Your Guide to Submitting a Building Application via Online Services





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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 preapplication 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. The combined size of the files submitted must not exceed 1GB. If the time to complete your application or upload your documents takes more than 45 minutes the system will time out. On slow internet connections, uploads may time out if you are submitting large files (over 75MB). If you need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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 minor variation 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:



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-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) 0
- 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	Christchurch Online Services
Click Register.	Home Payments Help
 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. 	Name details Image: Second s
 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. 	For company registration, use the full legal name. Include your Companies Office number If you know it. User name RitaL Sumame or company name Lambert Companies Office number Fill in these fields only if you are registering as an individual. Your date of birth is optional, but it helps us to identify you correctly. Full given names Rita Lambert Date of birth 25/05/1961
3. Type in all of your contact details, then click Next.	Control details Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for all online consent services. Image: Strength or provide here will be used for al

 Read the disclaimer, privacy statement and copyright statement. Click on the checkbox to show you have read and agree to them, then click Next. Type in your password. It must have at least six characters and include at least one number. Passwords are case-sensitive. Click Submit. 	By registering on this website, you confirm that:
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.	Request submitted Thank you for registering. Your request will be processed as soon as possible. Before you can log in and use the services on this site, your registration must be validated. We aim to validate new registrations within one working day. When your details have been verified, you will receive an email confirmation. Name details User name RitaI Surname or company name Lambert Full given names Rita Lambert Date of birth 25/05/1961 Contact details Email address ritajean@test.com Street/PO box 100 Testing Street Suburb Avonside City/town Christchurch Postcode 8061 Daytime phone number 03 123 4567 Mobile 027 123 4567
7. You will receive an automated email notifying you that your request has been received, and confirming your details as submitted.	From: Online Services To: Cc: Subject: Request for new registration Thank you for your request to register for the Christchurch City Council's Online Services website. We look forward to having you as an online customer. You should receive an email confirming your registration within one working day. Once you have received this email, you will be able to log on to Online Services and submit your consent applications online. Name details User name : Rital Surname or company name : Lembert Companies Office number : Full given names : Rite Lembert Date of Dirch : 25/02/1981 Contact details Email Email address : ritsjean@test.com Confirm email address : ritsjean@test.com Mailing address Street/Ro box : 100 Testing Street Subtr : Avonside City/town : Christchurch Postcode : 8061
8. When your details have been verified, you will receive a confirmation email from Online Services.	From: Online Services To: Cc: Subject: Your registration has been validated Welcome to Online Services. Your request to register has been successful. You may now log in with the user name shown below, and the password that you selected when you registered. Currently Online Services is available for building consent and resource consent applications. However, you will be able to use your registration details to access other online Council services in the future. User name RiteL

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 <u>onlineservices.ccc.govt.nz</u> Click Register.	Christchurch City Council Home Payments Help
 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. 	Name details Image: Details you provide here will be used for all online consent services. Please note: If we already have your name on record (for example, if you are a ratepayer), the name that you enter here will be replaced by the details on record. Your registration must be validated before you can log in and use the services on this site. We aim to validate new registrations within one working day. For company registration, use the full legal name. Include your Companies Office number if you know it User name Rital Sumame or company name Ritalean Design Companies Office number 12345 Fill in these fields only if you are registering as an individual. Your date of birth is optional, but it helps us to identify you correctly. Full given names
3. Type in all of your contact details, then click Next.	Contact details Image: Status of the provide have will be used for all online consent services. The details they up on the here will be replaced by the details on the consent service. Image: Status of the details we have on record, please contact the Customer Call Cu

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.	By registering on this website, you confirm that: you are the person identified in the registration information submitted. you are authored to register on and use this website. you agree to lodge and accept information electronically via this website, or via the email address you have provided for this purpose. This website is owned by the Christchurch City Council. When you use this website, the following terms apply: <u>Disclaimer</u> <u>Output for the above</u> W I have read and agree to the above Previous [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. 	Choose your password Enter a new password of at least 6 characters. You can use letters, numbers, and some special characters such as underscores and asterisks. User name Password Confirm password Previous 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.	Request submitted Thank you for registering. Your request will be processed as soon as possible. Before you can log in and use the services on this site, your registration must be validated. We aim to validate new registrations within one working day. When your details have been verified, you will receive an email confirmation. Name details User name RitaJean Surname or company name RitaJean Surname or company name RitaJean Companies Office number 12345 Date of birth 25/05/1961 Contact details Email address ritajean@test.com Street/PO box 53 Hereford St Suburb Central City/town Christchurch Postcode 8013 Daytime phone number 03 123 4557 Mobile 027 123 4567
7. You will receive an automated email notifying you that your request has been received, and confirming your details as submitted.	From: Online Services To: Co: Subject: Request for new registration Fhank you for your request to register for the Christohurch City Council's Online Services website. We look forward to having you as an online customer. You should receive an email confirming your registration within one working day. Once you have received this email, you will be able to log on to Online Services and submit your consent applications online. Name details User name : RitaL Surname or company name : RitaJean Design Companies Office number : 123456 Full given names : Rita Lambert Date of Dirth : Contact details Email Email address : ritajean@test.com Confirm email address : ritajean@test.com Mailing address Street/PO box : 100 Testing Street Suburb : Avonside City/town : Christohurch Postcode : 8061
8. When your details have been verified, you will receive a confirmation email from Online Services.	From: Online Services To: Cc: Subject: Your registration has been validated Welcome to Online Services. Your request to register has been successful. You may now log in with the user name shown below, and the password that you selected when you registered. Currently Online Services is available for building consent and resource consent applications. However, you will be able to use your registration details to access other online Council services in the future. User name RitaL
B-375, LU: 19.6.25, LR: 19.6.25, v23	Page 10 o

Can't register?

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

 Go to <u>http://onlineser vices.ccc.govt.nz</u> Click Log in. 	Christchurch City Council Home Payments		Online Services
2. Click Contact us.	Apply for a certificate of acceptance Apply for a certificate of accepta Apply for a certificate of accepta Contact us Terms of use	Apply for any of	Apply for any other council consent or approval Approval Christchurch City Council Council Council City City Council City City City City City City City City
3. Click Building Control and send an email.	Contact us For all general enquiries please call: 03 941 8999 0r 0800 800 169	Our Customer Call Co hours a day.	entre is available 24
	Contact	For enquiries about	Phone
	Christchurch City Council Customer Services Team	All enquiries	03 941 8999
	Building Control	Building applications	03 941 8999
	Planning	Resource consent applications	03 941 8999
	Animal Management Team	Dog registrations	03 941 8999
	From - rita@test.com To onlineservices@ccc.govt.r Send Cc Subject	12	

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 need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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 to only install a solid fuel heater in a residential dwelling*, refer to the Apply for a building, PIM or solid fuel heater section.
- If you wish to submit an *application for an amendment, a minor variation, 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 a Building Act exemption or Apply for a certificate of acceptance sections.

 Go to <u>http://onlineser vices.ccc.govt.nz</u> Click Log in. 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. 	Christchurch Color
3. Click – building consent and/or project information memorandum (PIM) in 'Apply for section.	Apply for a building consent, PIM or solid fuel heater Apply for: - building consent and/or project information memorandum (PIM) - building consent for solid fuel heater only
 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. 	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching.

5. A list of properties matching the search criteria is	Property search	
displayed.	Search by property address or parcel (lot and plan number). Refer to the help for tips on searching.	
If the property was not found, use the Advanced		
search or Parcel search options (below).	Properties found: 1 Parcel description Address Parcel description Address	
 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 	Lot 1 DP 30073 S5 Hereford Street Central City Next	
street address. Use the address of the "parent" property (the original property being subdivided) instead.	Address search Parcel search	
Click Next.	Search by address	
Advanced address search: Click Advanced	Enter the street address and then slick Search	
Search. Type in any detailed information	Advanced search	
about the property, such as Unit Number or	Unit number A Unit suffix	
Property Name, then click Search.	Level number Level suffix	
If your application relates to a location rather	Street number to	
than a street address, choose a street	Street name Hereford	
segment. To do this, select the Advanced	Suburb	
search check box, then enter the street name		
in the Property name field. The search	Property name	
results will include all of the segments for the	(any)	
street you searched on (for example, if you	Previous Search	
searched on "Hereford" the search results		
WIII Include Hereford Street between Pollostop and Montroal, Hereford Street	Properties found: 1	
between Montreal and Cambridge, and so	Address Parcel description 53 Hereford Street Central City Lot 1 DP 30073	
on).	Lot 5 DP 300/3 Lot 3 DP 30073	
	Lot 2 DP 30073 Lot 6 DP 30073	
You can also use a Property name search to find some other locations, such as parks, by	Lot 4 DP 30073	
name.		
6. Search by land parcel number:		
Click Parcel search. Type in any information you	Address search Parcel search	
have.	Search by parcel	
For example, if the section reference is 'Lot 1 DP	Enter the parcel details and then click Search.	
30073, complete the fields as follows:	Parcel type Lot •	
Darcoltype Let	Parcel number 1	
• Parcertype – Lot	Plan type Deposited Plan v	
Parcel number – 1	Section Section	
Plan type – Deposited Plan		
• Plan number – 30073	Previous Search	
The Parcel type field allows you to search by lot, town section, Māori reserve, unit, factory, etc.		
Click Search.		
 When you have found the property, select it and click Next 	Property search Search by property address or parcel (lot and plan number).	
CIICK Next.	Refer to the help for tips on searching.	
	Properties found: 1	
	Parcel description Address 1 Lot 1 DP 30073 53 Hereford Street Central City	
	(Next)	

8. This page displays you as the registered user. Click Next.	Names This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form. Click Next to continue. Roles Names Registered user Rita Jean Lambert Previous Next
9. Complete the relevant building details and click Next.	Image: Street address of building 53 Hereford Street Street address of building 53 Hereford Street Building name (where applicable) Civic Offices Location of building within site/block number ////////////////////////////////////
10. Complete the relevant owner details and click Next.	

