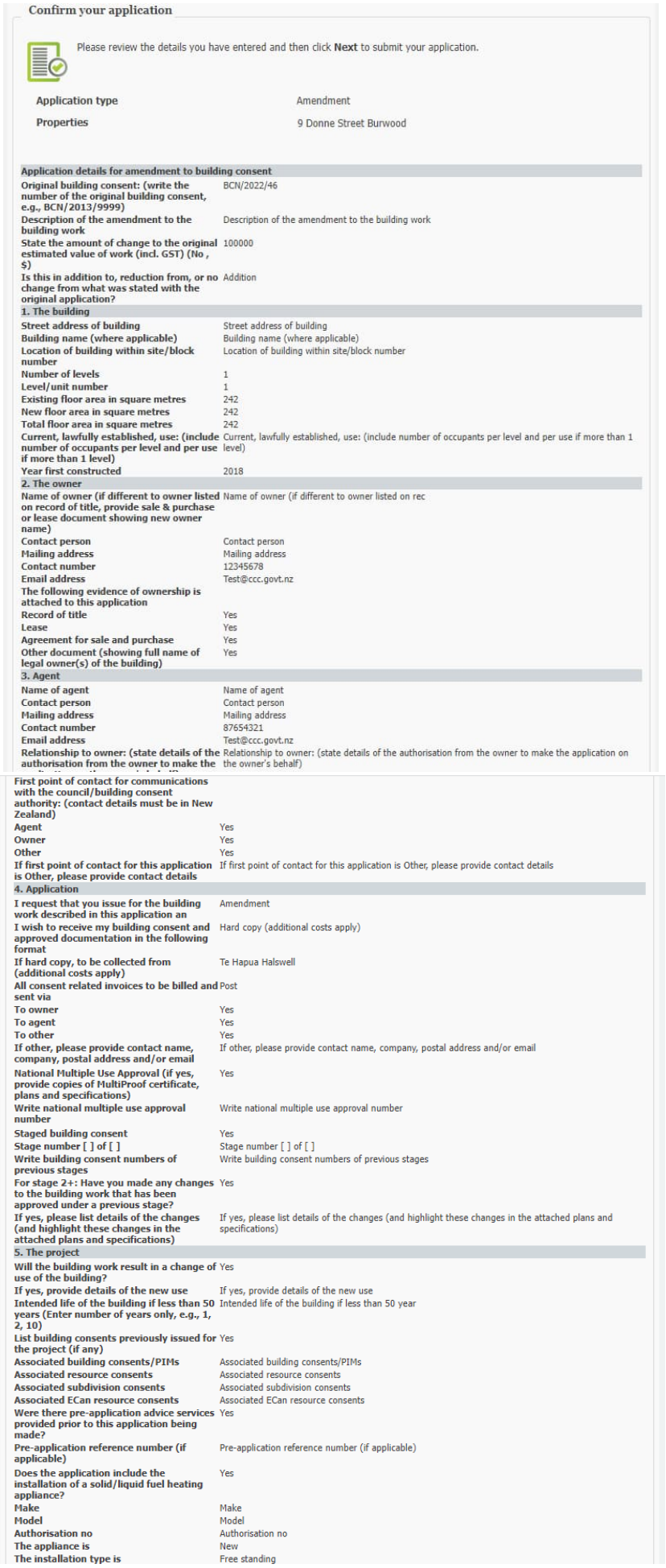
22. On Development contributions screen the fields need to be completed where the details have changed from the original application otherwise click Next



23. On Effects on existing council infrastructures and street scenes screen the fields need to be completed where the details have changed from the original application otherwise click Next



24. On Confirm your application screen please review the details you have entered, tick "I / We accept" and then click Next to submit your application



Confirm your application

Please review the details you have entered and then click **Next** to submit your application.

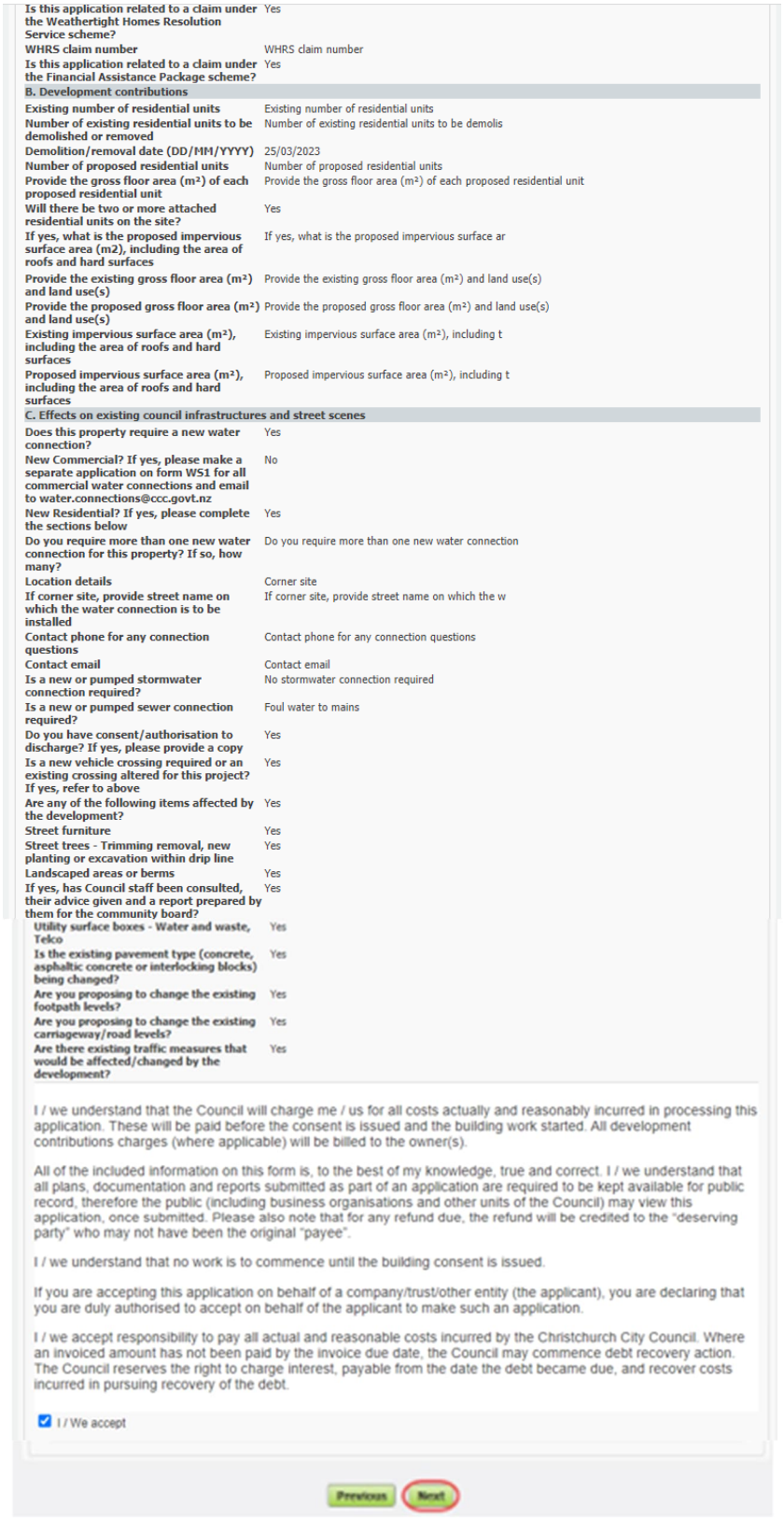
Application type	Amendment
Properties	9 Donne Street Burwood

Application details for amendment to building consent	
Original building consent: (write the number of the original building consent, e.g., BCN/2013/9999)	BCN/2022/46
Description of the amendment to the building work	Description of the amendment to the building work
State the amount of change to the original estimated value of work (incl. GST) (No , $)	100000
Is this in addition to, reduction from, or no change from what was stated with the original application?	Addition
1. The building	
Street address of building	Street address of building
Building name (where applicable)	Building name (where applicable)
Location of building within site/block number	Location of building within site/block number
Number of levels	1
Level/unit number	1
Existing floor area in square metres	242
New floor area in square metres	242
Total floor area in square metres	242
Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)	Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)
Year first constructed	2018
2. The owner	
Name of owner (if different to owner listed on record of title, provide sale & purchase or lease document showing new owner name)	Name of owner (if different to owner listed on rec
Contact person	Contact person
Mailing address	Mailing address
Contact number	12345678
Email address	Test@ccc.govt.nz
The following evidence of ownership is attached to this application	
Record of title	Yes
Lease	Yes
Agreement for sale and purchase	Yes
Other document (showing full name of legal owner(s) of the building)	Yes
3. Agent	
Name of agent	Name of agent
Contact person	Contact person
Mailing address	Mailing address
Contact number	87654321
Email address	Test@ccc.govt.nz
Relationship to owner: (state details of the authorisation from the owner to make the	Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)
First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand)	
Agent	Yes
Owner	Yes
Other	Yes
If first point of contact for this application is Other, please provide contact details	If first point of contact for this application is Other, please provide contact details
4. Application	
I request that you issue for the building work described in this application an	Amendment
I wish to receive my building consent and approved documentation in the following format	Hard copy (additional costs apply)
If hard copy, to be collected from (additional costs apply)	Te Hapua Halswell
All consent related invoices to be billed and sent via	Post
To owner	Yes
To agent	Yes
To other	Yes
If other, please provide contact name, company, postal address and/or email	If other, please provide contact name, company, postal address and/or email
National Multiple Use Approval (if yes, provide copies of MultiProof certificate, plans and specifications)	Yes
Write national multiple use approval number	Write national multiple use approval number
Staged building consent	Yes
Stage number [ ] of [ ]	Stage number [ ] of [ ]
Write building consent numbers of previous stages	Write building consent numbers of previous stages
For stage 2+: Have you made any changes to the building work that has been approved under a previous stage?	Yes
If yes, please list details of the changes (and highlight these changes in the attached plans and specifications)	If yes, please list details of the changes (and highlight these changes in the attached plans and specifications)
5. The project	
Will the building work result in a change of use of the building?	Yes
If yes, provide details of the new use	If yes, provide details of the new use
Intended life of the building if less than 50 years (Enter number of years only, e.g., 1, 2, 10)	Intended life of the building if less than 50 year
List building consents previously issued for the project (if any)	Yes
Associated building consents/PIMs	Associated building consents/PIMs
Associated resource consents	Associated resource consents
Associated subdivision consents	Associated subdivision consents
Associated ECan resource consents	Associated ECan resource consents
Were there pre-application advice services provided prior to this application being made?	Yes
Pre-application reference number (if applicable)	Pre-application reference number (if applicable)
Does the application include the installation of a solid/liquid fuel heating appliance?	Yes
Make	Make
Model	Model
Authorisation no	Authorisation no
The appliance is	New
The installation type is	Free standing

The fuel type is	Coal
The appliance is fitted with re-circulation fan	Yes
Distance from the flue to the ridge (Metres)	10
Distance from neighbouring structure to your own property (Metres)	10
Does the existing or proposed installation involve a wetback? If yes, state the name and address of the certifying plumber who will:	Yes
Disconnect	Yes
Replace existing wetback	Yes
Install new wetback	Yes
Plumber name (individual)	Plumber name (individual)
Address	Address
License number	License number
Is this replacing an existing operational solid fuel burning appliance?	Yes
If yes, confirm age of existing solid fuel burner (to the nearest year) and provide Building Consent number (if known) for the installation	If yes, confirm age of existing solid fuel burner
If no, please provide the resource consent number from Canterbury Regional Council (ECan) (applies to wood, wood pellet or coal burners only)	If no, please provide the resource consent number
6. Restricted building work	
Will the building work include any restricted building work?	Yes
If Yes, provide the following details of all licensed building practitioners who will be involved in carrying or supervising the restricted building work.	
Name	Name
Licensing class	- Select one
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
Name	Name
Licensing class	Brick & block laying
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
Name	Name
Licensing class	Carpentry
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
Name	Name
Licensing class	Chartered professional engineer
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
Name	Name
Licensing class	Design
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
Name	Name
Licensing class	External plastering
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Access to download BC approved?	Yes
7. Project information memorandum	
The following matters are involved in the project	
Subdivision (building or land)	Yes
New or altered access for vehicles	Yes
Alterations to land contours	Yes
Building work over or adjacent to any road or public place	Yes
New or altered connection to public utilities	Yes
Building work over any existing drains or sewers or in close proximity to wells or water mains	Yes
New or altered locations and/or external dimensions of building(s)	Yes
Disposal of storm water and wastewater	Yes
Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority	Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority
8. Building consent	
B1 Structure	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
B2 Durability	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
C1-C6 Protection from Fire	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
D1 Access Routes	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
D2 Mechanical installations for access	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
E1 Surface Water	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
E2 External Moisture	Yes

Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
E3 Internal Moisture	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F1 Hazardous Agents on Site	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F2 Hazardous Building Materials	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F3 Hazardous Substances and Processes	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F4 Safety from Falling	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F5 Construction and Demolition Hazards	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F6 Visibility in Escape Routes	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F7 Warning Systems	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F8 Signs	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
F9 Restricting access to residential pools	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G1 Personal Hygiene	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G2 Laundering	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G3 Food Preparation and Prevention of Contamination	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G4 Ventilation	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G5 Interior Environment	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G6 Airborne and Impact Sound	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G7 Natural Light	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G8 Artificial Light	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G9 Electricity	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G10 Piped Services	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G11 Gas as an Energy Source	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications

G12 Water Supplies	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G13 Foul Water	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G14 Industrial Liquid Waste	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
G15 Solid Waste	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
H1 Energy Efficiency	Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
9. Compliance schedule	
There are no specified systems in the building	No
The specified systems for the building are as follows (specified systems are defined in the regulations)	Yes
	The specified systems for the building are as follows (specified systems are defined in the regulations)
The following specified systems are being altered, added to, or removed in the course of the building work	Yes
1. Automatic systems for fire suppression (eg sprinkler systems) status	- Not applicable
2. Automatic or manual emergency warning systems status	Added
3. Electromagnetic or automatic doors or windows status	Altered
4. Emergency lighting systems status	Existing
5. Escape route pressurisation systems status	New
6. Riser mains for use by fire services status	Removed
7. Automatic backflow preventers connected to a potable water supply status	- Not applicable
8. Lifts, escalators, travelators or other systems for moving people or goods within buildings status	Added
9. Mechanical ventilation or air conditioning systems status	Altered
10. Building maintenance units (for providing access to the exterior and interior walls of a building) status	Existing
11. Laboratory fume cupboards status	New
12. Audio loops or other assistive listening systems status	Removed
13. Smoke control systems status	- Not applicable
14. Emergency power systems for, or signs relating to, a specified system in 1 to 13 above status	Added
15. Other fire safety systems or features status	Altered
16. Cable cars status	Existing
10. Attachments	
Plans and Specifications	Yes
Completed relevant application checksheet(s)	Yes
Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work	Yes
Development contribution notice	Yes
Project information memorandum	Yes
Certificate attached to project information memorandum	Yes
Consent / authorisation to discharge	Yes
Evidence of approval for staging proposal	Yes
Floor plan of the installation	Yes
Third Party Statement/report on chimney condition	Yes
Manufacturer's specifications/installation instructions	Yes
Test certificate	Yes
Cross sections and flashing details (as per advisory information)	Yes
Second-hand appliance test certification from manufacturer or authorised manufacturer's agent	Yes
Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work	Yes
Copy of authorisations from Regional Authority (e.g. ECan)	Yes
Application checksheet	B002ApplicationForBCandPIM.pdf
Plans	B002ApplicationForBCandPIM.pdf
Specifications	B002ApplicationForBCandPIM.pdf
Certificate of Design Work (residential only)	B002ApplicationForBCandPIM.pdf
Structural supporting documents (calculations, PS1,...)	B002ApplicationForBCandPIM.pdf
Geo-technical report (if applicable)	B002ApplicationForBCandPIM.pdf
Fire design and documentation (if applicable)	B002ApplicationForBCandPIM.pdf
Other supporting documents	B002ApplicationForBCandPIM.pdf
A. Additional information	
Will you be applying for a certificate for public use to allow public use of the premises affected by the building work? If yes, refer to above	Yes
Is this application earthquake related?	Yes
If yes, is the work being co-ordinated by an insurance company via a Project Management Organisation?	Yes
Name of the PMO	Name of the PMO
Does the work involve earthquake structural strengthening work?	Yes
If yes, is the building currently at or above the minimum level of 34% NBS?	Yes
Does the work involve re-cladding the building?	Yes



Is this application related to a claim under the Weathertight Homes Resolution Service scheme?	Yes
WHRS claim number	WHRS claim number
Is this application related to a claim under the Financial Assistance Package scheme?	Yes
B. Development contributions	
Existing number of residential units	Existing number of residential units
Number of existing residential units to be demolished or removed	Number of existing residential units to be demolis
Demolition/removal date (DD/MM/YYYY)	25/03/2023
Number of proposed residential units	Number of proposed residential units
Provide the gross floor area (m²) of each proposed residential unit	Provide the gross floor area (m²) of each proposed residential unit
Will there be two or more attached residential units on the site?	Yes
If yes, what is the proposed impervious surface area (m2), including the area of roofs and hard surfaces	If yes, what is the proposed impervious surface ar
Provide the existing gross floor area (m²) and land use(s)	Provide the existing gross floor area (m²) and land use(s)
Provide the proposed gross floor area (m²) and land use(s)	Provide the proposed gross floor area (m²) and land use(s)
Existing impervious surface area (m²), including the area of roofs and hard surfaces	Existing impervious surface area (m²), including t
Proposed impervious surface area (m²), including the area of roofs and hard surfaces	Proposed impervious surface area (m²), including t
C. Effects on existing council infrastructures and street scenes	
Does this property require a new water connection?	Yes
New Commercial? If yes, please make a separate application on form WS1 for all commercial water connections and email to water.connections@ccc.govt.nz	No
New Residential? If yes, please complete the sections below	Yes
Do you require more than one new water connection for this property? If so, how many?	Do you require more than one new water connection
Location details	Corner site
If corner site, provide street name on which the water connection is to be installed	If corner site, provide street name on which the w
Contact phone for any connection questions	Contact phone for any connection questions
Contact email	Contact email
Is a new or pumped stormwater connection required?	No stormwater connection required
Is a new or pumped sewer connection required?	Foul water to mains
Do you have consent/authorisation to discharge? If yes, please provide a copy	Yes
Is a new vehicle crossing required or an existing crossing altered for this project? If yes, refer to above	Yes
Are any of the following items affected by the development?	Yes
Street furniture	Yes
Street trees - Trimming removal, new planting or excavation within drip line	Yes
Landscaped areas or berms	Yes
If yes, has Council staff been consulted, their advice given and a report prepared by them for the community board?	Yes
Utility surface boxes - Water and waste, Telco	Yes
Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?	Yes
Are you proposing to change the existing footpath levels?	Yes
Are you proposing to change the existing carriageway/road levels?	Yes
Are there existing traffic measures that would be affected/changed by the development?	Yes

I / we understand that the Council will charge me / us for all costs actually and reasonably incurred in processing this application. These will be paid before the consent is issued and the building work started. All development contributions charges (where applicable) will be billed to the owner(s).

All of the included information on this form is, to the best of my knowledge, true and correct. I / we understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

I / we understand that no work is to commence until the building consent is issued.

If you are accepting this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to accept on behalf of the applicant to make such an application.

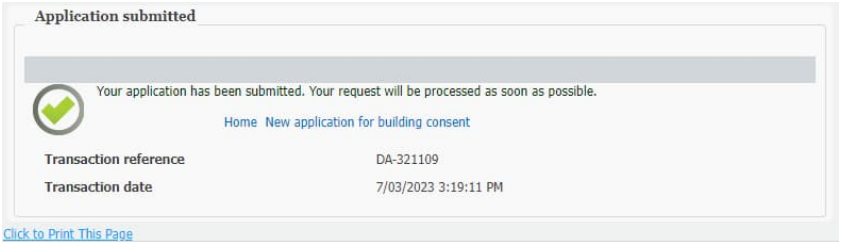
I / we accept responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt.

☑ I / We accept

Previous Next

25. The Application submitted page confirms that the Council has received your application.

    Copy down the transaction reference number (DA-Number).



Application submitted

Your application has been submitted. Your request will be processed as soon as possible.

Home New application for building consent

Transaction reference	DA-321109
Transaction date	7/03/2023 3:19:11 PM

Click to Print This Page

Applying for a code compliance certificate – Completing an online application

You can use Online Services to apply for a Code Compliance Certificate. Please note, you do not need to upload the B-011 Application for Code Compliance Certificate - Form 6 form if you are completing your application online. You must have already registered with Online Services before you can submit an application online. If you don't get your application completed, don't worry – it will automatically get saved as a draft, and you can complete it at a later date. If you have trouble submitting your application, phone the Customer Call Centre, (03) 941 8999 (8:00am to 5:00pm).

The time to upload your application / documents cannot exceed 45 minutes.

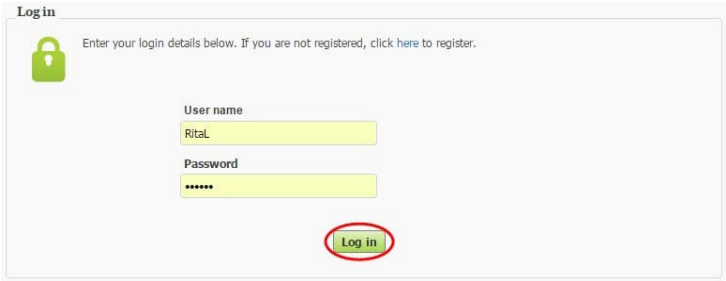
1. Go to onlineservices.ccc.govt.nz

   Click Log in.

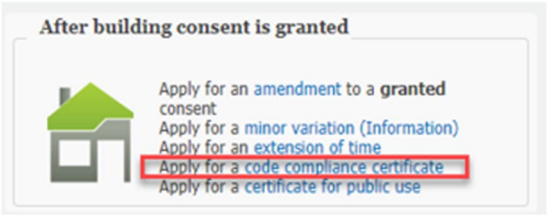
2. If you are not already logged in, the log-in page displays.

   Type in your user name and password, then click Log in.

   Passwords are case-sensitive.



3. Click Apply for in the 'After building consent is granted' section.

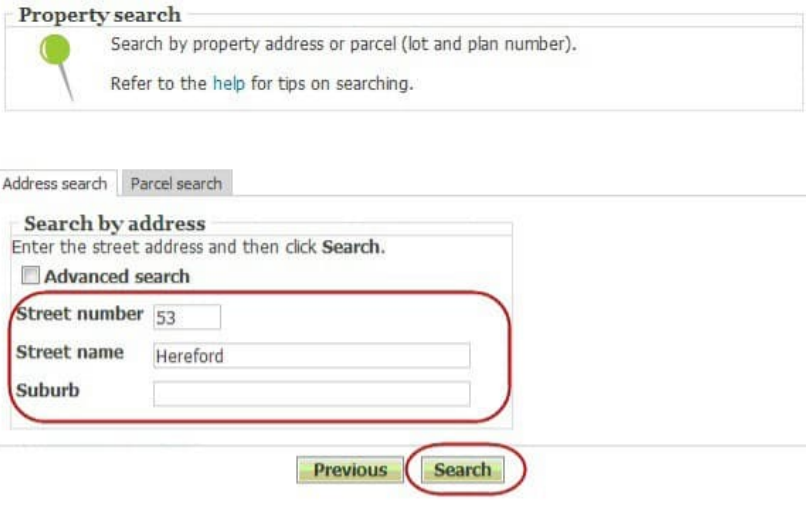


4. Search by either property address, or parcel (lot and plan number).

   Search by property address: Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.

   If you type in 'St' or 'Rd', the search function will not return your address.

   If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.



5. A list of properties matching the search criteria is displayed.

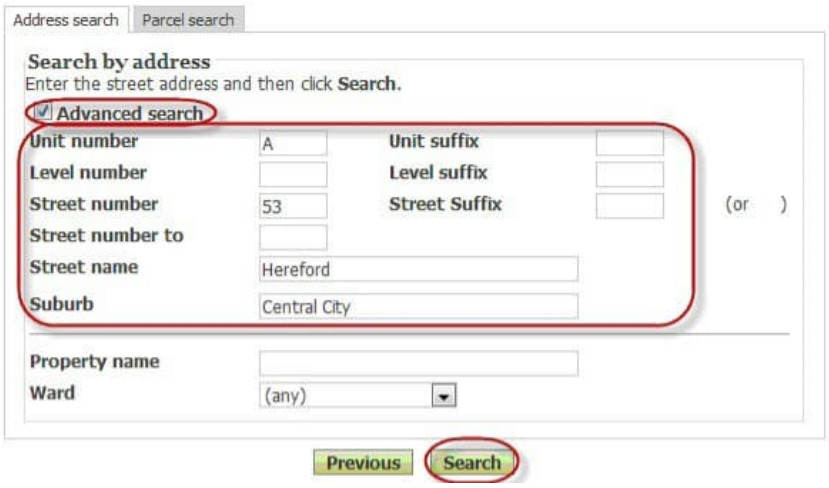
   If the property is not found, use the Advanced search or Parcel search options (below).

   Tips for searching:

   - You can search on whole words or partial words (for example, "Hereford" or "Heref").
   - If the property is part of a subdivision that hasn't been completed yet, it may not have a street address. Use the address of the "parent" property (the original property being subdivided) instead.

   Click Next.

6. Advanced address search: Click Advanced Search. Type in any detailed information about the property, such as Unit Number or Property Name, then click Search.
   - If your application relates to a location rather than a street address, choose a street segment. To do this, select the Advanced search check box, then enter the street name in the Property name field. The search results will include all of the segments for the street you searched on (for example, if you searched on "Hereford" the search results will include Hereford Street between Rolleston and Montreal, Hereford Street between Montreal and Cambridge, and so on).
   - You can also use a Property name search to find some other locations, such as parks, by name.



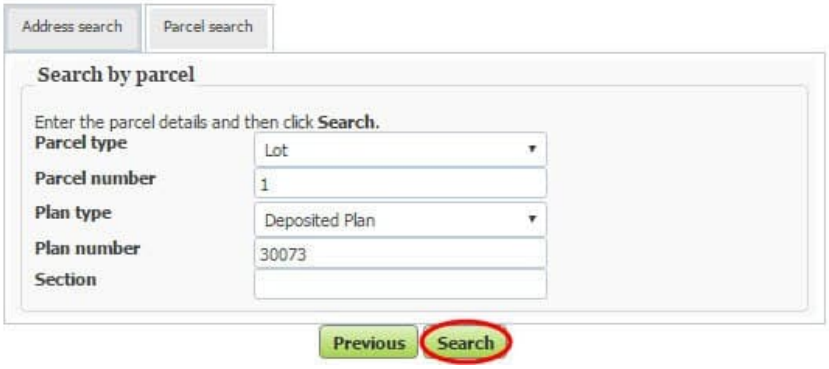
7. Search by land parcel number:

   Click Parcel search. Type in any information you have.

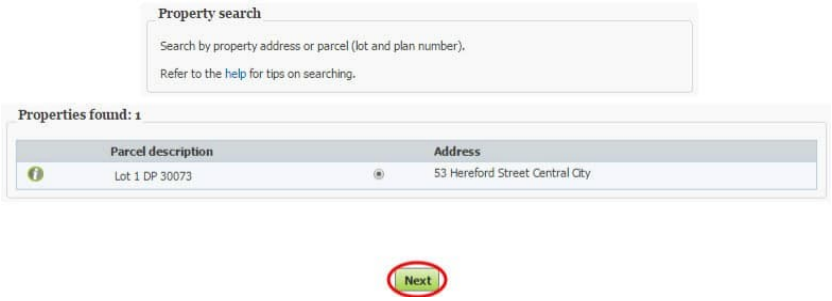
   For example, if the section reference is 'Lot 1 DP 30073', complete the fields as follows:
   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number –30073

   The Plan type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.