11. Enter the Agent details, if application is being	* Mandatory field 3. Agent
Next.	*
	Name of agent ** Name of agent
	Contact person * Contact person
	Mailing address ** Mailing address
	Contact number 123456/8 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 <u>autograation</u> 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 he in New Zealand)
	_ Agent
	Ovmer
	☑ Other
	If first point of contact for this application is Other,
	If first photoe contact declars If first photoe for this application is Other, please provide contact
	uccails
	Previous
12 Enter the Application details and slick Next	* Unadstan, fuld
rz. Enter the application details and thick next.	4. Application
	I request that you issue for the building work described PIM & building consent V
	in this application a
	documentation in the following format
	If hard copy, to be collected from (additional costs Te Hapua Halswell V apply)
	All consent related invoices to be billed and sent via Post
	To owner
	To agent
	Z To other
	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
	National Multiple Use Approval (if yes, provide copies of Yes
	Write national multiple use approval number Write national multiple use approval number
	Staged building consent
	For Stage 1: A proposal to stage the building consent applications for building work to construct or alter a building is required to be approved by Council prior to lodging the application for the building consent for the first stage. If there is no evidence of approval, the application for the first stage cannot be accepted (visit our website www.ccc.govt.nz/consents-and-licences/building-consents/before-you-build/staged-building-consents/ for more guidance)
	Stand huilding consent
	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 Yes
	building work that has been approved under a previous stage?
	If yes, please list details of the changes (and highlight these changes in the attached plans and specifications)
	Previous

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

F	
Description of the building work	* enter description of building work in here
Will the building work result in a change of use of the	No
building?	
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)	
List building consents previously issued for the project (if any)	No 🗸
Associated building consents/PIMs	
Associated resource consents	
Associated subdivision consents	
Associated ECan resource consents	
Were there pre-application advice services provided prior to this application being made?	No
Pre-application reference number (if applicable)	
Estimated value of the building work on which the	* 10000
control of the contro	
lease note:	
For further guidance, please refer to B-308 Apply	ing for a building consent to install a solid fuel burning a
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol acan govt rg/authorised-burners/	ing for a building consent to install a solid fuel burning a id fuel burning appliance has been approved:
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol accan.govt.nz/authorised-burners/	ing for a building consent to install a solid fuel burning a id fuel burning appliance has been approved:
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol acan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance?	ing for a building consent to install a solid fuel burning an id fuel burning appliance has been approved:
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol acan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make	ing for a building consent to install a solid fuel burning an id fuel burning appliance has been approved: Yes
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol accan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make	ing for a building consent to install a solid fuel burning ap id fuel burning appliance has been approved: Yes Make
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol eccan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make Model	ing for a building consent to install a solid fuel burning ap id fuel burning appliance has been approved: Yes Make Model
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol scan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make Model Authorisation no	ing for a building consent to install a solid fuel burning an id fuel burning appliance has been approved: Yes Make Model Authorisation no
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol acan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make Model Authorisation no The appliance is	ing for a building consent to install a solid fuel burning ap id fuel burning appliance has been approved: Yes Make Model Authorisation no
For further guidance, please refer to B-308 Apply Residential Only) Refer to ECan's website to note if a particular sol acan.govt.nz/authorised-burners/ Does the application include the installation of a solid/liquid fuel heating appliance? Make Model Authorisation no The appliance is The installation type is	ing for a building consent to install a solid fuel burning ap id fuel burning appliance has been approved: Yes Make Model Authorisation no New Free standing
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If yes, confirm age of existing solid fuel burner (to the If yes, confirm age of existing solid fuel burner nearest year) and provide Building Consent number (if known) for the installation

If no, please provide the resource consent number from Canterbury Regional Council (ECan) (applies to wood, wood pellet or coal burners only)



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.	6. Restricted building work Source and paid in the building practitioners ticked 'Access to download BC approved?' may download (once approved and paid) the building consent documentation through online services. To gain access the building practitioners will need to phone 03 941 8999 or email onlineservices@ccc.govt.nz.
	work? Work? If Yes, provide the following details of all licensed building practitioners who will be involved in carrying or
	supervising the restricted building work.
	Name Jo Smith
	Licensing class Carpentry V
	Licensed building practitioner number (or registration enter LBP number here number if treated as being licensed under section 291 of Act) Access to download BC approved?
	Name
	Licensing class - Select one
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of
	Act) Actess to download BC approved?
	Licensing class - Select one
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of
	Act)
	Name
	Liceosian class.
	Additional comments
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.	<form> Previou</form>
	Previous

Enter details of means of compliance and	0 m. 11.11	
waivers and modification for the relevant	8. Building consent	
building code clauses and click Next.	This section is not applicable if this is an memorandum only	application for a project information
Note: Leave this section blank if this is an		
application for a PIM only.	B1 Structure	
	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	enter the means of compliance detail here
	Waivers and modifications	enter the waivers and modifications detail here
	✓ B2 Durability	
	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	enter the means of compliance detail here
	Waivers and modifications	enter the waivers and modifications detail here
	C1-C8 Protection from Fire	
	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	
	Waivers and modifications	
	D1 Access Routes	
	Means of Compliance - refer to relevant acceptable	
-	11 and dam an excitation matched as planting at allowed as	
Note: Leave this section blank if this is an application for a PIM only.	memorandum only memorandum only memorandum only memorandum only	 Not applicable Not applicable Not applicable Not applicable Not applicable Not applicable
	 Riser mains for use by fire services status Automatic backflow preventers connected to a potable water supply status Lifts, escalators, travelators or other systems for moving people or goods within buildings status Mechanical ventilation or air conditioning systems status Building maintenance units (for providing access to the exterior and interior walls of a building) status 	 Not applicable Not applicable Not applicable Not applicable Not applicable
	 Riser mains for use by fire services status Automatic backflow preventers connected to a potable water supply status Lifts, escalators, travelators or other systems for moving people or goods within buildings status Mechanical ventilation or air conditioning systems status Building maintenance units (for providing access to the exterior and interior walls of a building) status Laboratory fume cupboards status Audio loops or other assistive listening systems status 	 Not applicable
	 Riser mains for use by fire services status Automatic backflow preventers connected to a potable water supply status Lifts, escalators, travelators or other systems for moving people or goods within buildings status Mechanical ventilation or air conditioning systems status Mechanical ventilation or air conditioning systems status Mechanical ventilation or air conditioning systems status Laboratory fume cupboards status Audio loops or other assistive listening systems status Smoke control systems status 	 Not applicable
	 Riser mains for use by fire services status Automatic backflow preventers connected to a potable water supply status Uits, escalators, travelators or other systems for moving people or goods within buildings status Mechanical ventilation or air conditioning systems status Building maintenance units (for providing access to the exterior and interior walls of a building) status Laboratory fume cupboards status Audio loops or other assistive listening systems status Smoke control systems status Emergency power systems for, or signs relating to, a specified system in 1 to 13 above status 	 Not applicable
	 Riser mains for use by fire services status Automatic backflow preventers connected to a potable water supply status Lifts, escalators, travelators or other systems for moving people or goods within buildings status Mechanical ventilation or air conditioning systems status Mechanical ventilation or air conditioning systems status Mechanical ventilation or air conditioning systems status Building maintenance units (for providing access to the exterior and interior walls of a building) status Laboratory fume cupboards status Audio loops or other assistive listening systems status Smoke control systems status Emergency power systems for, or signs relating to, a specified system in 1 to 13 above status Other fire safety systems or features status 	 Not applicable

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.

* Mandatory field 10. Attachments



Please check that the forms that you are using are current at the time of application as forms are subject to change without notice.

Upload your application checksheet and supporting documents.

Files must follow the specifications in our guide. We prefer documents to 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".

Important:

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

The combined size of the files submitted must not exceed 1GB. On slow Internet connections, uploads may time out if you are submitting large files (over 75MB). The time to upload your application / documents cannot exceed 45 minutes.

The following plans, specifications and documents are attached to this application:

- Plans, specifications and completed relevant application checksheet(s)
- 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
- Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions) (list under section 8)
- Current (CodeMark) product certificate(s)
- Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitution)
- Current (BuiltReady) manufacturer's certificate(s)
- Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building
- Development Contribution Notice
- Project Information Memorandum
- Certificate attached to Project Information Memorandum
- Consent / authorisation to discharge
- Evidence of approval for staging proposal

Solid/liquid fuel heating appliance documents

- Floor plan of the installation
- Third Party Statement/report on chimney condition
- Manufacturer's specifications/installation
- Test certificate
- Cross sections and flashing details (as per advisory information)
- Second-hand appliance test certification from manufacturer or authorised manufacturer's agent
- Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work
- Copy of authorisations from Regional Authority (e.g. ECan)

Application checksheet

- Plans
- Specifications
- Certificate of Design Work (residential only)
- Structural supporting documents (calculations, PS1,...) B002-Application-For-Building-Consent-And-PIM (1).pdf 🛛 🗱
- Geo-technical report (if applicable) Fire design and documentation (if applicable)
- Other supporting documents

B002-Application-For-Building-Consent-And-PIM (1).pdf

 B002-Application-For-Building-Consent-And-PIM (1).pdf

 B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

19. Enter the applicable details for CPU, Earthquake related work and recladding/Weathertight	A. Additional information
Homes and click Next.	
	(i) Certificate for public use (section 363 Building Act) (Commercial application only)
	For existing buildings where the public will continue to use the premises affected by building work while a building
	consent has been granted for the work will need to apply for a certificate for public use. Refer to our webpage (ccc.govt.nz/certificate-for-public-use/) on how to apply for a certificate for public use.
	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
	(ii) Earthquake related work
	Is this application earthquake related? No
	If yes, is the work being co-ordinated by an insurance No
	Name of the PMO
	Does the work involve earthquake structural No
	If yes, is the building currently at or above the minimum $$\rm N_{\odot}$$ we level of 34% NBS?
	(iii) Re-cladding/Weathertight Homes Resolution Services scheme related work
	(···) ·································
	Does the work involve re-cladding the building?
	Is this application related to a claim under the No V Weathertight Homes Resolution Service scheme?
	WHRS claim number
	Is this application related to a claim under the Financial No V Assistance Package scheme?
	Previous
	P. Davelopment contributions
20. Enter the applicable details for Development contributions and click Next.	Information required for assessment of levies under the Council applicable Development Contribution Policy
	NOTE: Gross floor area means the total internal floor area of a building, measured from the exterior faces of the exterior walls, or from the centre line of a shared wall separating two buildings or tenancies, including mezzanine
	Impervious surface area means the area of a lot that is covered by a hard surface that does not allow water to penetrate to ground and therefore must have drainage to allow water to be removed from the site. This includes all areas of impervious surface as defined in the Christchurch District Plan, and also includes roof area and any areas
	that are or will be compacted gravel. (i) Residential development: The use of land and buildings for living accommodation purposes, including residential units and unit/strata developments, but excludes guest accommodation and prisons.
	Existing number of residential units
	removed
	Demoition/removal date (DD/MM/YYYY) Number of proposed residential units
	Provide the gross floor area (m ²) of each proposed residential unit
	Will there be two or more attached residential units on No V
	If yes, what is the proposed impervious surface area (m2), including the area of roofs and hard surfaces
	(ii) Non-residential development: Any development of land or buildings that does not fall under the definition of 'residential.' May otherwise be termed business or commercial.
	Provide the existing gross floor area (m ²) and land use(s)
	Provide the proposed gross floor area (m ²) and land use(s)
	Existing impervious surface area (m²), including the area of roofs and hard surfaces
	Proposed impervious surface area (m²), including the area of roofs and hard surfaces
	Paratore Research
	Previous Next

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

C. Effects on existing council infrastructures and street scenes



A separate application is required for requests to alter Council existing infrastructural assets; removal, trimming or planting of street trees, or alteration to any built structures or vegetation plots. Approval is required to use part of legal road for construction activities.

Council is responsible for managing all works on roads. Roads include unformed roads, service lanes, pedestrian walkways and alleyways. Temporary Traffic Management must be provided for all work occurred on legal roads. For further information refer to ccc.govt.nz or call (03) 941 8999 and discuss with an Asset Protection Officer.

It is highly unlikely that private requests will be identified in the Long Term Council Community Plan; for this reason the applicant will have to fund the cost of the work. The costs may include consultations with stakeholders, together with Board or Council decision making process if required. Other Council charges may apply, e.g. vehicle crossing inspection.

If a new vehicle crossing is required or an existing crossing altered for this project, please complete the Vehicle Crossing Application Form.

Other information and requirements are available from our website ccc.govt.nz

Public Places Bylaw 2008, Traffic and Parking Bylaw 2008, Policies on Streets Roads and Pavements, Temporary Use of Legal Road for Construction Activities Application, Water Discharge on Road Application environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managingcontaminants-in-soil-to-protect-human-health/

Does this property require a new water connection? New Commercial? If yes, please make a separate					
New Commercial? If yes, please make a separate	No	~			
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	No	~			
Do you require more than one new water connection for this property? If so, how many?					
Location details	- Select one		\sim		
If corner site, provide street name on which the water connection is to be installed					
Contact phone for any connection questions					
Contact email					
Is a new or pumped stormwater connection required?	No stormwa	ter conne	ection requ 🗸	•	
Is a new or pumped sewer connection required?	No sewer co	onnection	required 🗸		
Do you have consent/authorisation to discharge? If yes, please provide a copy	No	~			
Is a new vehicle crossing required or an existing crossing altered for this project? If yes, refer to above	No	~			
Are any of the following items affected by the development?	No	~			
Street furniture	No	\sim			
Street trees - Trimming removal, new planting or excavation within drip line	No	\sim			
Landscaped areas or berms	No	\sim			
If yes, has Council staff been consulted, their advice given and a report prepared by them for the community board?	No	\sim			
Utility surface boxes - Water and waste, Telco	No	\sim			
Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?	No	~			
Are you proposing to change the existing footpath levels?	No	~			
Are you proposing to change the existing	No	~			
carriageway/road levels?		~			

22. Check that you've answered the questions correctly, uploaded the required documents, and	Confirm your application	we entered and then click Next to submit your application.
read the declaration.		
If changes are required, click Previous and	Application type	Building consent
update accordingly.	Properties	55 Hereford Street Central City
When you're ready, select I / We accept and click Next to confirm your application	1. The building Street address of building Building name (where applicable) Number of levels Existing floor area in square metres New floor area in square metres Total floor area in square metres	53 Hereford Street Civic Offices 6 1000 1200 1200
	Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)	e Commercial
	Year first constructed	1945
	2. The owner	the first
	certificate of title)	John Smith
	Contact person	Peter Smith
	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	Vac
	Lease	No
	Agreement for sale and purchase	No
	3. Agent	NO
	development?	
	I / we understand that the fees charge for all costs actually and reasonably i issued and the building work started. owner(s).	ed at lodgement are a deposit only, and that the Council will charge me / us incurred in processing this application. These will be paid before the consent is All development contributions charges (where applicable) will be billed to the
	All of the included information on this all plans, documentation and reports record, therefore the public (including application, once submitted. Please a party" who may not have been the or	form is, to the best of my knowledge, true and correct. I / we understand that submitted as part of an application are required to be kept available for public g business organisations and other units of the Council) may view this also note that for any refund due, the refund will be credited to the "deserving iginal "payee".
	I / we understand that no work is to c If you are accepting this application of	commence until the building consent is issued. on behalf of a company/trust/other entity (the applicant), you are declaring that
	you are duly authorised to accept on I / we accept responsibility to pay all an invoiced amount has not been pai	behalf of the applicant to make such an application. actual and reasonable costs incurred by the Christchurch City Council. Where id by the invoice due date, the Council may commence debt recovery action.
	The Council reserves the right to cha incurred in pursuing recovery of the o	rge interest, payable from the date the debt became due, and recover costs lebt.
	I / We accept	
		Previous Next
23. The Application submitted page confirms that the Council has received your application.	Application submitted	
· · · · · · · · · · · · · · · · · · ·		
Note the transaction reference number (DA-	Your application has been subm	itted. Your request will be processed as soon as possible.
Number).	Home Ne	ew 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.	From: Online Services Sent: Wednesday, 17 August 2016 12:59 p.m To: Rita Lambert Subject: Online application received	ι.
If you do not receive this small straight succe	Thank you for submitting your application fo	r building approval via the Online Services website. We will be in contact with you again shortly.
ii you do not receive this email straight away,	Details of your application are as follows:	
check your user registration details to ensure we	Transaction references DA 00525	
have your current email address (log in, and click	Application type Building consent	
Registration > View user details).	Date received 17/08/2016	

Applying for a building consent to only install a solid fuel heater in a residential dwelling

You must have already registered with Online Services before you can submit a building consent application online. If you need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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).

 Go to <u>http://onlineser vices.ccc.govt.nz</u> Click Log in. 	Christchurch City Council Regeleter CCC house
 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. 	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password
3. Click - building consent for solid fuel heater only in the Apply for section.	Apply for a building consent, PIM or solid fuel heater Apply for: - building consent and/or project information memorandum (PIM) - building consent for solid fuel heater only
 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. 	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Address search Parcel search Search by address Enter the street address and then click Search. Advanced search Street number 53 Street name Hereford Suburb Previous
 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. 	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Properties found: 1 Parcel description Address Lot 1 DP 30073

Click Next.	Address search Parcel search
	Search by address
 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 	Enter the street address and then click Search. Vinit number A Level number Street number Street number to Street name Hereford Suburb
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, Māori reserve, unit, factory, etc. Click Search. 	Address search Parcel search Search by parcel Enter the parcel details and then click Search. Parcel number 1 Plan type Deposited Plan Plan number 30073 Section
7. When you have found the property, select it and click Next.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching: Properties found: 1 Properties found: 1 Parcel description Address S3 Hereford Street Central City I.ot 1 DP 30073 S3 Hereford Street Central City I.ot 1 DP 30073
8. This page displays you as the registered user. Click Next.	Names This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form. Click Next to continue. Roles Names Registered user Rita Jean Lambert

9. Complete the relevant building details and click Next	* Mandatory field The building	
	Note: This form is for an application for the installation of a solid fuel heater only to a residential dwelling. If the work involves other building work or restricted building work, you will need to apply via the 'building consent and/or project information memorandum (PIM)' link.	
	Street address of building Building name (where applicable) Location of building within site/block number (include nearest street access) Number of levels (including ground level and any levels below ground) Level/Unit number (if applicable) Area Total floor area Existing floor area New floor area Current, lawfully established, use	
10. Complete the relevant owner details and click	Year first constructed Previous Next	
10. Complete the relevant owner details and click Next.	Prededoty field The owner Name of owner Mailing address Contact number Tamail address Contact person (not required if the applicant is an individual) The following evidence of ownership is attached to this application (showing full name of legal owner(s) of the building) @ Record of title @ Lease @ Agreement for sale and purchase @ Other document	
	Previous Next	

made on behalf of applicant/owner and click	Mandatory held	
Next.		
	Name of agent	* Name of agent
	Contact person	* Contact person
	Mailing address	* Mailing address
	Contact number	* 123456789
	Email address	* test@ccc.govt.nz
	Relationship to owner: (state details of the authorisatio from the owner to make the application on the owner'	on s
	behalf) Relationship to owner: (state details of the authorisati	on 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 mu be in New Zealand)	st
	Agent	
	Cwner Owner	
	Cther	
	If first point of contact for this application is Other, please provide contact details	
	If first point of contact for this application is Other, ple details	ase provide contact
		A.
	All consent related invoices to be billed and sent via	Email 🗸
	🖉 To owner	
	To agent	
	To other	
	If other, please provide contact name, company, posta	I
	address and/or email If other, please provide contact name, company, posta	l address and/or
	email address 🔚	
		1
		Previous
	Ŀ	
2 Enter the Project details and click Next	* Mandatory field	
2. Enter the Project details and click Next.	" Mandatory field The project	
12. Enter the Project details and click Next.	" Mandatory field The project	
2. Enter the Project details and click Next.	* Mandatory field The project For further guidance, please refer to B-308 Apply (Residential Only)	ring for a building consent to install a solid fuel burning appliance
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13. Enter details of means of compliance and	* Ma	andatory field		
waivers and modification for the relevant		Building consent		
		The building work will comply with the building code as		
		B1 Structure		
		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		11
		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-C8 Protection from Fire		//
		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	1
		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	
		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	
		G9 Electricity		11
		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	1
		Pn	evious	

14. Select the relevant documentation to attach to	* Mandatory field	
the application and upload.	Attachments	
Click Prowso for each file which you need to		
Click Drowse for each file also report and the	Please check that the forms that yo	ou are using are current at the time of application as forms are subject to change
upioad. The combined file size must not exceed 1	without notice.	
GB. Documents should be submitted in PDF	Upload your plans, specifications	and supporting documents.
format.	Files must follow the specifications	s in our guide. We prefer documents to be submitted in PDF format. If you cannot
Locate and click on your application documents	download. Try a Google search for	r "PDF printer".
Locate and click off your application documents.	Important:	
Note: If you cannot save as PDF from the	Avoid special characters like quote	es hyphens ampersands and angle brackets in description comment and
software you are using, there are many free	filename fields.	
online tools which generate PDFs. Try a Google	The combined size of the files sub	mitted must not exceed 1GB. On slow Internet connections, uploads may time out
search for "PDF printer"	minutes.	ver / Sivib). The time to upload your application / documents cannot exceed 45
sedicition i bi printer .		
Avoid special characters like quotes, hyphens,	The following documents are attac	ched to this application within the supporting document below:
ampersands and angle brackets in description,	Floor Plan of Dwelling	
comment, and file name fields.	Third party statement on conditiv	on of chimney
	May for the set of the set o	alian -
The time to upload your application /	inanuracturers installation instru	COURS
documents cannot exceed 45 minutes.	Cross section and flashing detai	ils
	Copy of authorisation from Envir	ronment
Once all documents are uploaded click Next.	Cameroury	
	Floor Plans (please combine plans in	nto a single file) 🛛 🗮
	Choose File No file chosen	
	Specifications	×
	Choose File No file chosen	
	Supporting Document (Record of tit evidence for application is to be con	de and other 📕
	PDF and uploaded into Supporting D	Document)
	Choose File No file chosen	
	Insert or inbuilt installation: Third	party statement/report on condition of chimney
	 If this is an insert or inbuilt appli 	iance installation to a structure built before 2011, provide verification of the
	structural integrity of the existing	fireplace/chimney. Verification includes a report from a suitably qualified or clude photos of the fireplace/chimney.
	competent person and should in	cide protos or the meplacerchinney.
	Existing fireplace/chimney report	×
	Choose File No file chosen	
		Previous
15. Check that you've answered the questions	Confirm your application	
15. Check that you ve answered the questions	commin your appreation	
correctly, uploaded the required documents, and	Please review the details you h	nave entered and then click Next to submit your application.
read the declaration.		
If changes are required, click Previous and	Application type	Solid fuel heater
update accordingly.	Properties	53 Hereford Street Central City
	The building	
When you're ready, select I / We accept and click	Area The owner	
Next to confirm your application	Name of owner	Name of owner
	Mailing address Contact number	Mailing address 1234566
	Email address Contact person (not required if the	test@ccc.govt.nz Contact person (not required if the applicant is an individual)
	applicant is an individual)	entres betaan (nas redance a sus obbicant is an indianda)
	attached to this application (showing full	
	name of legal owner(s) of the building) Record of title	Yes
	Lease	Yes
	Agreement for cale and such	Var
	Agreement for sale and purchase Other document	Yes Yes
	Agreement for sale and purchase Other document Agent Name of agent	Yes Yes Name of agent
	Agreement for sale and purchase Other document Agent Name of agent Contact person	Yes Yes Name of agent Contact person

	 I / we understand that this application is for a request to issue a building consent for the building work described in this application. I / we understand that the fee charged is a fixed fee for the Council to assess this application. These will be paid as per the Council credit conditions I / we have agreed to). 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 invoice dangunt 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. PIVACY INFORMATION: If you would like to request access to, or correction of, your details, please contact the Council. I / we accept
16. 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-443112 Transaction date 29/07/2024 1:29:20 PM
 17. 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-443112 Application type Solid fuel heater Date received 29/07/2024

Sending in additional information after you have submitted your application online

You can use Online Services 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 or to upload your construction documents (during build e.g. PS3, record of work etc).