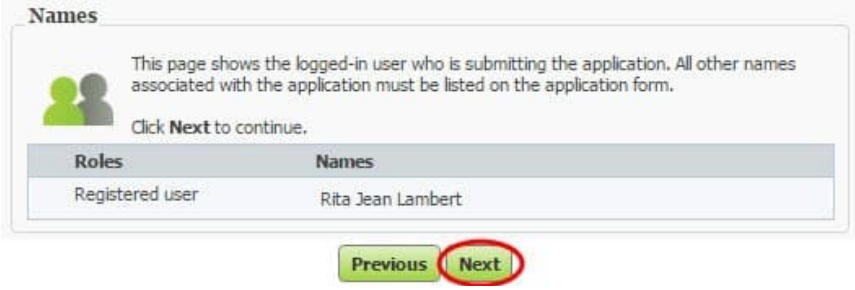
   Click Search.



8. When you have found the property, select it and click Next.



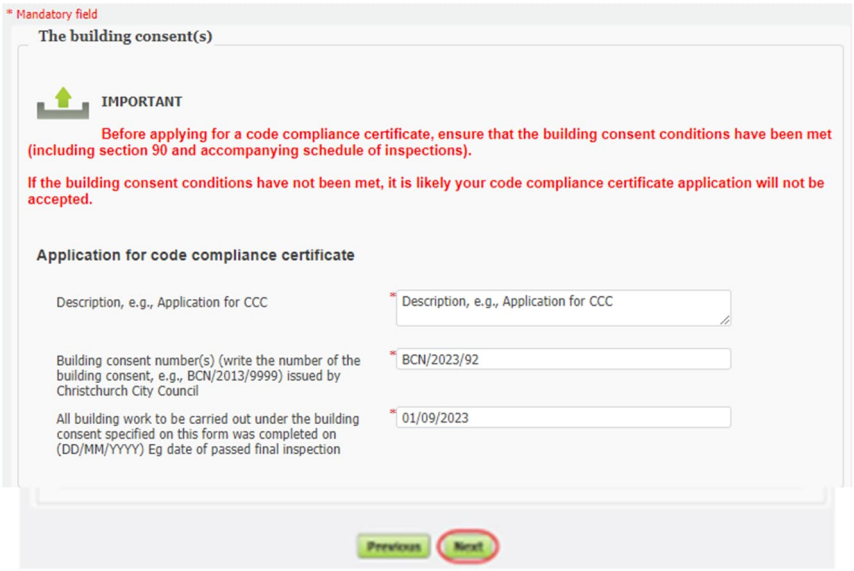
9. This page displays you as the registered user. Click Next.



10. On the Building consent(s) details for Application for code compliance certificate screen, complete the following:
    - Description, e.g., Application for CCC
    - Building consent number(s) (write the number of the building consent, e.g., BCN/2013/999) issued by Christchurch City Council
    - All building work to be carried out under the building consent specified on this form was completed on (DD/MM/YYY) Eg date of passed final inspection

    The time to upload your application / documents cannot exceed 45 minutes.

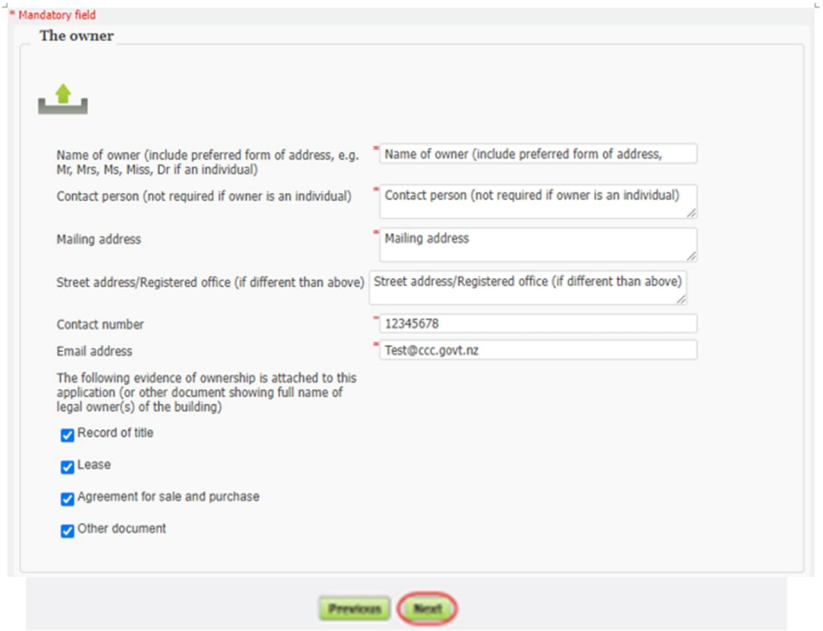
    Click Next.



11. On The owner screen complete all mandatory fields:
    - Name of owner
    - Contact person
    - Mailing address
    - Contact number
    - Email address

    One of the following evidence of ownership boxes that is attached to this application:
    - Record of title
    - Lease
    - Agreement for sale and purchase
    - Other document

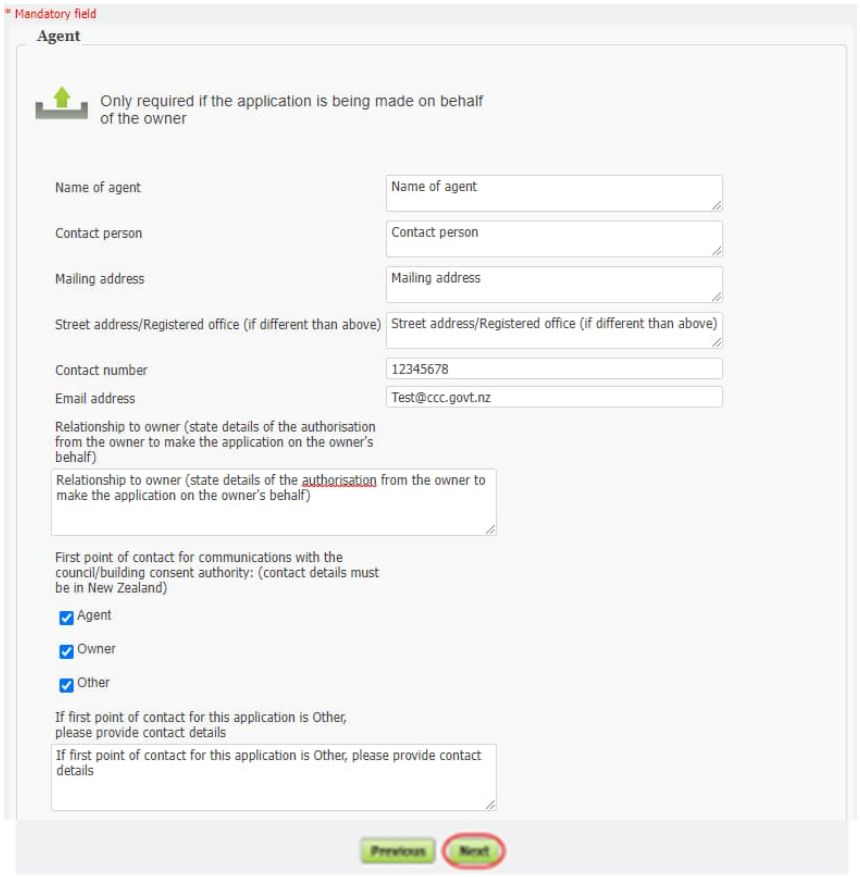
    Click Next.



12. On Agent screen complete all mandatory fields:
    - Name of agent
    - Contact person
    - Mailing address
    - Contact number
    - Email address
    - Relationship to owner

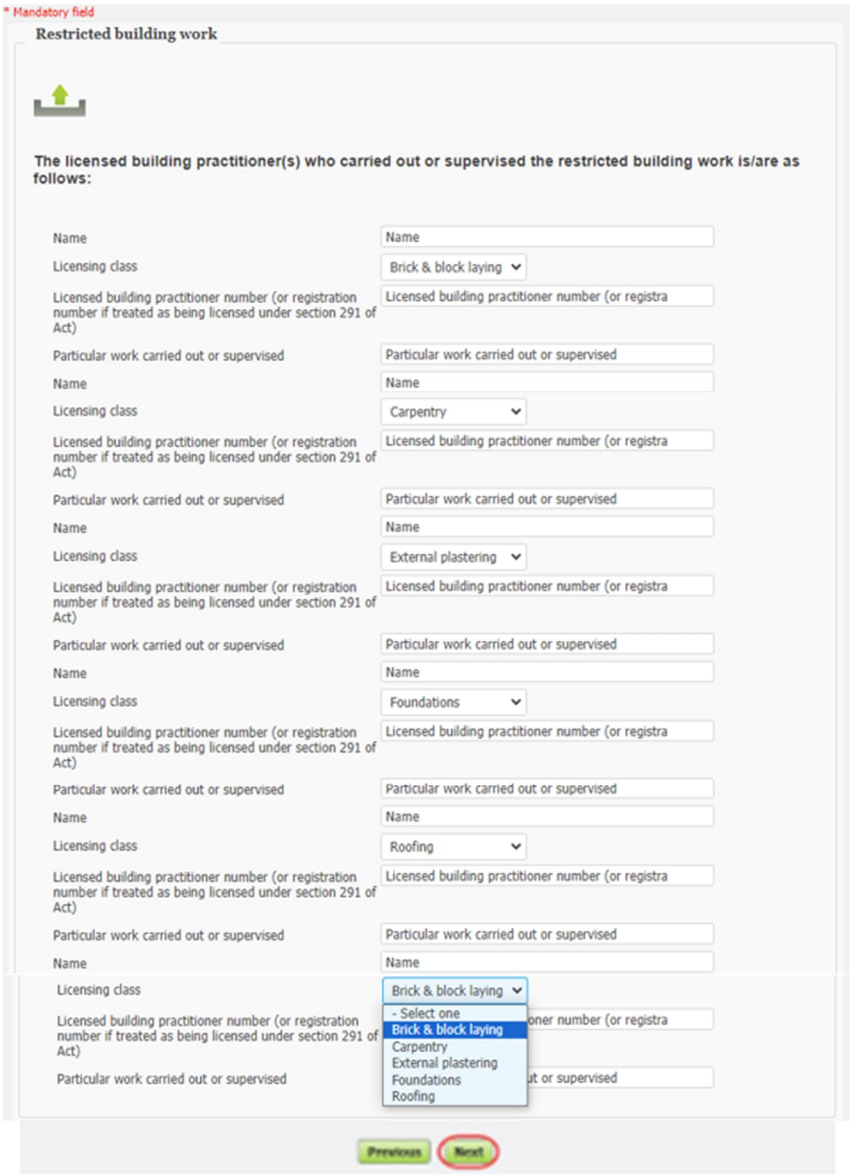
    One of the point of contact boxes needs to be selected or Other needs to be filled out

    Click Next.



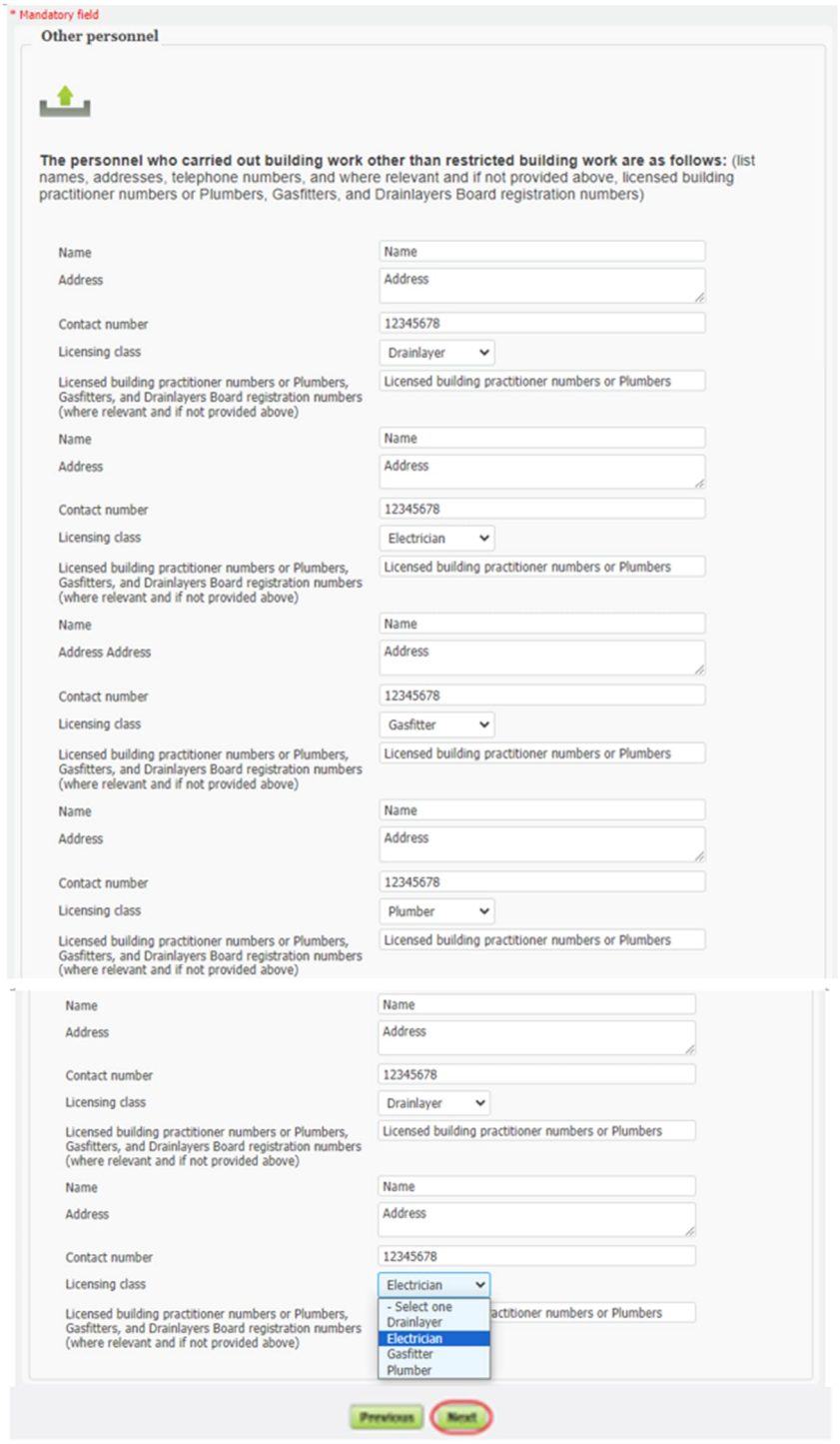
13. If the building work includes restricted building work, enter all details:
    - Name
    - Licensing class
    - Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)
    - Particular work carried out or supervised

    Click Next.

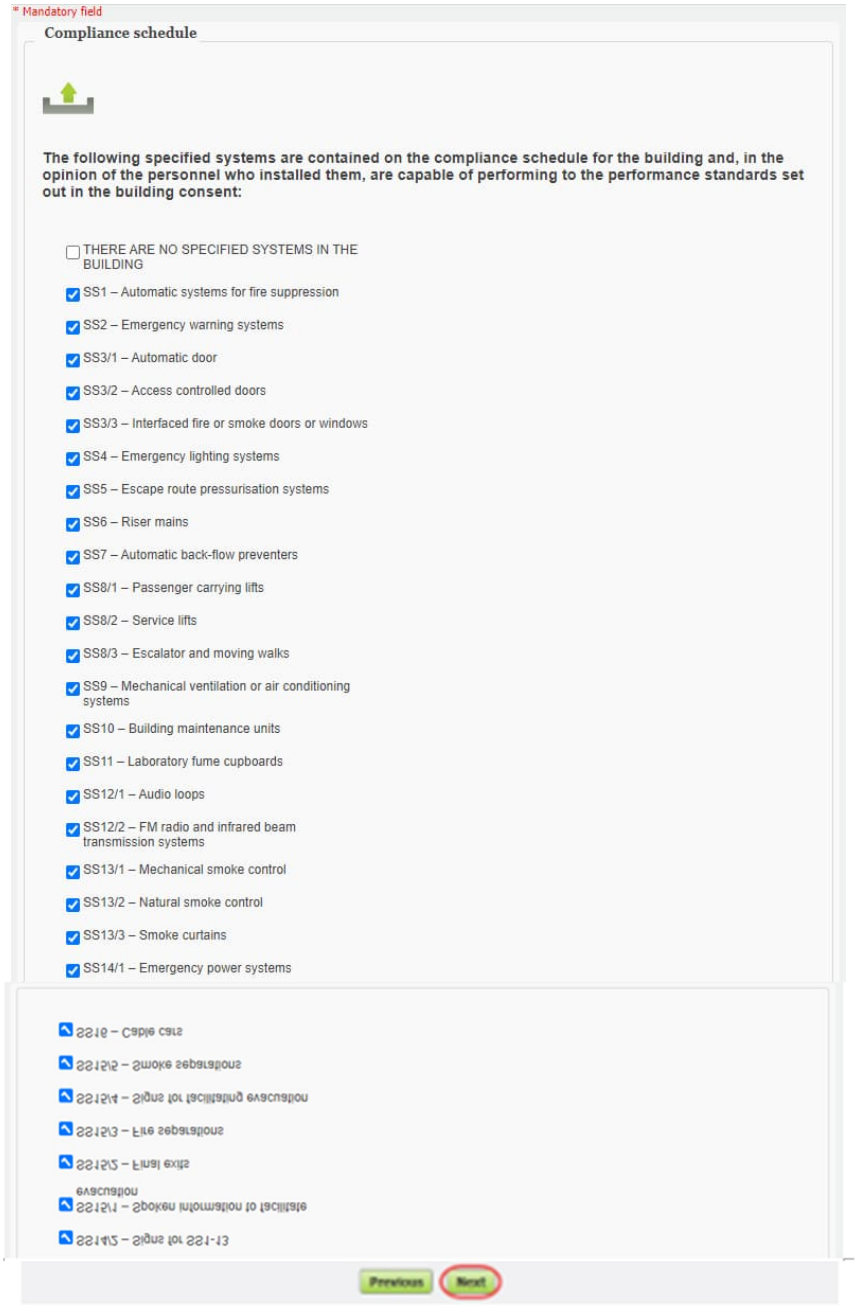


14. Complete the Other personnel details who who carried out building work other than restricted building work:
    - Name
    - Address
    - Contact number
    - Licensing class
    - Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)

    Click Next.



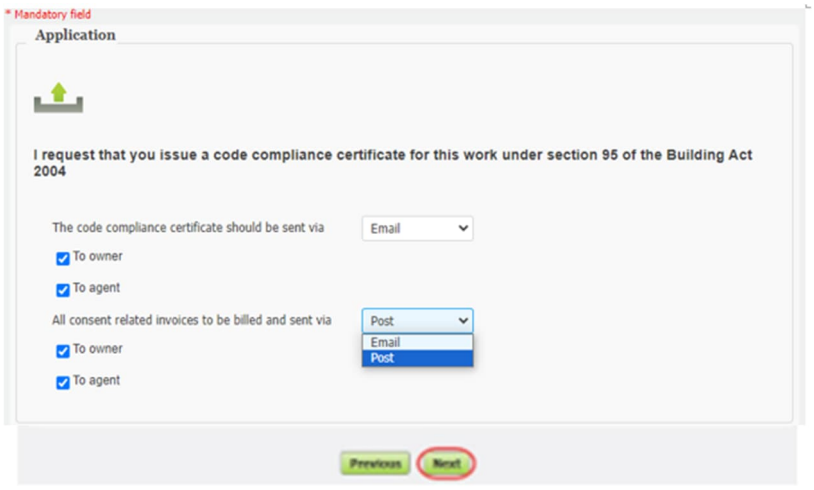
15. Enter the relevant Compliance schedule detials and click Next.



16. Complete where code compliance certificate should be sent to:
    - To owner
    - To agent

    And where all consent related invoices are to be billed and sent:
    - To owner
    - To agent

    Click Next.



17. Select the relevant documentation to attach to the application and upload.

    Click Browse for each file which you need to upload. The combined file size must not exceed 1 GB. Documents should be submitted in PDF format.

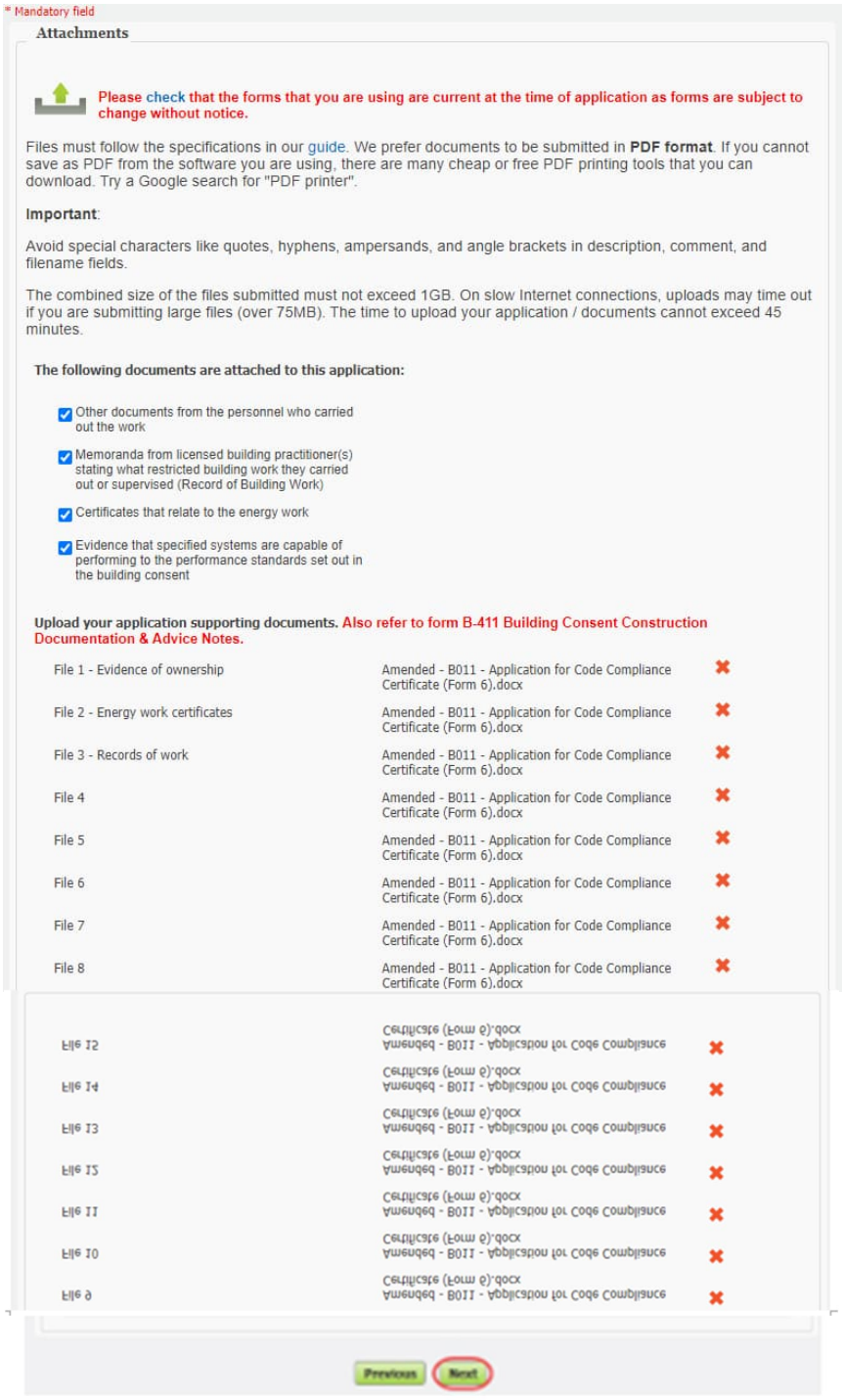
    Locate and click on your application documents.

    Note: If you cannot save as PDF from the software you are using, there are many free online tools which generate PDFs. Try a Google search for “PDF printer”.

    Avoid special characters like quotes, hyphens, ampersands and angle brackets in description, comment, and file name fields.

    The time to upload your application / documents cannot exceed 45 minutes.

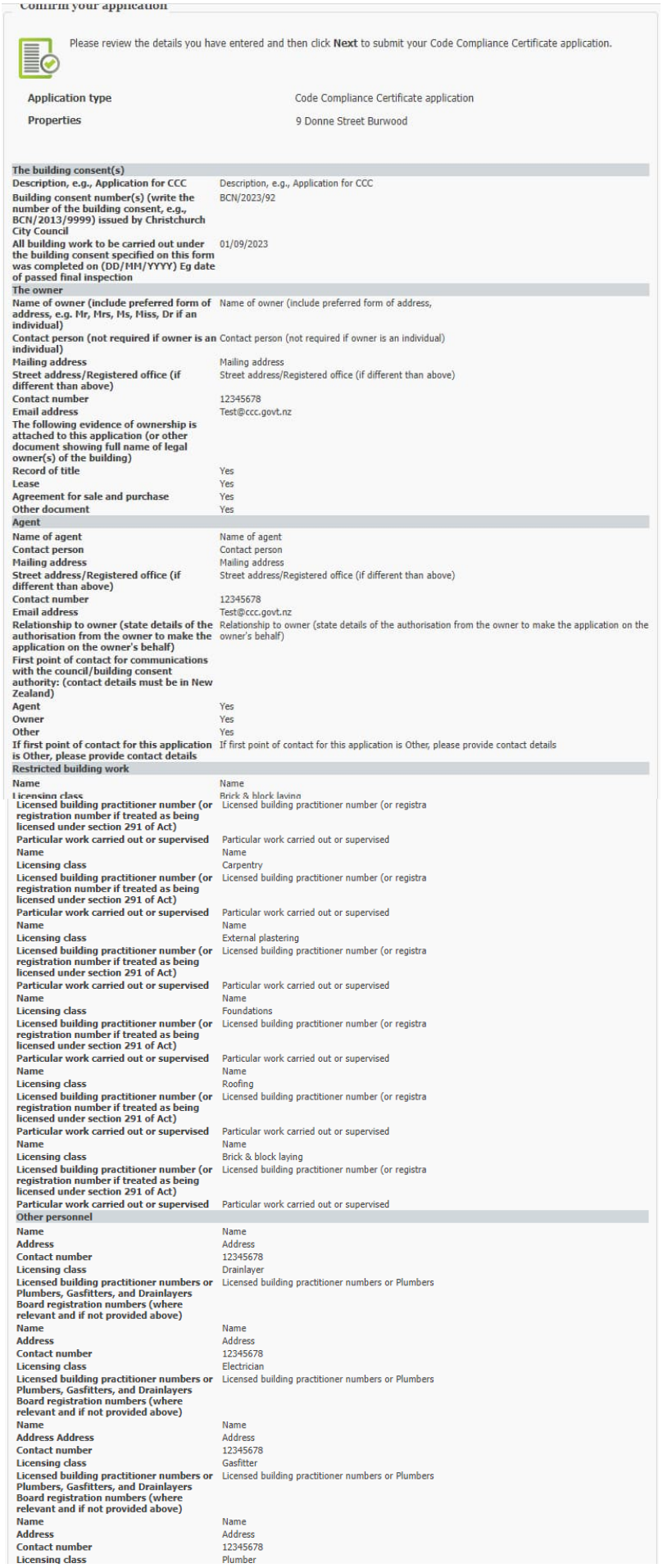
    Click Next



18. Check that you've answered the questions correctly, uploaded the required documents, and read the declaration.

    If changes are required, click Previous and update accordingly.