1.	Go to <u>onlineservices.ccc.govt.nz</u> Click Log in.	Christchurch City Council Home Payments Help
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.	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password
3.	Click Upload in the 'Additional information for building approval' section.	Additional information for building approval Upload additional files for a building approval that has not been issued yet. Use this section also for uploading your Construction documents (during build e.g. PS3, LBP)
4.	Search by property address:	Property search
	Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.	Search by property address or parcel (lot and plan number). Refer to the help for tips on searching.
	If you type in 'St' or 'Rd', the search function will not return your address.	Address search Parcel search
	If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.	Search by address Enter the street address and then click Search. Advanced search
	A list of properties matching the search criteria is displayed.	Street number 53 (or) Street name Hereford
	If the property is not found, use the Advanced search or Parcel search options (below).	Suburb
	Tips for searching:	Previous Search
	• You can search on whole words or partial words (for example, "Hereford" or "Heref").	Properties found: 1 Address Address S3 Hereford Street Central Oty Lot 1 DP 30073 Lot 5 DP 30073 Lot 5 DP 30073 Lot 5 DP 30073
	 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. 	Lot 2 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073

5. Search by	land parcel number:		1 4
Click Parce	el search. Type in any information you	Address search	arcei search
have.		Search by pare	cel
For examp	le, if the section reference is 'Lot 1 DP	Enter the parcel de	tails and then click Search.
30073', cor	nplete the fields as follows:	Parcel number	Lot
Parcel	number – 1	Plan type	1 Deposited Plan
 Plan ty 	pe – Deposited Plan	Plan number	30073
Plan n	umber – 30073	Section	
The Parcel town section	type field allows you to search by lot, on, Māori reserve, unit, factory, etc.	4	Previous Search
Click Searc	h.		
6. When you	nave found the property, select it and		Property search
click Next.			Search by property address or parcel (lot and plan number). Refer to the help for tips on searching.
		Properties found: 1	
		Parcel de () Lot 1 DP 3	escription Address 00073 (a) 53 Hereford Street Central City
			Hext
7. This page of	displays you as the registered user. Click	Names	
Next.			This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form.
			Click Next to continue.
		Rol	les Names gistered user Rita Jean Lambert
			Presidence News
			PICENUS NEXT
8. On the Add	litional information screen, complete	* Mandatory field	
the followi	ng:	Additional in	lormation
A desci	iption of the information you are	Please to ch	se check that the forms that you are using are current at the time of application as forms are subject ange without notice.
supply	ing.	Upload your ap	plication form and supporting documents.
The type	be of additional information you are	out if you are su minutes.	ubmitting large files (over 75MB). The time to upload your application / documents cannot exceed 45
upioad	ing.	Files must follo save as PDF fro	w the specifications in our guide. We prefer documents to be submitted in PDF format. If you cannot om the software you are using, there are many cheap or free PDF printing tools that you can
The ref	erence number; either the Transaction	download. Try a	a Google search for "PDF printer".
the Cor	nsent number from the original	Avoid special cl filename fields.	haracters like quotes, hyphens, ampersands, and angle brackets in description, comment, and
applica	tion, and upload your documents.	Descriptio	n
(You ca	n view your submitted applications by	Provide a brief	summary of the additional information you are providing.
clicking	Applications > View submitted	Description	(* PS3 Cladding
applica	itions on the menu bar, and find the	What are yo	uu uplaading? ("Construction documents (durin; ♥)
		Peference	number
 An atta inform 	ichment including the additional ation	Enter at least or	ne reference number from your original consent application.
Neterlfue	according to a DDE from the continuors	Original tran (e.g. DA-99	nsaction reference
Note: If you	ng there are many free online tools	Driningland	Review survey by the second seco
which gene	erate PDFs. Try a Google search for	(e.g. BCN/2 BCN/2014/1	0213/9999 or BLD/2012/9999)
"PDF print	er".	Original con (e.g. ABAS	sent number 876-932)
Avoid spec	ial characters like quotes, hyphens,		
ampersand	ds and angle brackets in description,	Document	s
comment,	anomenamerieids.	Note: A comple Compliance Cert	ted application form is required for the following: Amendment to a granted building consent; Certificate for Public Use; Code stificate; Extension of Time; Minor Variation to a building consent.
The time t	o upload your application /	File 1	Browse)
document	s cannot exceed 45 minutes.	File 2 File 3	Browse
			·
			Previous

9. A summary of your application is shown. Click Next to submit the documents to Council.	Confirm your application Please review the details you have entered and then click Next to submit your additional information. Application type Additional information Description PS3 Cladding What are you uploading? Construction documents (during build e.g PS3, LBP) Original application number (e.g. BCN/2013/9999 or BLD/2012/9999) Previous Next
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.	Application submitted Your additional information has been submitted. Your request will be processed as soon as possible. Home New application Transaction reference DA-99528 Transaction date 17/08/2016 1:04:01 p.m.
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, minor variation, 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 need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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 minor variation application (by completing your application form through the link provided in "Documents" on the Additional information page), 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
- add certificate for public use application (by completing your application form through the link provided in "Documents" on the Additional information page)

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

1.	Go to <u>onlineservices.ccc.govt.nz</u>	Christchurch	Online Services
	Click Log in.	Home Payments	Log in Register CCC home
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.	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password	
3.	Click Apply for in the 'After building consent is granted' section.	After building consent is granted Apply for: - amendment to a granted consent - minor variation (Information) - code compliance certificate - certificate for public use	
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.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Address search Parcel search Search by address Enter the street address and then click Search. Street number 53 Street name Hereford Suburb Previous Search	
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:	Properties found: 1 Address S3 Hereford Street Central City	Parcel description Lot 1 DP 30073 Lot 5 DP 30073 Lot 3 DP 30073 Lot 2 DP 30073 Lot 2 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073
	 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. 	Hext	

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 	Address search Search by a Enter the street Advanced Unit number Level numbe Street numb Street numb Street name Suburb Property nam Ward	Parcel search address et address and search r r r r r r r r r r r r r r r r r r	d then click Se	earch. Unit suffix Level suffix Street Suffix		(or)
	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, Māori reserve, unit, factory, etc. Click Search. 	Address search Search by J Enter the parc Parcel type Parcel numb Plan type Plan number Section	Parcel searc parcel cel details and er	h Lot 1 Deposited Pl 30073	ch.		
8.	When you have found the property, select it and		Property s	search	(let and plan number)		
	CIICK NEXT.		Refer to the	help for tips on searching	g.		
		Properties fo	ound: 1				
		0	Parcel description		Address 53 Hereford Street Central Oty	/	
9.	This page displays you as the registered user. Click Next.	Names Roles Registr	This page sho associated wit Click Next to c ered user	ws the logged-in h the application continue, Name Rita Ja	n user who is submitting the a n must be listed on the applica s ean Lambert	pplication. All other nation form.	ames
				P	revious (Next)		



On Agent screen complete all mandatory fields:	* Mandatory field	
Name of agent	3. Agent	
Contact person		
Mailing address		
Contact number	— .	
Email address	Name of agent "Name of agent	
Delationship to owner	Contact person	
	Contact person	
	Mailing address Mailing address	
One of the point of contact boxes needs to be	Contact number 87654321	
selected or Other needs to be filled out	Email address ** Test@ccc.govt.nz	
	Relationship to owner: (state details of the authorisation	
Click Next	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	
	Z Owner	
	Z Other	
	TE first point of capitod for this positivation in Other	
	please provide contact or this application is other,	
	If first point of contact for this application is Other, please provide contact details	
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On Application screen the fields need to be	* Mandatory held 4. Application	
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the original application otherwise click Next	Discover complete the fields where the details have absored from the original	
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15. On The Project screen the fields need to be completed where the details have changed from the original application otherwise click Next	* Mandatory field 5. The project Please complete the fields where the detail application.	ils have changed from the original
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	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)
	Solid / liquid fuel heating appliance installation	
	Please note:	
	When a new hot water booster or wetback is being from the cylinder to the sanitary fixtures. This require wetback is being replaced, or is existing elsewhere vented.	a installed, an anti-scalding device must be fitted in the supply irement does not apply if an existing hot water booster or e in the hot water system. The hot water cylinder must be open
	For further guidance, please refer to B-308 Applyin (Residential Only)	g for a building consent to install a solid fuel burning appliance
	Refer to ECan's website to note if a particular solid ecan.govt.nz/authorised-burners/	fuel burning appliance has been approved:
	Does the application include the installation of a	Yes
	solid/liquid fuel heating appliance?	
	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 the flue to neighbouring structure	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	
	Replace existing wetback	
	Install new wetback	
	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
	1.	Previous

16. On Restricted building work screen the fields	* Mandatory field	
pood to be completed where the details have	6. Restricted building work	
changed from the original application otherwise click Next	Please complete the fields where the deta application.	ails have changed from the original
	NOTE: If requested, only the building practitioner (once approved and paid) the building consent do practitioners will need to phone 03 941 8999 or en	s ticked 'Access to download BC approved?' may download cumentation through online services. To gain access the building mail onlineservices@ccc.govt.nz.
	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 o	Licensed building practitioner number (or registra
	Act)	
	Name	Name
	Licensing class	Brick & block laying
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 o	Licensed building practitioner number (or registra
	Act)	
	Name	Name
	Licensing class	Carpentry
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	Licensed building practitioner number (or registration number if treated as being licensed under section 291 o Act)	f
	Access to download BC approved?	
	Name	Name
	Licensing class	Chartered professional engineer 🐱
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 o Act)	Licensed building practitioner number (or registra f
	Access to download BC approved?	
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	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
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	Name	Name
	Licensing class	External plastering
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of	Licensed building practitioner number (or registra
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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 ZE3 Internal 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 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



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

Walvers and modifications	Waivers and modifications
	k
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	Walvers 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	Walvers and modifications
C 15 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
	A

	4	
19. On Compliance schedule screen the fields need	* Mandatory field	
to be completed where the details have changed from the original application otherwise click Next	9. Compliance schedule Please complete the fields where the detail application. This section is not applicable if this is an application	Is have changed from the original for a project information memorandum only
	There are no specified systems in the building	
	The specified systems for the building are as follows (specified systems are defined in the regulations)	
		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	
	1. Automatic systems for fire suppression (eg sprinkler systems) status	- Not applicable 💙
	 Automatic or manual emergency warning systems status 	Added 👻
	 Electromagnetic or automatic doors or windows status 	Altered 🗸
	Emergency lighting systems status	Existing V
	5. Escape route pressurisation systems status	New 🗸
	Riser mains for use by fire services status	Removed V
	Automatic backflow preventers connected to a potable water supply status	- Not applicable 🖌
	 Lifts, escalators, travelators or other systems for moving people or goods within buildings status 	Added 🗸
	 Mechanical ventilation or air conditioning systems status 	Altered 🗸
	 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 V
	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 V
	15. Other fire safety systems or features status	Altered
	16. Cable cars status	Existing
	Pre	alcost Next

20. On Attachments screen upload all relevant documents

Click Next

* Mandatory field 10. Attachments



Please check that the forms that you are using are current at the time of application as forms are subject to change without notice

Upload your application checksheet and supporting documents.

Files must follow the specifications in our guide. We prefer documents to 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".

Important

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

The combined size of the files submitted must not exceed 1GB. On slow Internet connections, uploads may time out if you are submitting large files (over 75MB). The time to upload your application / documents cannot exceed 45 minutes.