    When you're ready, select I / We accept and click Next to confirm your application

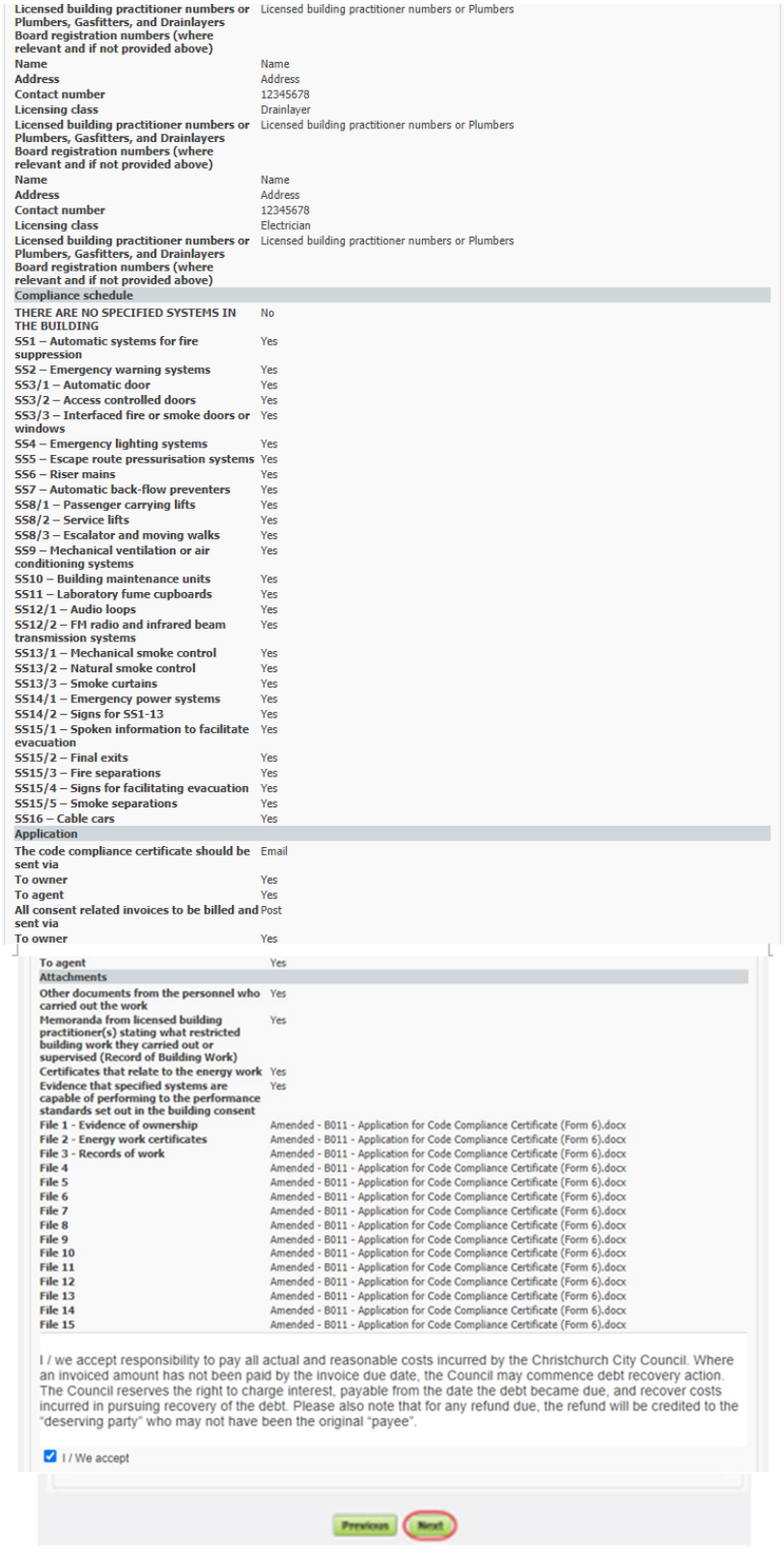


Confirm your application

Please review the details you have entered and then click **Next** to submit your Code Compliance Certificate application.

Application type	Code Compliance Certificate application
Properties	9 Donne Street Burwood

The building consent(s)	
Description, e.g., Application for CCC	Description, e.g., Application for CCC
Building consent number(s) (write the number of the building consent, e.g., BCN/2013/9999) issued by Christchurch City Council	BCN/2023/92
All building work to be carried out under the building consent specified on this form was completed on (DD/MM/YYYY) Eg date of passed final inspection	01/09/2023
The owner	
Name of owner (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)	Name of owner (include preferred form of address,
Contact person (not required if owner is an individual)	Contact person (not required if owner is an individual)
Mailing address	Mailing address
Street address/Registered office (if different than above)	Street address/Registered office (if different than above)
Contact number	12345678
Email address	Test@ccc.govt.nz
The following evidence of ownership is attached to this application (or other document showing full name of legal owner(s) of the building)	
Record of title	Yes
Lease	Yes
Agreement for sale and purchase	Yes
Other document	Yes
Agent	
Name of agent	Name of agent
Contact person	Contact person
Mailing address	Mailing address
Street address/Registered office (if different than above)	Street address/Registered office (if different than above)
Contact number	12345678
Email address	Test@ccc.govt.nz
Relationship to owner (state details of the authorisation from the owner to make the application on the owner's behalf)	Relationship to owner (state details of the authorisation from the owner to make the application on the owner's behalf)
First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand)	
Agent	Yes
Owner	Yes
Other	Yes
If first point of contact for this application is Other, please provide contact details	If first point of contact for this application is Other, please provide contact details
Restricted building work	
Name	Name
Licensing class	Brick & block laying
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Name	Name
Licensing class	Carpentry
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Name	Name
Licensing class	External plastering
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Name	Name
Licensing class	Foundations
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Name	Name
Licensing class	Roofing
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Name	Name
Licensing class	Brick & block laying
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Licensed building practitioner number (or registra
Particular work carried out or supervised	Particular work carried out or supervised
Other personnel	
Name	Name
Address	Address
Contact number	12345678
Licensing class	Drainlayer
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Name	Name
Address	Address
Contact number	12345678
Licensing class	Electrician
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Name	Name
Address Address	Address
Contact number	12345678
Licensing class	Gasfitter
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Name	Name
Address	Address
Contact number	12345678
Licensing class	Plumber



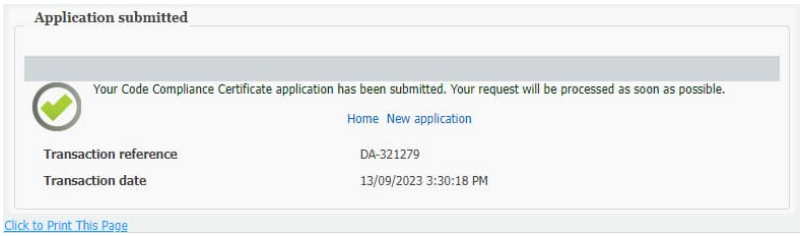
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Name	Name
Address	Address
Contact number	12345678
Licensing class	Drainlayer
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Name	Name
Address	Address
Contact number	12345678
Licensing class	Electrician
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Licensed building practitioner numbers or Plumbers
Compliance schedule	
THERE ARE NO SPECIFIED SYSTEMS IN THE BUILDING	No
SS1 – Automatic systems for fire suppression	Yes
SS2 – Emergency warning systems	Yes
SS3/1 – Automatic door	Yes
SS3/2 – Access controlled doors	Yes
SS3/3 – Interfaced fire or smoke doors or windows	Yes
SS4 – Emergency lighting systems	Yes
SS5 – Escape route pressurisation systems	Yes
SS6 – Riser mains	Yes
SS7 – Automatic back-flow preventers	Yes
SS8/1 – Passenger carrying lifts	Yes
SS8/2 – Service lifts	Yes
SS8/3 – Escalator and moving walks	Yes
SS9 – Mechanical ventilation or air conditioning systems	Yes
SS10 – Building maintenance units	Yes
SS11 – Laboratory fume cupboards	Yes
SS12/1 – Audio loops	Yes
SS12/2 – FM radio and infrared beam transmission systems	Yes
SS13/1 – Mechanical smoke control	Yes
SS13/2 – Natural smoke control	Yes
SS13/3 – Smoke curtains	Yes
SS14/1 – Emergency power systems	Yes
SS14/2 – Signs for SS1-13	Yes
SS15/1 – Spoken information to facilitate evacuation	Yes
SS15/2 – Final exits	Yes
SS15/3 – Fire separations	Yes
SS15/4 – Signs for facilitating evacuation	Yes
SS15/5 – Smoke separations	Yes
SS16 – Cable cars	Yes
Application	
The code compliance certificate should be sent via	Email
To owner	Yes
To agent	Yes
All consent related invoices to be billed and sent via	Post
To owner	Yes
To agent	Yes
Attachments	
Other documents from the personnel who carried out the work	Yes
Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work)	Yes
Certificates that relate to the energy work	Yes
Evidence that specified systems are capable of performing to the performance standards set out in the building consent	Yes
File 1 - Evidence of ownership	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 2 - Energy work certificates	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 3 - Records of work	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 4	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 5	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 6	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 7	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 8	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 9	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 10	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 11	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 12	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 13	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 14	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx
File 15	Amended - B011 - Application for Code Compliance Certificate (Form 6).docx

I / we accept responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the invoice due date, the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee".

☑ I / We accept

Previous Next

19. The Application submitted page confirms that the Council has received your application. Note the transaction reference number (DA-Number).



Application submitted

Your Code Compliance Certificate application has been submitted. Your request will be processed as soon as possible.

Home New application

Transaction reference	DA-321279
Transaction date	13/09/2023 3:30:18 PM

Click to Print This Page

Applying for a Building Act exemption

You can use Online Services to apply for a Building Act exemption. Please note, you do not need to upload the B-004 Application for an exemption from building consent form if you are completing your application online.

You must have already registered with Online Services before you can submit an application online. If you don't get your application completed, don't worry – it will automatically get saved as a draft, and you can complete it at a later date.

If you have trouble submitting your application, phone the Customer Call Centre, (03) 941 8999 (8:00am to 5:00pm).

If you wish to submit an application for; a building consent or PIM refer to the *Submitting a building consent application online* section. If you wish to submit an application for an amendment, an extension of time, code compliance certificate or certificate for public use refer to the *After building consent is granted* section.

1. Go to onlineservices.ccc.govt.nz

   Click Log in.

2. If you are not already logged in, the log-in page displays.

   Type in your user name and password, then click Log in.

   Passwords are case-sensitive.

3. In the section 'Apply for an exemption from building consent', click on residential or commercial work.

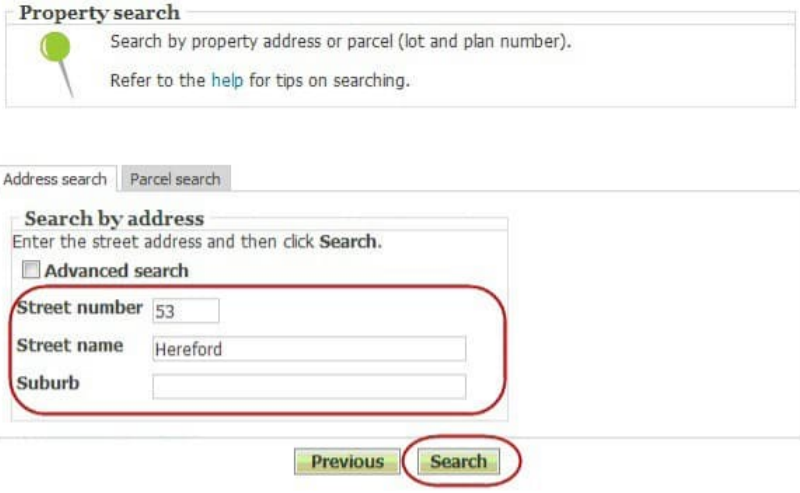
4. Search by either property address, or parcel (lot and plan number).

   Search by property address:

   Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.

   If you type in 'St' or 'Rd', the search function will not return your address.

   If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.



5. A list of properties matching the search criteria is displayed.

   If the property is not found, use the Advanced search or Parcel search options (below).

   Tips for searching:

   - You can search on whole words or partial words (for example, "Hereford" or "Heref").
   - If the property is part of a subdivision that

hasn't been completed yet, it may not have a street address. Use the address of the "parent" property (the original property being subdivided) instead.

6. Search by land parcel number:

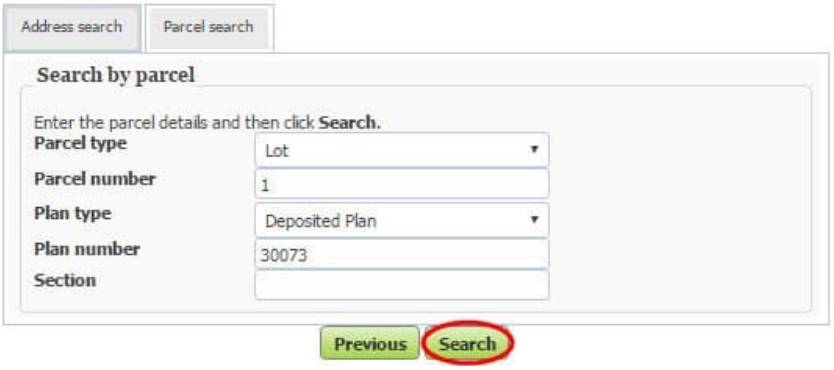
   Click Parcel search.

   Type in any information you have.

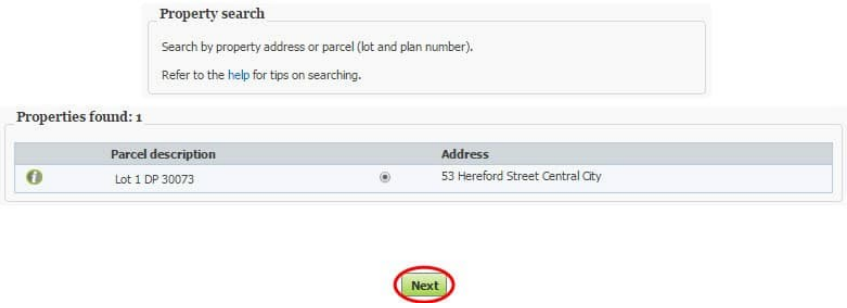
   For example, if the section reference is 'Lot 1 DP 30073', complete the fields as follows:

   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number –30073

   The Plan type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.

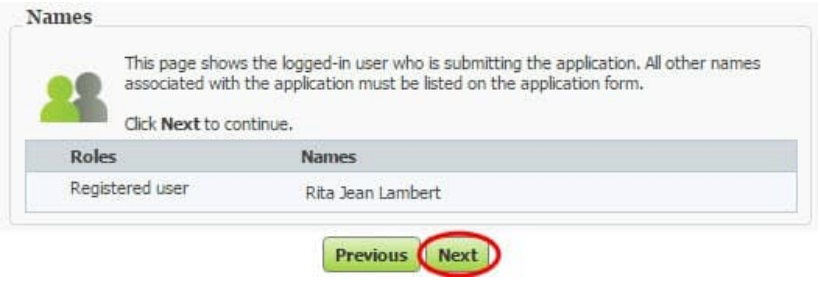


7. When you have found the property, select it and click Next.



8. This page displays you as the registered user.

   Click Next.