The following plans, specifications and documents are attached to this application:

- Plans, specifications and completed relevant application checksheet(s)
- 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
- Alternative plans and specifications (if the
- applicant wants to obtain pre-approval for possible product substitutions) (list under section 8) Current (CodeMark) product certifica
- Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitution)
- Current (BuiltReady) manufacturer's certificate(s)
- Memoranda (Certificates of Design Work) from
- licensed building practitioners who carried out or supervised any design work that is restricted building
- Development Contribution Notice
- Project Information Memorandum
- Certificate attached to Project Information Memorandum
- Consent / authorisation to discharge
- Evidence of approval for staging proposal

Solid/liquid fuel heating appliance documents

- Floor plan of the installation
- Third Party Statement/report on chimney condition
- Manufacturer's specifications/installation instructions
- Test certificate
- Cross sections and flashing details (as per advisory information)
- Second-hand appliance test certification from manufacturer or authorised manufacturer's agent
- Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work
- Copy of authorisations from Regional Authority (e.g. ECan)

Application checksheet

Plans Specifications

Certificate of Design Work (residential only) Structural supporting documents (calculations, PS1,...) B002-Application-For-Building-Consent-And-PIM (1).pdf 🛛 😫 Geo-technical report (if applicable) Fire design and documentation (if applicable) Other supporting documents

X

B002-Application-For-Building-Consent-And-PIM (1).pdf B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

B002-Application-For-Building-Consent-And-PIM (1).pdf

Previous Next

21 On Additional Information screen the fields	* Mandatory field				
need to be completed where the details have	A. Additional information				
changed from the original application otherwise click Next	Please complete the fields where the deta application.	ils have cha	nged from t	the original	
	(i) Certificate for public use (section 363 Buildi For existing buildings where the public will continu consent has been granted for the work will need to (ccc.govt.nz/certificate-for-public-use/) on how to a	ing Act) (Co te to use the papply for a apply for a c	premises certificate certificate fo	application only) affected by building work v for public use. Refer to ou or public use.	while a building ir webpage
	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	v		
	(ii) Earthquake related work				
	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	۲		
	If yes, is the building currently at or above the minimum level of 34% NBS?	Yes	*		
	(iii) Re-cladding/Weathertight Homes Resolutio	on Services	scheme r	related work	
	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 daim number	WHRS claim	number		
	Is this application related to a claim under the Financial Assistance Package scheme?	Yes	*		
	Pre	wious Ne			

22 On Development contributions screen the	* Mandatory field	
fields peed to be completed where the details	B. Development contributions	
have changed from the original application otherwise click Next	Please complete the fields where the deta Information required for assessment of le Contribution Policy	ils have changed from the original application. evies under the Council applicable Development
	NOTE: Gross floor area means the total internal exterior walls, or from the centre line of a shared v floors and internal balconies, plus garaging and po	floor area of a building, measured from the exterior faces of the vall separating two buildings or tenancies, including mezzanine otentially habitable accessory buildings.
	Impervious surface area means the area of a lot penetrate to ground and therefore must have drain areas of impervious surface as defined in the Chris that are or will be compacted gravel.	that is covered by a hard surface that does not allow water to hage to allow water to be removed from the site. This includes all stchurch District Plan, and also includes roof area and any areas
	(i) Residential development: The use of land and residential units and unit/strata developments, but	d buildings for living accommodation purposes, including excludes guest accommodation and prisons.
	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 (m ²) of each proposed residential unit	Provide the gross floor area (m ²) 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
	(ii) Non-residential development: Any developm 'residential.' May otherwise be termed business or Provide the existing gross floor area (m ²) and land use(s)	ent of land or buildings that does not fall under the definition of commercial. Provide the existing gross floor area (m ²) and land use(s)
	Provide the proposed gross floor area (m^{2}) and land $use(s)$	Provide the proposed gross floor area (m ²) and land use(s)
	Existing impervious surface area (m ²), including the area of roofs and hard surfaces	Existing impervious surface area (m ²), including t
	Proposed impervious surface area (m ²), including the area of roofs and hard surfaces	Proposed impervious surface area (m ²), including t
	Pre	etcass Rest.

23. On Effects on existing council infrastructures and street scenes screen the fields need to be	 Mandatory field C. Effects on existing council infrastructures ar 	nd street scenes
completed where the details have changed from the original application otherwise click Next	Please complete the fields where the detail A separate application is required for req trimming or planting of street trees, or alteration to a next of local cond frequenties of the set in the	ils have changed from the original application. uests to alter Council existing infrastructural assets; removal, any built structures or vegetation plots. Approval is required to use
	Council is responsible for managing all works on roa walkways and alleyways. Temporary Traffic Manage	ads. Roads include unformed roads, service lanes, pedestrian ement must be provided for all work occurred on legal roads. For
	It is highly unlikely that private requests will be ident the applicant will have to fund the cost of the work. with Board or Council decision making process if re- inspaction	tified in the Long Term Council Community Plan; for this reason The costs may include consultations with stakeholders, together quired. Other Council charges may apply, e.g. vehicle crossing
	If a new vehicle crossing is required or an existing c Crossing Application Form.	crossing altered for this project, please complete the Vehicle
	Other information and requirements are availabl	le from our website ccc.govt.nz
	Public Places Bylaw 2008, Traffic and Parking Bylav Use of Legal Road for Construction Activities Applic environment.govt.nz/acts-and-regulations/regulation contaminants-in-soll-to-protect-human-health/	w 2008, Policies on Streets Roads and Pavements, Temporary ation, Water Discharge on Road Application ns/national-environmental-standard-for-assessing-and-managing-
	Does this property require a new water connection?	Vec Y
	New Commercial? If yes, please make a separate application on form WS1 for all commercial water comporting and empilit	No V
	water.connections@ccc.govt.nz	
	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 requ 👻
	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	Yes
	Utility surface boxes - Water and waste. Telco	Yac Y
	Is the existing pavement type (concrete, asphaltic	Vac V
	concrete or interlocking blocks) being changed?	
	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
		Previous

24. On Confirm your application screen please	Confirm your application	
review the details you have entered, tick "I / We	Please review the details you ha	ve entered and then click Next to submit your application.
accept" and then click Next to submit your		
application	Application type	Amondmont
	Properties	9 Donne Street Burwood
	ropadas	5 Donne Street Barwood
	Application details for amendment to build	ing consent
	Original building consent: (write the number of the original building consent,	BCN/2022/46
	e.g., BCN/2013/9999) Description of the amendment to the	Description of the amendment to the building work
	State the amount of change to the original	100000
	estimated value of work (incl. GST) (No , \$)	A 3 Jun -
	change from what was stated with the original application? 1. The building	Audition
	Street address of building Building name (where applicable)	Street address of building Building name (where applicable)
	Location of building within site/block number	Location of building within site/block number
	Number of levels Level/unit number	1
	Existing floor area in square metres New floor area in square metres	242 242
	Total floor area in square metres Current, lawfully established, use: (include	242 Current, lawfully established, use: (include number of occupants per level and per use if more than 1
	number of occupants per level and per use if more than 1 level)	level)
	Year first constructed 2. The owner	2018
	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 Mailing address	Contact person
	Contact number	12345678
	The following evidence of ownership is	Test@ccc.govt.nz
	Record of title	Yes
	Agreement for sale and purchase	Yes
	Other document (showing full name of legal owner(s) of the building)	Yes
	Name of agent	Name of agent
	Mailing address	Contact person Mailing address
	Email address	8765H321 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 Owner	Yes
	Other If first point of contact for this application	Yes If first point of contact for this application is Other, please provide contact details
	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 To agent	Yes Yes
	To other If other, please provide contact name,	ves If other, please provide contact name, company, postal address and/or email
	National Multiple Use Approval (if yes,	Yes
	provide copies or Pultiproof certificate, plans and specifications) Write national multiple use approval	Write national multiple use approval number
	number Staged building consent	
	Stage number [] of [] Write building consent numbers of	Stage number [] of [] Write building consent numbers of previous stages
	previous stages For stage 2+: Have you made any changes	Yes
	to the building work that has been approved under a previous stage?	
	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)
	Will the building work result in a change of use of the building?	Yes
	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,	If yes, provide details of the new use Intended life of the building if less than 50 year
	2, 10) List building consents previously issued for	Yes
	the project (if any) Associated building consents/PIMs	Associated building consents/PIMs
	Associated resource consents Associated subdivision consents	Associated resource consents Associated subdivision consents
	Associated ECan resource consents Were there pre-application advice services	Associated ECan resource consents Yes
	provided prior to this application being made?	
	Pre-application reference number (if applicable)	Pre-application reference number (if applicable)
	Does the application include the installation of a solid/liquid fuel heating	Yes
	appliance? Make	Make
	Authorisation no	Model Authorisation no
	The appliance is The installation type is	New Free standing

The fuel type is The appliance is fitted with re-circulation		
The appliance is fitted with re-circulation	Coal	
fan	Yes	
Distance from the flue to the ridge	10	
Distance from neighbouring structure to	10	
your own property (Metres)	Yec	
involve a wetback? If yes, state the name		
and address of the certifying plumber who will:		
Disconnect Boolage existing wetback	Yes	
Install new wetback	Yes	
Plumber name (individual)	Plumber name (individual)	
Address License number	Adaress License number	
Is this replacing an existing operational	Yes	
If yes, confirm age of existing solid fuel	If yes, confirm age of existing solid fuel burner	
burner (to the nearest year) and provide Building Consent number (if known) for		
the installation	The share excide the second compart	
If no, please provide the resource consent number from Canterbury Regional Council	If no, please provide the resource consent number	
(ECan) (applies to wood, wood pellet or coal burners only)		
6. Restricted building work		
Will the building work include any restricted building work?	Yes	
If Yes, provide the following details of all		
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 building practitioner number (or registra	
licensed under section 291 of Act)	Vec	
Name	Name	
Licensing class	Brick & block laying Licensed building practitioner number (or registra	
registration number if treated as being	cicciace ownering practitioner number (or registra	
Incensed under section 291 of Act) Access to download BC approved?	Yes	
Name	Name	
Licensing class Licensed building practitioner number (or	Carpentry Licensed building practitioner number (or registra	
registration number if treated as being		
Access to download BC approved?	Yes	
Name Licensing class	Name Chartered professional engineer	
Licensed building practitioner number (or	Licensed building practitioner number (or registra	
registration number if treated as being licensed under section 291 of Act)		
Access to download BC approved?	Yes	
Licensing class	Design	
Licensed building practitioner number (or registration number if treated as being	Licensed building practitioner number (or registra	
licensed under section 291 of Act)		
Access to download BC approved? Name	Yes Name	
Licensing class	External plastering	
registration number if treated as being	Licensed building practitioner number (or registra	
IICENSED UNDER SECTION 291 of Act) Access to download BC approved?	Yes	
7. Project information memorandum		
i ne following matters are involved in the		
project		
project Subdivision (building or land) New or altered access for vehicles	Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours	Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place.	Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public	Yes Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or	Yes Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or severes or in close proximity to wells or water mainer	Yes Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public Utilities Building work over any existing drains or severs or in close proximity to wells or water mains New or altered locations and/or external	Yes Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or severs or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s)	Yes Yes Yes Yes Yes	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or severs or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s) Disposal of storm water and wastewater Please specify any other matters known to	Yes Yes Yes Yes Yes Yes Please specify any other matters known to the applicant that may require authorisation from the	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or severs or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s) Disposal of storm water and wastewater Please specify any other matters known to the applicant that may require authorisation from the approximate	Yes Yes Yes Yes Yes Pese specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over an adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or sewers or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s) Disposal of storm water and wastewater Please specify any other matters known to the applicant that may require authorsal on from the appropriate territorial authority.	Yes Yes Yes Yes Yes Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority	
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project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or sewers or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s) Disposal of storm water and wastewater Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority 8. Building consent B1 Structure Means of Compliance - refer to relevant	Yes Yes Yes Yes Yes Yes Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of	
project Subdivision (building or land) New or altered access for vehicles Alterations to land contours Building work over or adjacent to any road or public place New or altered connection to public utilities Building work over any existing drains or severs or in close proximity to wells or water mains New or altered locations and/or external dimensions of building(s) Disposal of storm water and wastewater Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority B. Building consent B1 Structure Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans	Yes Yes Yes Yes Yes Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority Yes 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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acceptable solution or verification method or detail of alternative solution in the plans and specifications	alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
Means of Compliance - refer to relevant	Means of Compliance - refer to relevant acceptable solution or verification method or detail of
acceptable solution or verification method or detail of alternative solution in the plans	alternative solution in the plans and specifications
and specifications Waivers and modifications	Waivers and modifications
F1 Hazardous Agents on Site Means of Compliance - refer to relevant	Yes Means of Compliance - refer to relevant accentable solution or verification method or detail.
acceptable solution or verification method or detail of alternative solution in the plans and specifications	alternative solution in the plans and specifications
Waivers and modifications F2 Hazardous Building Materials	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans	Means of Compliance - refer to relevant acceptable solution or verification method or detail alternative solution in the plans and specifications
Waivers and modifications F3 Hazardous Substances and Processes	Waivers and modifications Yes
Means or Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	Means or Compliance - refer to relevant acceptable solution or ventication method or detail alternative solution in the plans and specifications
Waivers and modifications F4 Safety from Falling	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and crocifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail 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	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail alternative solution in the plans and specifications
and specifications Waivers and modifications	Waivers and modifications
F6 Visibility in Escape Routes Means of Compliance - refer to relevant	Yes Means of Compliance - refer to relevant acceptable solution or varification method or detail.
acceptable solution or verification method or detail of alternative solution in the plans and specifications	alternative solution in the plans and specifications
Waivers and modifications F7 Warning Systems	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and encertination.	Means of Compliance - refer to relevant acceptable solution or verification method or detail alternative solution in the plans and specifications
and specifications Waivers and modifications F8 Signs	Waivers and modifications
Means of Compliance - refer to relevant	Means of Compliance - refer to relevant acceptable solution or verification method or detail or alternative solution in the plane and spacifications
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 accentable solution as unification mathed as data
reans or Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	means or Compliance - reret to relevant acceptable solution or verification method or detail a alternative solution in the plans and specifications
Waivers and modifications G1 Personal Hygiene	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans	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	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
and specifications Waivers and modifications G3 Food Preparation and Prevention of	Waivers and modifications Yes
Contamination Means of Compliance - refer to relevant	Means of Compliance - refer to relevant acceptable solution or verification method or detail of
acceptable solution or verification method or detail of alternative solution in the plans and specifications	alternative solution in the plans and specifications
G4 Ventilation	Verse of Compliance or for the relation of the later of the relation of the re
rreans or Compliance - reter to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	means or compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications G5 Interior Environment	Waivers and modifications Yes
acceptable solution or verification method or detail of alternative solution in the plans and specifications	Proving on Compliance - receil to receivant acceptable solution or verification method or detail of alternative solution in the plans and specifications
G6 Airborne and Impact Sound	vvarvers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications	means or Compliance - reter to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications G7 Natural Light	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specification	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
Waivers and modifications G8 Artificial Light	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans	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	res Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
and specifications Waivers and modifications	Waivers and modifications
G10 Piped Services Means of Compliance - refer to relevant	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of
acceptable solution or verification method or detail of alternative solution in the plans and specifications	alternative solution in the plans and specifications
Waivers and modifications G11 Gas as an Energy Source	Waivers and modifications Yes
Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the shore	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
or uctan or alternative solution in the plans	

G12 Water Supplies Means of Compliance - refer to relevant acceptable solution or verification method	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
or detail of alternative solution in the plans and specifications	s
G13 Foul Water	Valvers and modifications 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 Means of Compliance - refer to relevant acceptable solution or verification method	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications
or detail of alternative solution in the plans and specifications Waivers and modifications	s Waivers and modifications
G15 Solid Waste Means of Compliance - refer to relevant	Yes Means of Compliance - refer to relevant acceptable solution or verification method or detail of
acceptable solution or ventication method or detail of alternative solution in the plans and specifications	arternative solution in the plans and specifications
Waivers and modifications H1 Energy Efficiency Maans of Compliance – refer to relevant	Waivers and modifications Yes Magas of Compliance, refer to colournt accontable colution or unification method or detail of
acceptable solution or verification method or detail of alternative solution in the plans and specifications	Pleans of Compliance - refer to relevant acceptable solution of venincation method of detail of alternative solution in the plans and specifications
Waivers and modifications	Waivers and modifications
There are no specified systems in the	No
The specified systems for the building are as follows (specified systems are defined	Yes
in the regulations) The following specified systems are being	The specified systems for the building are as follows (specified systems are defined in the regulations) Yes
altered, added to, or removed in the course of the building work 1. Automatic systems for fire suppression	- Not applicable
(eg sprinkler systems) status 2. Automatic or manual emergency	Added
warning systems status 3. Electromagnetic or automatic doors or windows status	Altered
windows status 4. Emergency lighting systems status 5. Escape route pressurisation systems	Existing
6. Riser mains for use by fire services	Removed
status 7. Automatic backflow preventers connected to a notable water supply status	- Not applicable
 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) at the	Existing
11. Laboratory fume cupboards status 12. Audio loops or other assistive listening	New Removed
systems status 13. Smoke control systems status 14. Emergency power systems for or signs	- Not applicable
relating to, a specified system in 1 to 13 above status	
15. Other fire safety systems or features status	Altered
10. Attachments	Existing
Plans and Specifications Completed relevant application checksheet(s)	Yes Yes
Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work	Yes
Development contribution notice Project information memorandum	Yes Yes
Certificate attached to project information memorandum	Yes
Evidence of approval for staging proposal	Yes
Floor plan of the installation Third Party Statement/report on chimney condition	Yes Yes
Manufacturer's specifications/installation instructions	Yes
Test certificate Cross sections and flashing details (as per advisory information)	Yes Yes
Second-hand appliance test certification from manufacturer or authorised	Yes
Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is	Yes
Copy of authorisations from Regional	Yes
Autionity (e.g. ECan) Application checksheet Plans	B002ApplicationForBCandPIM.pdf B002ApplicationForBCandPIM.pdf
Specifications Certificate of Design Work (residential	B002ApplicationForBCandPIM.pdf B002ApplicationForBCandPIM.pdf
only) Structural supporting documents (calculations, PS1,)	B002ApplicationForBCandPIM.pdf
Geo-technical report (if applicable) Fire design and documentation (if	B002ApplicationForBCandPIM.pdf B002ApplicationForBCandPIM.pdf
applicable) 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
yes, refer to above 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 Does the work involve earthquake	Name of the PMO Yes
If yes, is the building currently at or above the minimum level of 34% NBS?	Yes
Does the work involve re-cladding the	Yes
ouilding?	

WHES claim number WHES claim number With the Financial Assistence Package scheme? Visite claim in the financial Assistence Package scheme? B. Development contributions Existing number of existing residential units Existing number of existing residential units Rumber of existing residential units Existing number of existing residential units Existing number of existing residential units Provide the gross floor area (m2) Zij03/2023 Number of proposed residential units Visite Provide the gross floor area (m2) Aumber of proposed residential units Provide the gross floor area (m2) Yes Will there be two or more statched Yes Provide the existing gross floor area (m2) Provide the existing gross floor area (m2) and land use(s) and land use(s) and land use(s) Existing impervious surface area (m2), including the area Including the area of roos and hard Yes Provide the proposed gross floor area (m2), including the area Foreoset and use(s) and land use(s) and land use(s) and land use(s) and
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and land use(s) Existing impervious surface area (m ²), Provide the proposed gross floor area (m ²) and land use(s) and land use(s) Existing impervious surface area (m ²), including the area of roofs and hard surfaces area (m ²), including the area (m ²), includi
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Does this property require a new water connection? Yes New Commercial? If yes, please make a separate application on form W51 for all commercial water connections and email to water.connections@ccc.govt.nz No New Residential? If yes, please complet the sections below Yes Do you require more than one new water connection of this property? If so, how many? Yes Location details Corner site. If corner site. provide street name on If corner site. movide street name on which the w
New Commercial 7 If yes, please make a No separate application on form WS1 for all commercial water connections and email to water.connections and email to water.connections@cc.govt.z No New Residential? If yes, please make a more than one new water connection software water connection for this property? If so, how many? Yes Location details Corner site. If corner site. Corner site.
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connection for this property? If so, how many? Location details Corner site If corner site, provide street name on which the w
If corner site, provide street name on If corner site, provide street name on which the w
which the water connection is to be
installed Contact phone for any connection Contact phone for any connection questions
Contact email Is a new or pumped stormwater No stormwater connection required
connection required? Is a new or pumped sewer connection Foul water to mains
required? Do you have consent/authorisation to direct area? If ore, place a people
Is a new vehicle crossing required or an Yes existing crossing altered for this project?
If yes, refer to above Are any of the following items affected by Yes
Street trees. Triming removal. new Ves
planting or excavation within drip line Landscaped areas or berms Yes
If yes, has Council staff been consulted, Yes their advice given and a report prepared by
Utility surface boxes - Water and waste, Yes Teko
Is the existing pavement type (concrete, Yes asphaltic concrete or interlocking blocks)
Are you proposing to change the existing Yes footpath levels?
Are you proposing to change the existing Yes carriageway/road levels?
Are there existing traffic measures that Yes would be affected/changed by the development?
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. If 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 Boxt
25. The Application submitted page confirms that the Council has received your application.
Copy down the transaction reference number (DA-Number). 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

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 onlineIf you need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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.