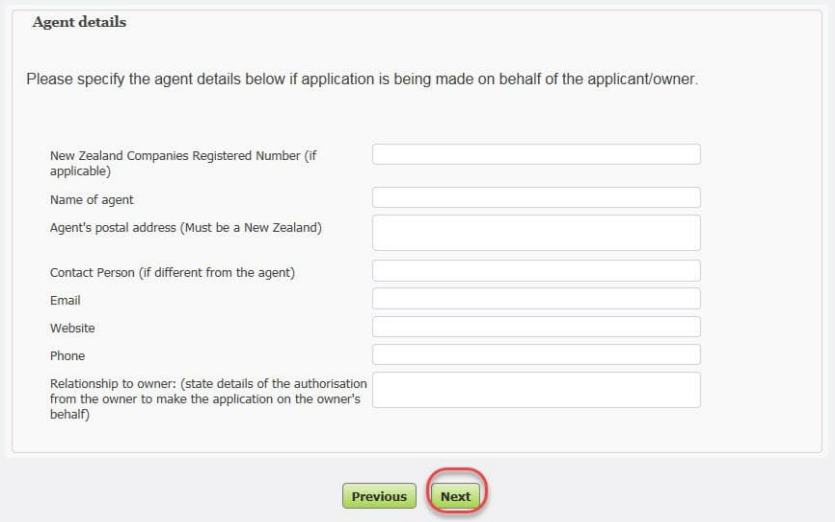


9. Enter the Owner details if different from the applicant.

   Click Next.

10. Enter the Agent details, if application is being made on behalf of applicant/owner.

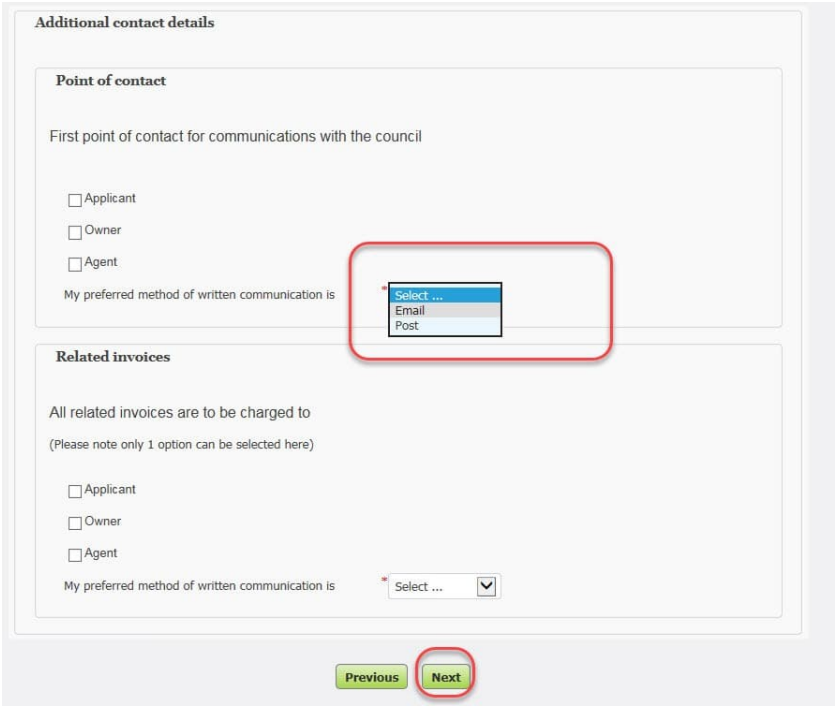
    Click Next.



11. Additional contact details, select first point of contact and preferred method of communication.

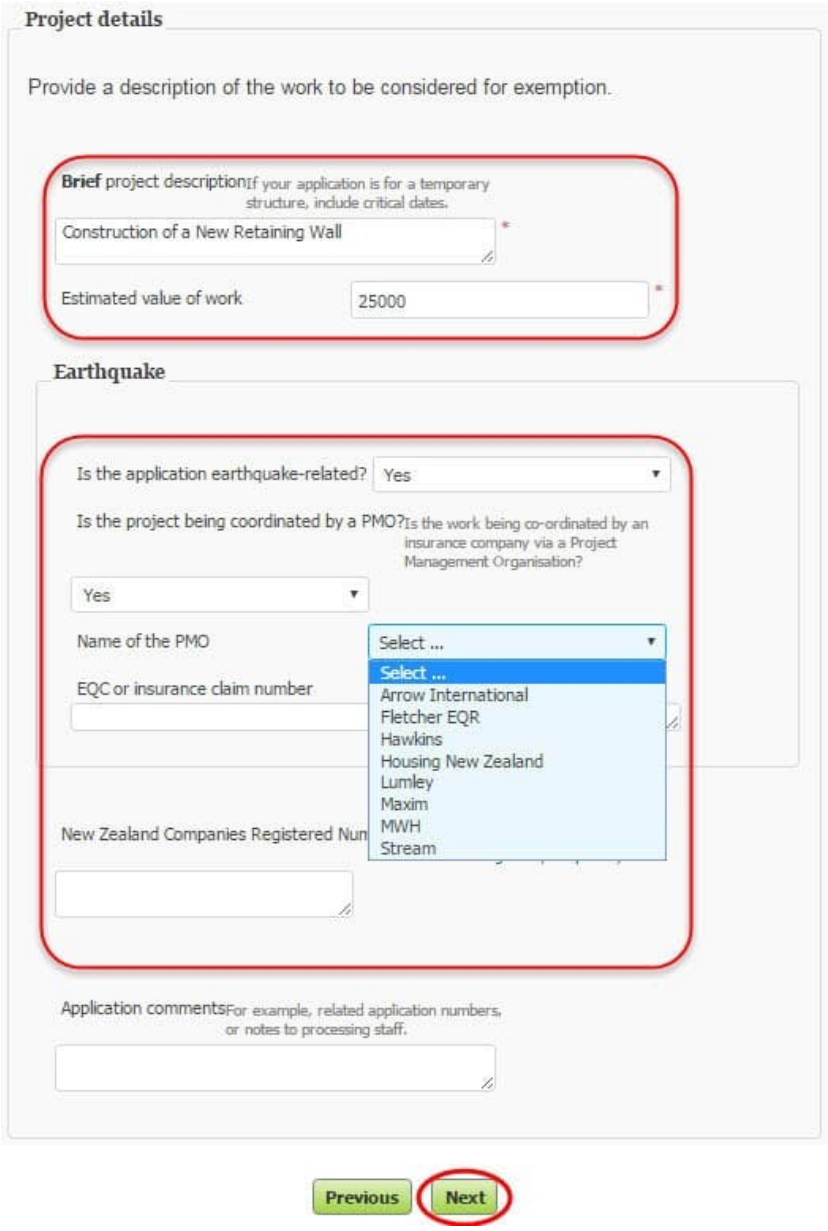
    Click who Related invoices are charge to. Select method of communication.

    Click Next.

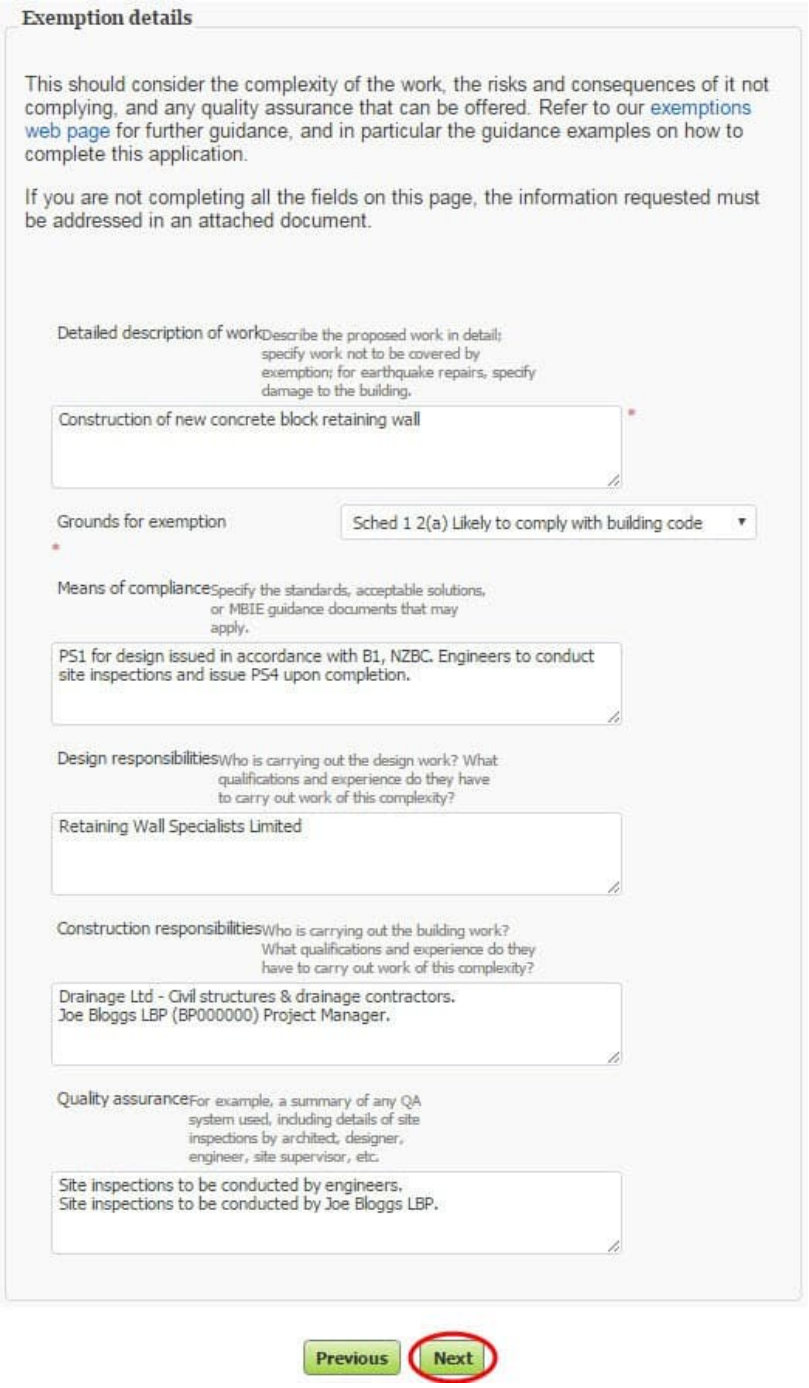


12. In the Project details screen, complete the following:
    - A description of the information you are supplying.

      (You can view your submitted applications by clicking Applications > Submitted applications on the menu bar and find the reference numbers there.)
    - Earthquake related information and application comments if necessary
    - Click Next.



13. Include your exemption details and click Next.



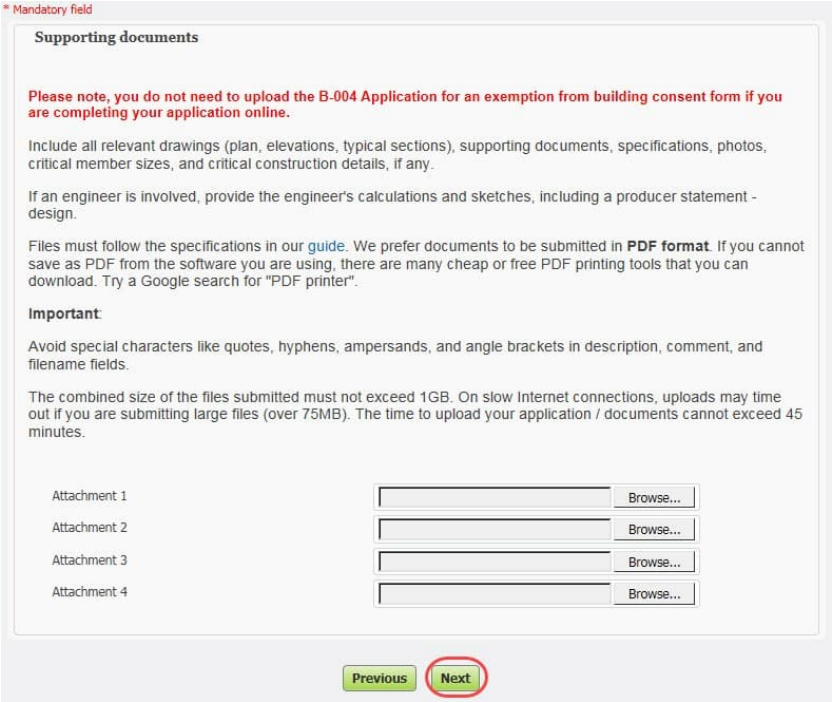
14. Upload your supporting documents and click Next.

    You do not need to upload the B-004 Application for an exemption from building consent form if you are completing your application online.

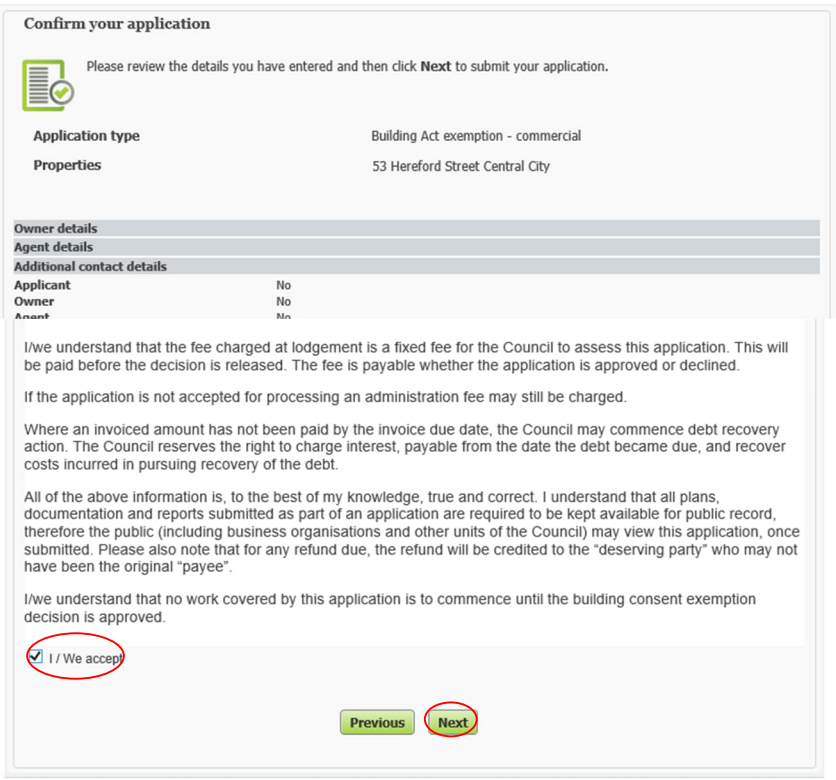
    Note: If you cannot save as PDF from the software you are using, there are many free online tools which generate PDFs. Try a Google search for "PDF printer".