2.	 Go to <u>onlineservices.ccc.govt.nz</u> Click Log in. 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. 	Log in User name Rtal Password Discretion Discretion Discretion Discretion
3.	Click Apply for in the 'After building consent is granted' section.	After building consent is granted Apply for: - amendment to a granted consent - minor variation (Information) - extension of time - code compliance certificate - certificate for public use
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.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Address search Parcel search Search by address Enter the street address and then click Search. Advanced search Street number 53 Street name Hereford Suburb Previous Search Search
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. 	Properties found: 1 Address Parcel description 53 Hereford Street Central City Lot 3 DP 30073 Lot 3 DP 30073 Lot 4 DP 30073 Lot 4 DP 30073 Lot 4 DP 30073

 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 	Address search Search by address Enter the street address and then click Search. Advanced search Unit number Advanced search Unit number Level suffix Street number 53 Street number to Street name Hereford Suburb Central City Property name Ward (any)
 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 Plane type – Dopended Plane 	Address search Parcel search Search by parcel Enter the parcel details and then click Search. Parcel type Lot Parcel number 1 Plan type Deposited Plan Plan number 30073
 Plan number – 30073 The Plan type field allows you to search by lot, town section, Māori reserve, unit, factory, etc. Click Search. 	Section Previous Search
8. When you have found the property, select it and click Next.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Properties found: 1 Parcel description Address Lot 1 DP 30073 ® 53 Hereford Street Central City
9. This page displays you as the registered user. Click Next.	Names This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form. Click Next to continue. Roles Names Registered user Rita Jean Lambert
 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 	Mandatory field The building consent(s) IMPORTANT Before applying for a code compliance certificate, ensure that the building consent conditions have been met (Including section 90 and accompanying schedule of inspections). If the building consent conditions have not been met, it is likely your code compliance certificate application will not be accepted. Application for code compliance certificate Description, e.g., Application for CCC Description, e.g., Application for CCC
The time to upload your application / documents cannot exceed 45 minutes. Click Next.	Building consent number(s) (write the number of the building consent, e.g., BCN/2013/9999) 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/YYYY) Eg date of passed final inspection
	Freekous



 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) 	Mandatory field Restricted building work The licensed building practitioner(s) who carried out or supervised the restricted building work is/are as follows:
 Particular work carried out or supervised 	Name Name
	Licensing class Brick & block laying 🗸
CIICK NEXT.	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)
	Particular work carried out or supervised Particular work carried out or supervised
	Name Name
	Licensing class Carpentry V
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)
	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)
	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)
	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)
	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) - Select one
	Particular work carried out or supervised Pointations Particular work carried out or supervised Roofing Local Hall presenting t or supervised Roofing
	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act) Particular work carried out or supervised Purce and the section 291 of Brance and the section 291 of Previous (Section 2010) Roofing

 14. Complete the Other personnel details of 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. 	Other personnel Image: addresses, telephone numbers, and where relevant and if not provided above, icensed building practitioner numbers, Gastitters, and Orlaniayers Board registration numbers) Name Name Address Address Contact number 1234578 Licensed building practitioner numbers or Plumbers, Gastitters, and Orlaniayers Board registration numbers or Plumbers, Gastitters, and Chainayers Board registration numbers, Gastitter, and Chainayers Board registration numbers, Gastitter, and The provided above) Name Address Address Address Contact number 12345678 Licensed building practitioner numbers or Plumbers, Gastitter, and The provided above) Name Address Address Contact number 12345678 Licensed building practitioner numbers or Plumbers, Orlinter numbers or Plumbers, Chainare provided abo
	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 Contact number Name Address Address Contact number 12345678 Licensing class Electrician Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers or Plumbers, (where relevant and if not provided above) Select one Drainlayer Safitters, and Drainlayers Board registration numbers or Plumbers, (where relevant and if not provided above) Select one Drainlayer

15. Enter the relevant Compliance schedule details	* Mandatory field
and click Next.	Compliance schedule
	<u></u>
	The following specified systems are contained on the compliance schedule for the building and, in the opinion of the personnel who installed them, are capable of performing to the performance standards set out in the building consent:
	D THERE ARE NO SPECIFIED SYSTEMS IN THE BUILDING
	SS1 – Automatic systems for fire suppression
	SS2 – Emergency warning systems
	SS3/1 – Automatic door
	SS3/2 – Access controlled doors
	SS3/3 – Interfaced fire or smoke doors or windows
	SS4 – Emeraency lighting systems
	SS5 – Escape route pressurisation systems
	Stor - Nationality
	SSII - December carrying life
	Souri – Passenger carrying litts
	SS8/2 - Service lifts
	SS8/3 – Escalator and moving walks
	SS9 – Mechanical ventilation or air conditioning systems
	SS10 – Building maintenance units
	SS11 – Laboratory fume cupboards
	SS12/1 – Audio loops
	SS12/2 – FM radio and infrared beam
	transmission systems
	S13/1 – Mechanical smoke control
	SS13/2 – Natural smoke control
	SS13/3 – Smoke curtains
	SS14/1 – Emergency power systems
	SS16 - Cable cars
	SS15/5 – Smoke separations
	SS15/4 - Signs for facilitating evacuation
	SS15/3 - Fire separations
	SS15/2 - Final exits
	evacuation
	COTAL Ogio NO COTTO COTAL COMPANY CONTRACTOR CONTRACT
	n \$\$14/2 - Slans for \$\$1.13
	Previous
16. Complete where code compliance certificate	
should be sent to:	* Mandatory field
To owner	Application
To agent	
	<u> </u>
And where all consent related invoices are to be	
billed and sent:	I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004
To owner	
To agent	The code compliance certificate should be sent via Email
	💋 To owner
	✓ To agent
Click Next.	All consent related invoices to be billed and sent via
	To owner Post
	✓ To agent
	Previous Mexit

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

Attachments



Please check that the forms that you are using are current at the time of application as forms are subject to change without notice.

Files must follow the specifications in our guide. We prefer documents to 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".

Important

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

The combined size of the files submitted must not exceed 1GB. On slow Internet connections, uploads may time out if you are submitting large files (over 75MB). The time to upload your application / documents cannot exceed 45 minutes.

The following documents are attached to this application:

Other documents from the personnel who carried out the work

Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work)

Certificates that relate to the energy work

Evidence that specified systems are capable of performing to the performance standards set out in the building consent

Current manufacturer's certificate, if applicable

Upload your application supporting documents. Also refer to form B-411 Building Consent Construction Documentation & Advice Notes.

File 1 - Evidence of ownership	Choose File No file chosen
File 2 - Energy work certificates	Choose File No file chosen
File 3 - Records of work	Choose File No file chosen
File 4	Choose File No file chosen
File 5	Choose File No file chosen
File 6	Choose File No file chosen
File 7	Choose File No file chosen
File 8	Choose File No file chosen
File 9	Choose File No file chosen
File 10	Choose File No file chosen
File 11	Choose File No file chosen
File 12	Choose File No file chosen
File 13	Choose File No file chosen
File 14	Choose File No file chosen
File 15	Choose File No file chosen
	Previous Next

 Check that you've answered the questions correctly, uploaded the required documents, and read the declaration. 	Please review the details you ha	ave entered and then click Next to submit your Code Compliance Certificate application.
If changes are required click Provious and		
update accordingly.	Application type Properties	Code Compliance Certificate application 9 Donne Street Burwood
	C C S S S S ● 10 A BREALLS	
When you're ready, select I / We accept and click Next to confirm your application	The building consent(s) 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 All building work to be carried out under the building consent specified on this form	Description, e.g., Application for CCC BCN/2023/92 01/09/2023
	was completed on (DD/MM/YYYY) Eg date of passed final inspection The owner	2
	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)	n Contact person (not required if owner is an individual)
	Mailing address Street address/Registered office (if	Mailing address Street address/Registered office (if different than above)
	different than above) Contact number	12345678
	Email address The following evidence of ownership is attached to this application (or other	Test@ccc.govt.nz
	document showing full name of legal owner(s) of the building)	
	Record of title Lease	Yes Yes
	Agreement for sale and purchase Other document	Yes Yes
	Agent Name of agent	Name of anent
	Contact person	Contact person
	Street address/Registered office (if	maining auoress Street address/Registered office (if different than above)
	Contact number	12345678
	Relationship to owner (state details of the	restruct.gov.nz Relationship to owner (state details of the authorisation from the owner to make the application on the owner's headed
	autorsation from the owner's behalf) First point of contact for communications with the council/building consent authority: (contact details must be in New	owners benanj
	Zealand) Agent	Yes
	Owner Other	Yes Yes
	If first point of contact for this application is Other, please provide contact details Particided building work	If first point of contact for this application is Other, please provide contact details
	Name	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	Minck k hlock lawna Licensed building practitioner number (or registra
	Name	Name
	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 Name	Particular work carried out or supervised Name
	Licensing class Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	External plastering Licensed building practitioner number (or registra
	Particular work carried out or supervised Name	Particular work carried out or supervised Name
	Licensed building practitioner number (or	Foundations
	registration number if treated as being licensed under section 291 of Act) Particular work carried out or conserved	Particular work carried out or supervised
	Name Licensing dass	Name Ronfina
	Licensed building practitioner number (or registration number if treated as being licensed under section 201 of Act)	Licensed building practitioner number (or registra
	Particular work carried out or supervised Name	Particular work carried out or supervised Name
	Licensing class Licensed building practitioner number (or registration number if treated as being	Brick & block laying Licensed building practitioner number (or registra
	licensed under section 291 of Act) Particular work carried out or supervised	Particular work carried out or supervised
	Name	Name
	Address Contact number	Address 12345678
	Licensing class Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where	Drainlayer Licensed building practitioner numbers or Plumbers
	relevant and if not provided above) Name	Name
	Address Contact number	Address 12345678
	Licensing class Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	Electrician Licensed building practitioner numbers or Plumbers
	Name Address Address	Name Address
	Contact number Licensing class	12345678 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 Address	Name Address
	Contact number Licensing class	12345678 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
Board registration numbers (where relevant and if not provided above)	
relevant and if not provided above)	
Name a	
Addrose	Name
Contact number	Audress 12345678
Licensing class	Drainlayer
Licensed building practitioner numbers or	Licensed building practitioner numbers or Plumbers
Board registration numbers (where	
relevant and if not provided above)	
Name	Name
Address /	Address 12345678
Licensing class	Electrician
Licensed building practitioner numbers or	Licensed building practitioner numbers or Plumbers
Plumbers, Gastitters, and Drainlayers Board registration numbers (where	
relevant and if not provided above)	
Compliance schedule	
THERE ARE NO SPECIFIED SYSTEMS IN I THE BUILDING	No
551 – Automatic systems for fire	Yes
suppression	Var
553/1 – Automatic door	Yes
553/2 – 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 Var
558/1 – Passenger carrying lifts	Yes
SS8/2 - Service lifts	Yes
558/3 – Escalator and moving walks	Yes
conditioning systems	14
SS10 – Building maintenance units	Yes
5511 – Laboratory fume cupboards 5512/1 – Audio Joops	Yes
SS12/2 – FM radio and infrared beam	Yes
transmission systems	
5513/1 – Mechanical smoke control 5513/2 – Natural smoke control	Yes
5513/3 – Smoke curtains	Yes
SS14/1 – Emergency power systems	Yes
SS14/2 - Signs for SS1-13	Yes
evacuation	res
SS15/2 – Final exits	Yes
SS15/3 – Fire separations	Yes
SS15/5 – Smoke separations	Yes
S516 – Cable cars	Yes
Application	
The code compliance certificate should be	Email
sent via	
To owner	Yes
To agent	Yes
All consent related invoices to be billed and sent via	Post
To owner	Yes
To agent	Yes
Attachments	107
Other documents from the personnel who	Yes
Other documents from the personnel who carried out the work Memoranda from licensed building	Yes
Other documents from the personnel who carried out the work Memoranda from licensed building practitioner(s) stating what restricted	Yes
Other documents from the personnel who carried out the work. Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work)	Yes
Other documents from the personnel who carried out the work Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work) Certificates that relate to the energy work	Yes
Other documents from the personnel who carried out the work Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work) Certificates that relate to the energy work Evidence that specified systems are	Yes Yes Yes
Other documents from the personnel who carried out the work Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work) Certificates that relate to the energy work Evidence that specified systems are capable of performing to the performance standards set out in the building consent	Yes Yes
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Other documents from the personnel who carried out the work Memoranda from licensed building practitioner(s) stating what restricted building work they carried out or supervised (Record of Building Work) Certificates that relate to the energy work Evidence that specified systems are capable of performing to the performance standards set of the energy work certificates File 1 - Evidence of ownership File 2 - Energy work certificates File 3 - Excords of work File 4 File 5 File 6 File 7 File 8 File 9 File 10 File 11 File 12 File 13 File 14 File 15 If we accept responsibility to pay all an involced amount has not been pain The Council reserves the right to chan involced amount has not been pain The Council reserves the right to chan incurred in pursuing recovery of the or "deserving party" who may not have I 1/We accept	Yes Yes Yes Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certificate (Form 6).docx Amended - B011 - Application for Code Compliance Certif

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

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 need to stop midway through completing the application, you can save your information by clicking the Next button, and access later by selecting Review drafts under Applications.