    Avoid special characters like quotes, hyphens, ampersands and angle brackets in description, comment, and file name fields.

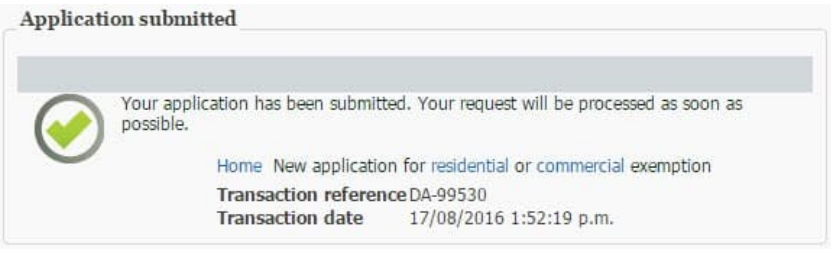
    The time to upload your application / documents cannot exceed 45 minutes.



15. Review the information you have entered and tick I/we accept to acknowledge the fee charge, and then click Next.



16. Confirmation is returned instantly, and a new transaction reference number is supplied.

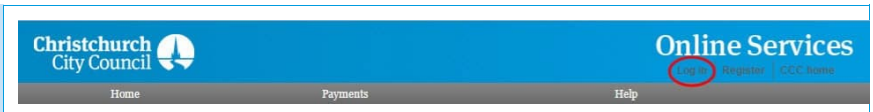


17. A confirmation email is automatically sent.	From: Online Services Sent: Wednesday, 17 August 2016 1:53 p.m. To: Rita Lambert Subject: Online application received Thank you for submitting your application for exemption from building consent via the Online Services website. We will be in contact with you again shortly. Details of your application are as follows: Transaction reference DA-99530 Application type Building Act exemption - residential Date received 17/08/2016

Applying for certificate of acceptance

1. Go to onlineservices.ccc.govt.nz

   Click Log in



2. If you are not already logged in, the log-in page displays.

   Type in your user name and password, then click Log in.

   Passwords are case-sensitive.

3. Click certificate of acceptance in the 'Apply for a certificate of acceptance' section.

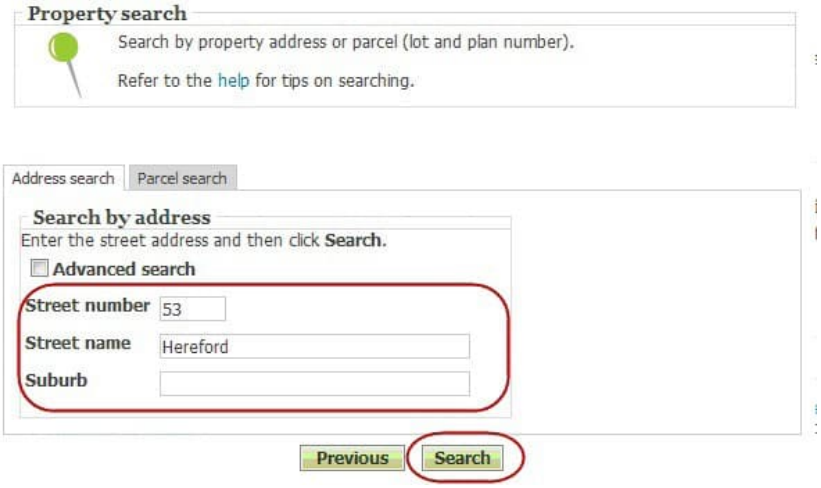
4. Search by either property address, or parcel (lot and plan number).

   Search by property address:

   Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.

   If you type in 'St' or 'Rd', the search function will not return your address.

   If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.



5. A list of properties matching the search criteria is displayed.

   If the property is not found, use the Advanced Search or Parcel Search options (below).

   Tips for searching:

   - You can search on whole words or partial words (for example, "Hereford" or "Heref").
   - If the property is part of a subdivision that hasn't been completed yet, it may not have a street address. Use the address of the "parent" property (the original property being subdivided) instead.

   Click Next.

6. Search by land parcel number:

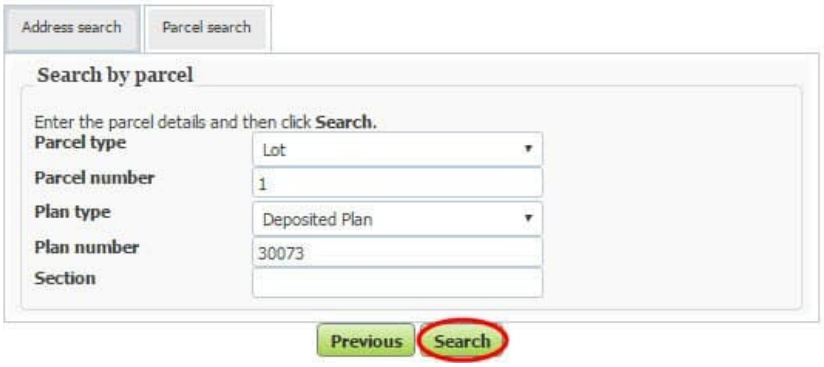
   Click Parcel Search.

   Type in any information you have.

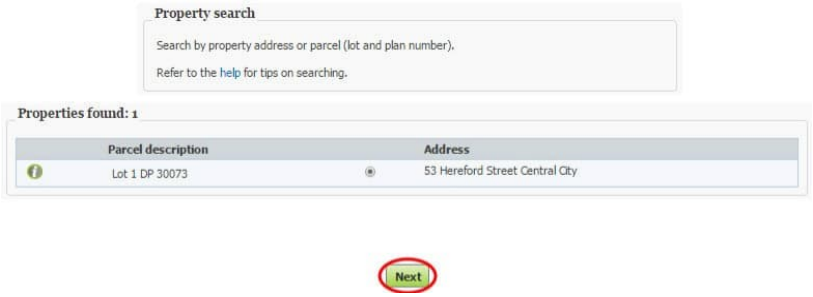
   For example, if the section reference is 'Lot 1 DP 30073', complete the fields as follows:

   - Parcel type – Lot
   - Parcel number – 1
   - Plan type – Deposited Plan
   - Plan number –30073

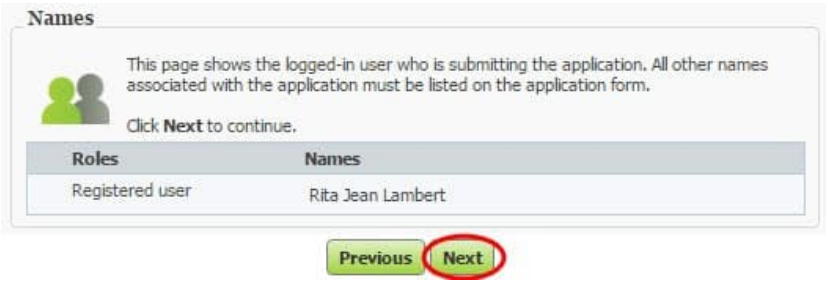
   The Parcel type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.



7. When you have found the property, select it and click Next.



8. This page displays you as the registered user. Click Next.



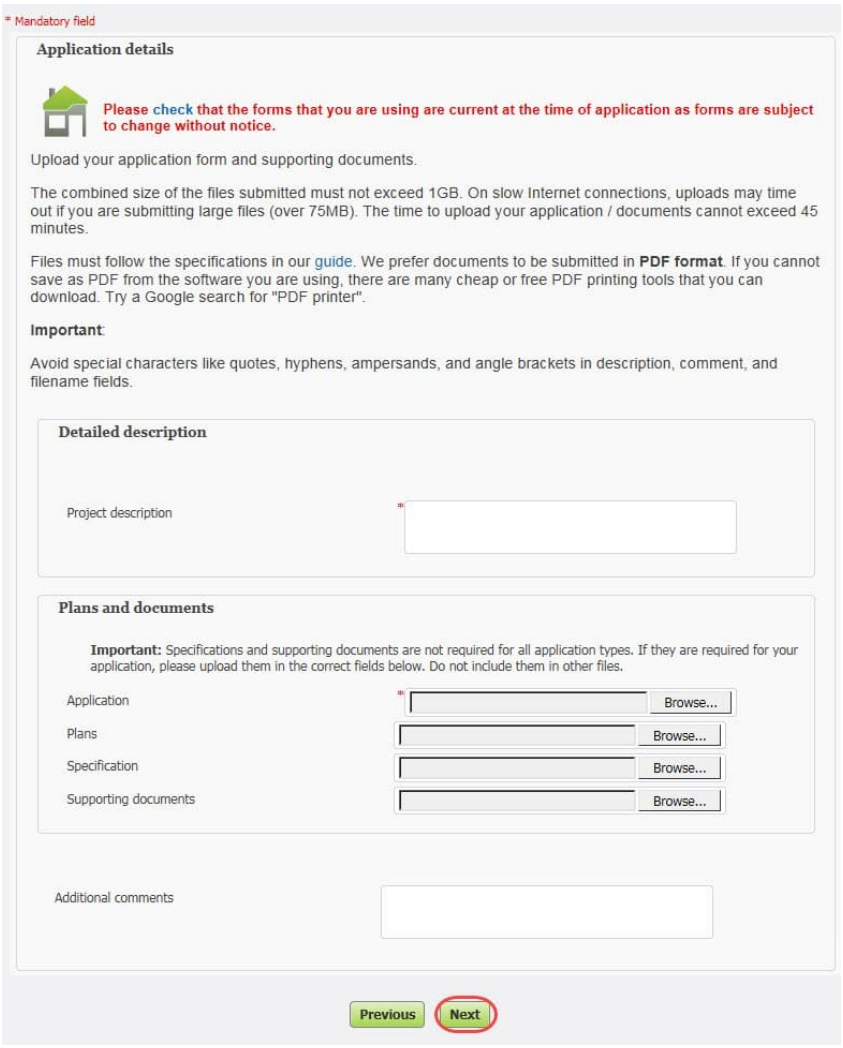
9. On the Application details screen, complete the following:

   - A description of the information you are supplying.
   - Any attachments that are relevant in supporting your application.
   - Any additional comments relevant to your application.
   - Click Next.

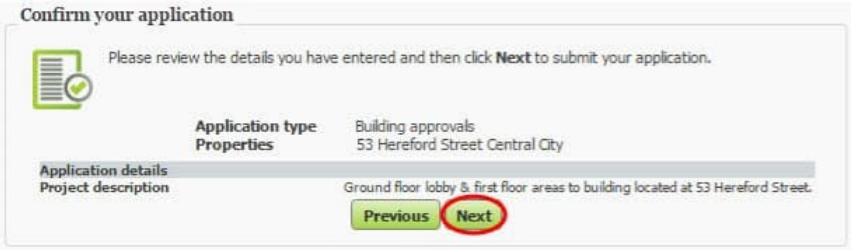
   Note: If you cannot save as PDF from the software you are using, there are many free online tools which generate PDFs. Try a Google search for “PDF printer”.

   Avoid special characters like quotes, hyphens, ampersands and angle brackets in description, comment and file name fields.

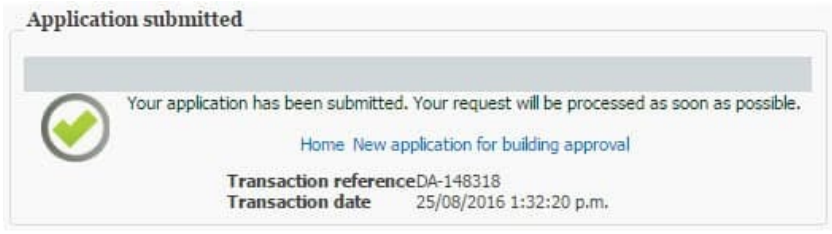
   The time to upload your application / documents cannot exceed 45 minutes.



10. A summary of your application is shown. Click Next to submit the documents to Council.



11. Confirmation is returned instantly, and a new transaction reference number is supplied.



Downloading Application Documents

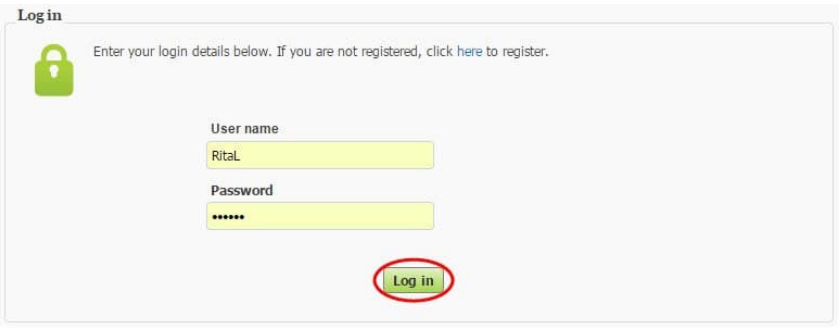
Once your application has been approved by the Council, you can download the documents using Online Services. We will email you once your documents are ready.

1. Go to http://onlineser vices.ccc.govt.nz

   Click Log in.

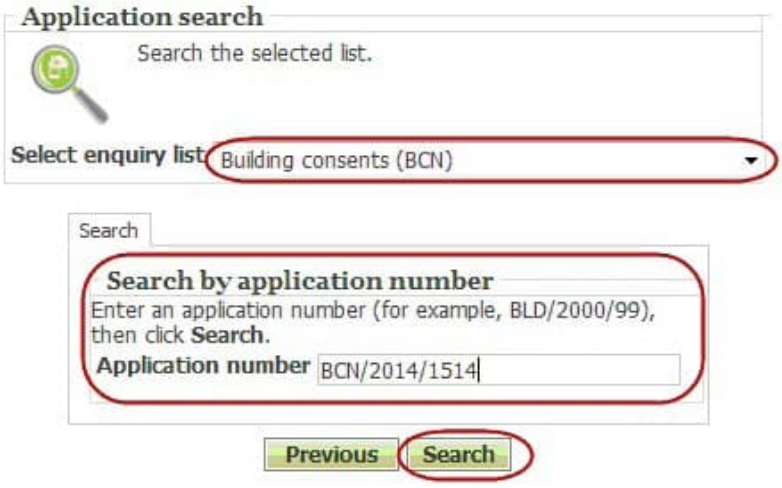
2. Type in your user name and password, then click Log in.

   Passwords are case-sensitive.



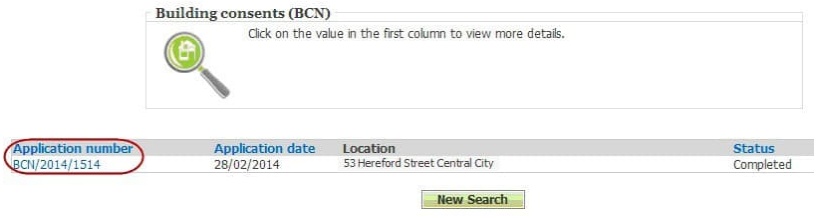
3. In the Download documents section click 'Download documents'.

4. Type in the full application number (for example 'BCN/2014/1514'), then click Search.



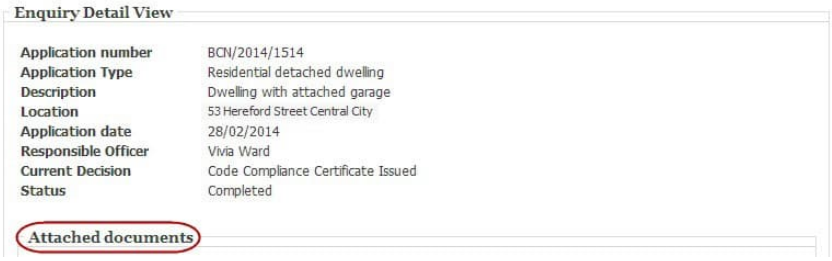
5. Any matching applications are displayed. Click on the application number.

   If you typed in the reference for an application which you are not permitted to view, a system message displays 'you are not permitted to view these records'.



6. Application details are displayed. If the documents have been released, they are listed here.

   Click on them to download.



Forgotten your password?

If you forget your password, then you can verify yourself using your email address and re-set your password online. If you have multiple email addresses, use the one that you gave to Online Services when you registered.

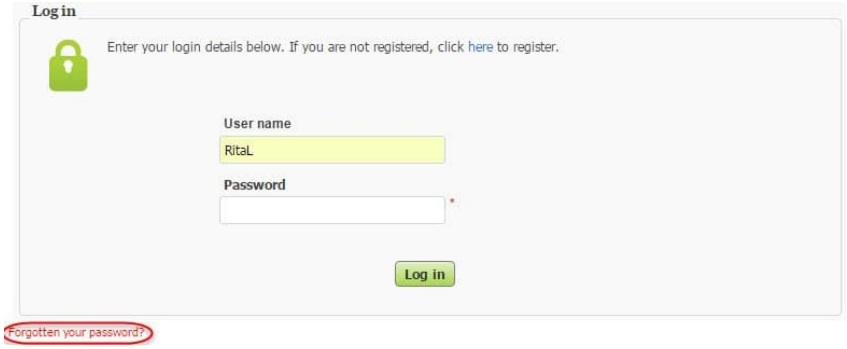
Passwords are case-sensitive. It must have at least six characters and include one number.

If you cannot remember the correct email address, then phone the Customer Call Centre, (03) 941 8999 (8:00am to 5:00pm).

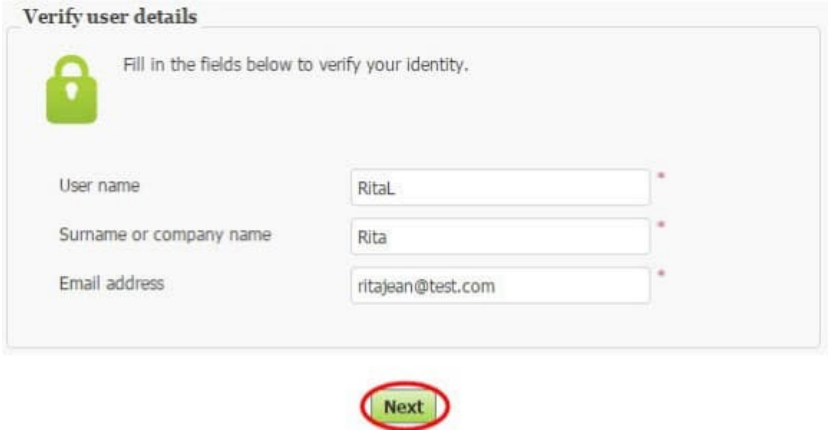
1. Go to onlineservices.ccc.govt.nz

   Click Log in.

2. Click Forgotten password.



3. Complete your User name, Surname, and Email address, then click Next.



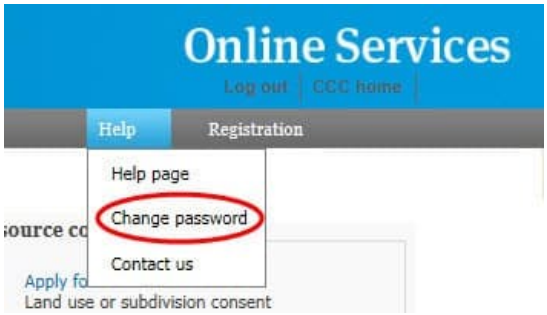
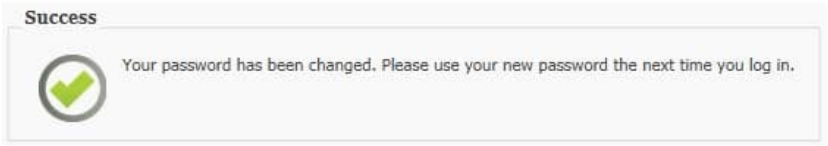
4. Click Submit to have a new password emailed out to you.

5. A confirmation message is returned.

6. You will receive an email with a new password.

From: Online Services
Sent: Wednesday, 17 August 2016 3:35 p.m.
To: Rita Lambert
Subject: Confirmation of password change

Your request for login assistance has been processed. Your new password is: 6xenbyh#. You can Log in with your user name and new password. Please be aware that this is a temp password. If you want to change it, please click Change Password after log in.

7. Using the password you have received via email, log in to Online Services. Once you have successfully logged in, you can change your password by selecting this option under Help > Change password in the menu bar.	
8. Enter the password you received via email into the current password textbox and then enter the new password you would like into the next two textboxes. Click Next.	
9. A confirmation message is returned. Use your new password next time you are logging into Online Services.	

Forgotten your user name?

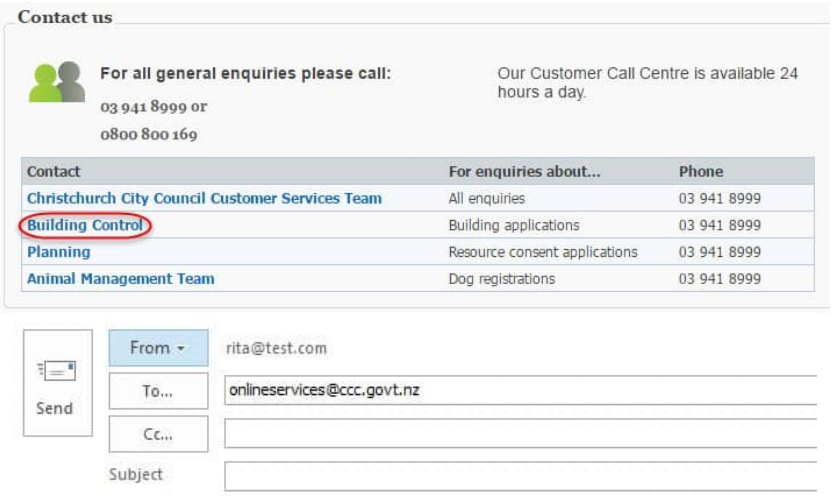
If you have forgotten your username, you need to email Online Services and they will send it to you.

1. Go to onlineservices.ccc.govt.nz

   Click Contact us.

2. Click Building Control, and send an email. If you have multiple email addresses, use the one that you gave to Online Services when you registered.

   Online Services will respond to the email address you registered with for Online Services (not the address you sent the email from if this is different).

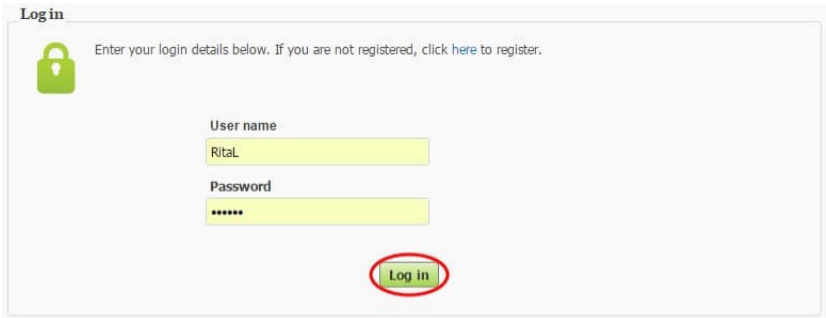


How to view your user details

1. Go to onlineservices.ccc.govt.nz

   Click Log in.

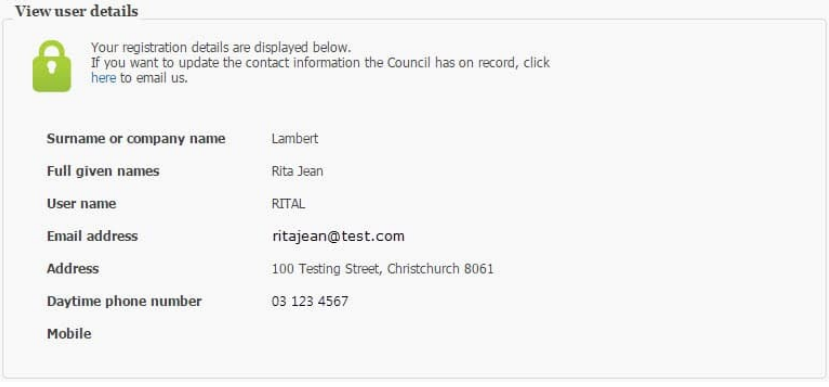
2. Complete the log in details, then click Registration > View user details.



3. Your name, address, phone number, email address and user name are all displayed. If you need to change any of your contact details, then click the Contact us link, and email the Council.

   Online Services will respond by email to the email address which is shown on your User details page – if this email is obsolete, you should ring the Customer Call Centre:

   (03) 941 8999 (8:00am to 5:00pm).



How to view your submitted applications

Only the person who submitted the application is able to view it online.

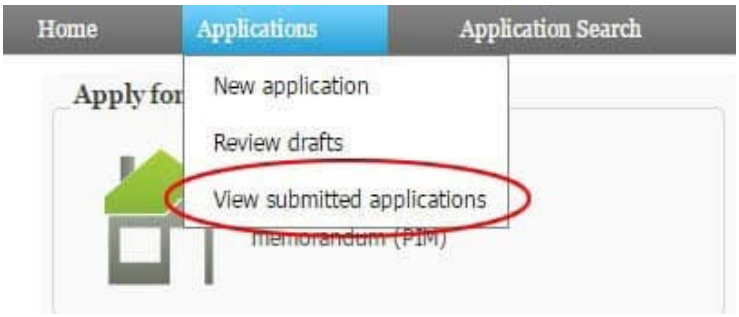
1. Go to onlineservices.ccc.govt.nz

   Click Log in.

2. Type in your user name and password, then click Log in.

   Passwords are case-sensitive.

3. Click Applications > View submitted applications.



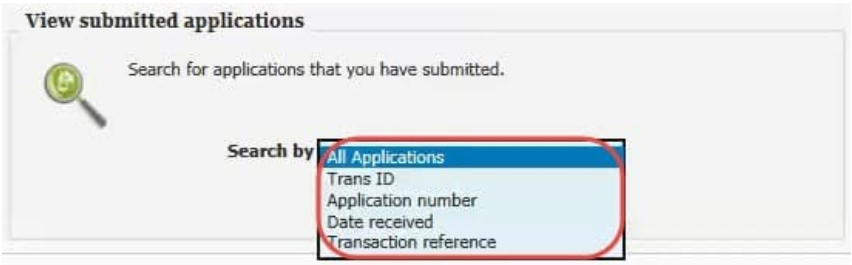
4. You can search for applications which you have submitted by either:
   - All applications – this is the most straightforward search function.
   - Transaction ID – allows you to search by the numerical suffix of the DA reference, such as '5995'. If you type in the full reference, such as 'DA-5995', it will not find the record.
   - Application number – you must type in the full application number, such as

   'BCN/2012/304'. The search is not case-sensitive, but you must use the forward- slashes and no spaces.
   - Date Lodged – allows you to search for applications lodged within a certain date range.
   - Transaction Reference – this is the full

   DA-reference, such as DA-5995. This search feature is case sensitive, and you must include the dash between the DA letters and the number.

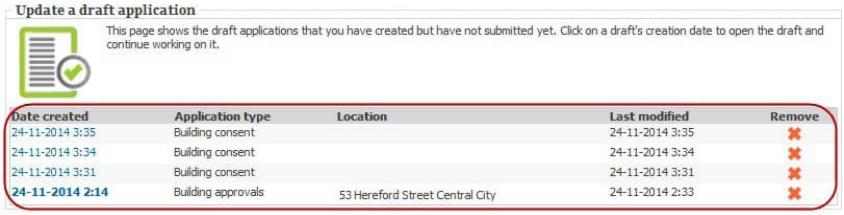
   Click Search.

   All applications which you have submitted are displayed.



How to access your drafted applications

You can access applications which you have started but not completed, to either complete them or delete them.

1. Go to onlineservices.ccc.govt.nz Click Log in.	
2. Type in your user name and password, then click Log in. Passwords are case-sensitive.	
3. Then click Applications > Review drafts.	
4. To complete the application, click on the Date created column. This opens the application up on the relevant screen that needs completing. If you no longer need to complete the application, click on the cross to delete it.	

Online Services
53 Hereford Street, Christchurch 8011
PO Box 73013, Christchurch 8154
Telephone: (03) 941 8999. Email:
info@ccc.govt.nz Or visit our website:
www.ccc.govt.nz/goahead

Christchurch City Council