Note: Draft applications are deleted 25 days post creation if not submitted.

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*, *a minor variation*, *code compliance certificate or certificate for public use* refer to the After building consent is granted_section.

1.	Go to onlineservices.ccc.govt.nz	Christchurch Online Service	s
	Click Log in.	Home Payments Help	
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.	Log in Enter your login details below. If you are not registered, click here to register. User name RtaL Password	
3.	In the section 'Apply for an exemption from building consent', click on residential or commercial work.	Apply for an exemption from building consent Apply to be exempted from the requirement to obtain building consent for: - residential work - commercial work - 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.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Address search Percel search Search by address Enter the street address and then click Search. Advanced search Street number 53 Street name Hereford Suburb Previous	
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. 	Address Parcel description S3 Hereford Street Central City Lot 1 DP 30073 Lot 3 DP 30073 Lot 3 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073 Lot 4 DP 30073 Lot 4 DP 30073	

6. Search by fand parcel number:	Address search Parcel search
Click Parcel search.	Search by parcel
Type in any information you have.	Tabulta and data and the stat Carach
For example, if the section reference is 'Lot 1 DP	Parcel type Lot T
30073°, complete the heids as follows:	Parcel number 1
Parcel type – Lot	Plan type Deposited Plan 🔻
Parcel number – 1	Plan number 30073
Plan type – Deposited Plan	
Plan number –30073	Previous Search
The Plan type field allows you to search by lot, town section, Māori reserve, unit, factory, etc.	
7. When you have found the property, select it and click Next.	Property search Search by property address or parcel (bt and plan number). Refer to the help for tips on searching.
	Properties found: 1
	Parcel description Address
	Next
8. This page displays you as the registered user.	Names
Click Next.	This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form.
	Click Next to continue.
	Roles Names Registered user Rita Jean Lambert
	Previous Nevt
-	PICHOUS THEAT
9. Enter the Owner details if different from the	Owner details
applicant. Click Next.	Please specify the owner details below if different from the applicant.
	Name of owner
	Email
	Phone
	Previous
10. Enter the Agent details, if application is being	Agent details
made on behalf of applicant/owner.	
Click Next.	Please specify the agent details below it application is being made on behall of the applicatioowner.
	New Zealand Companies Registered Number (if
	applicable) Name of agent
	Agent's postal address (Must be a New Zealand)
	Contact Person (if different from the agent)
	Email
	Phone
	Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's bebsit
	Junity
	Previous
	Previous

11. Additional contact details, select first point of contact and preferred method of communication.	Additional contact details
Click who Related invoices are charge to. Select	Point of contact
method of communication.	First point of contact for communications with the council
Click Next.	Applicant
	Owner
	Agent
	My preferred method of written communication is Select Email Post
	Related invoices
	All related invoices are to be charged to
	(Please note only 1 option can be selected here)
	Applicant
	Owner
	□ Agent
	My preferred method of written communication is Select
	Previous
12. In the Project details screen, complete the	Project details
following:	
A description of the information you are supplying.	Provide a description of the work to be considered for exemption.
(You can view your submitted applications by	Brief project descriptionIf your application is for a temporary
clicking Applications > Submitted	structure, include critical dates.
applications on the menu bar and find the reference numbers there.)	
Earthquake related information and	Estimated value of work 25000
application comments if necessary	Earthquake
Click Next.	
	Is the application earthquake-related? Yes 🔹
	Is the project being coordinated by a PMO?Is the work being co-ordinated by an insurance company via a Project Management Occasination?
	Yes
	Name of the PMO Gelert
	Select
	EQC or insurance claim number Arrow International Fletcher EOR
	Hawkins
	Lumley
	Maxim New Zealand Companies Registered Nun MWH
	Stream
	Application commentsFor example, related application numbers,
	or notes to processing staff.
	Previous

13. Include your exemption details and click Next.	Exemption details
	This should consider the complexity of the work, the risks and consequences of it not complying, and any quality assurance that can be offered. Refer to our exemptions web page for further guidance, and in particular the guidance examples on how to complete this application. If you are not completing all the fields on this page, the information requested must be addressed in an attached document.
	Detailed description of workDescribe the proposed work in detail; specify work not to be covered by exemption; for earthquake repairs, specify damage to the building.
	Construction of new concrete block retaining wall
	Grounds for exemption Sched 1 2(a) Likely to comply with building code 🔻
	Means of compliancespecify the standards, acceptable solutions, or MBIE guidance documents that may apply.
	PS1 for design issued in accordance with B1, NZBC. Engineers to conduct site inspections and issue PS4 upon completion.
	Design responsibilitiesWho is carrying out the design work? What qualifications and experience do they have to carry out work of this complexity?
	Retaining Wall Specialists Limited
	Construction responsibilities/who is carrying out the building work? What qualifications and experience do they have to carry out work of this complexity?
	Drainage Ltd - Civil structures & drainage contractors. Joe Bloggs LBP (BP000000) Project Manager.
	Quality assuranceFor example, a summary of any QA system used, including details of site inspections by architect, designer, engineer, site supervisor, etc.
	Site inspections to be conducted by Joe Bloggs LBP.
	Previous



Applying for certificate of acceptance

1.	Go to <u>onlineservices.ccc.govt.nz</u> Click Log in	Christchurch City Council
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.	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password
3.	Click certificate of acceptance in the 'Apply for a certificate of acceptance' section.	Apply for a certificate of acceptance
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.	Property search Search by property address or parcel (lot and plan number). Refer to the help for tips on searching. Address search Parcel search Search by address Enter the street address and then click Search. Advanced search Street number 53 Street name Hereford Suburb Previous
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. 	Address Parcel description Image: S3 Hereford Street Central City Lot 1 DP 30073 Lot 3 DP 30073 Lot 6 DP 30073 Lot 6 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073 Lot 4 DP 30073

4 Search by land parcel pumber:	
	Address search Parcel search
Click Parcel Search.	Search by parcel
Type in any information you have.	Forter the parcel details and then click Search
For example, if the section reference is 'Lot 1 DP	Parcel type Lot ,
30073°, complete the neids as follows:	Parcel number
 Parcel type – Lot Parcel number – 1 	Plan type Deposited Plan v
Plan type – Deposited Plan	Section
• Plan number –30073	
The Parcel type field allows you to search by lot, town section, Maori reserve, unit, factory, etc.	Previous Search
7. When you have found the property, select it and	Property search
click Next.	Search by property address or parcel (lot and plan number). Refer to the beh for this on searching.
	Properties found: 1
	Parcel description Address
	\sim
8. This page displays you as the registered user. Click	Names
Next.	This page shows the logged-in user who is submitting the application. All other names associated with the application must be listed on the application form.
	Click Next to continue.
	Roles Names Registered user Rita Jean Lambert
	Previous
9. On the Application details screen, complete the	* Mandatory field Application details
Tonowing.	
A description of the information you are supplying	Please check that the forms that you are using are current at the time of application as forms are subject to change without notice.
 Any attachments that are relevant in 	Upload your application form and supporting documents. The combined size of the files submitted must not exceed 1GB. On slow Internet connections, uploads may time
supporting your application.	out if you are submitting large files (over 75MB). The time to upload your application / documents cannot exceed 45 minutes.
Any additional comments relevant to your	Files must follow the specifications in our guide. We prefer documents to 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 for a Gonole search for "PDF printe"
application.	Important:
Click Next.	Avoid special characters like quotes, hyphens, ampersands, and angle brackets in description, comment, and filename fields.
Note: If you cannot save as PDF from the software	Detailed description
you are using, there are many free online tools	
"PDF printer".	Project description •
Avoid special characters like quotes, hypheps	
ampersands and angle brackets in description,	Plans and documents
	Important: Specifications and supporting documents are not required for all application types. If they are required for your application plages uplied them in the grant fields below. Do not include them in others files.
comment and file name fields.	application, please upload them in the context news below. For hot include them in other mes.
comment and file name fields. The time to upload your application / documents	Application Plans Plans Prowse Plans Pl
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Plans Spedification Browse
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Plans Specification Supporting documents Browse Browse
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Application Plans Specification Supporting documents Browse
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Plans Specification Supporting documents Additional comments
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Browse Plans Browse Specification Browse Supporting documents Browse Additional comments
comment and file name fields. The time to upload your application / documents cannot exceed 45 minutes.	Application Browse Plans Browse Supporting documents Browse Additional comments

10. A summary of your application is shown. Click Next to submit the documents to Council.	Confirm your application Please review the details you have entered and then click Next to submit your application. Application type Properties Building approvals 53 Hereford Street Central Oty Application details Project description Ground floor lobby & first floor areas to building located at 53 Hereford Street. Previous Next
11. Confirmation is returned instantly, and a new transaction reference number is supplied.	Application submitted Your application has been submitted. Your request will be processed as soon as possible. Home New application for building approval Transaction referenceDA-148318 Transaction date 25/08/2016 1:32:20 p.m.

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.



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 <u>onlineservices.ccc.govt.nz</u> Click Log in.	Christchurch City Council Coun
2. Click Forgotten password.	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password Log in Exception your passwort
3. Complete your User name, Surname, and Email address, then click Next.	Verify user details Fill in the fields below to verify your identity. User name User name RitaL Sumame or company name Rita Email address ritajean@test.com Next
 Click Submit to have a new password emailed out to you. 	Choose new password Clicking Submit will reset your password to a randomly generated value, which will be emailed to you immediately. Previous Submit
5. A confirmation message is returned.	Password reset Your password has been reset. Log in with your user name and new password from the e-mail.
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 <u>Change Password</u> after log in.
Online Services

 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. 	Contact us Land use or subdivision consent
 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. 	Change password Please enter a new password of at least 6 characters below. You can use letters, numbers and some special characters such as underscores and asterisks. Current password New password Confirm password New Pa
 A confirmation message is returned. Use your new password next time you are logging into Online Services. 	Success Your password has been changed. Please use your new password the next time you log in.

Forgotten your user name?

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

 Go to <u>onlineservices.ccc.govt.nz</u> Click Contact us. 	Log in Enter your login details below. If you are not in User name Password Log in Forgotten your password?		
	Contact us Terms of use	f E newzealar	d.govt.nz Christchurch City Council
 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 	Contact us For all general enquiries please call: 03 941 8999 or 0800 800 169	Our Customer Call Ce hours a day.	entre is available 24
you registered with for Unline Services (not the	Contact	For enquiries about	Phone
address you sent the email from if this is	Christchurch City Council Customer Services Team	All enquiries	03 941 8999
different).	Building Control	Building applications	03 941 8999
	Planning	Resource consent applications	03 941 8999
	Animal Management Team	Dog registrations	03 941 8999
	From - rita@test.com To onlineservices@ccc.govt.nz Cc Subject		

How to view your user details

1. Go to <u>onlineservices.ccc.govt.nz</u> Click Log in.	Christchurch City Council Home Payments	Conline Services
2. Complete the log in details, then click Registration > View user details.	Log in Enter your login details below. If you are not registered, User name RitaL Password	click here to register.
 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). 	View user details Your registration details are displayed below. If you want to update the contact information the Counce here to email us. Surname or company name Lambert Full given names Rita Jean User name RITAL Email address ritajean@test.com Address 100 Testing Street, Christe Daytime phone number 03 123 4567 Mobile Image: Company comp	ill has on record, click church 8061

How to view your submitted applications

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



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 <u>onlineservices.ccc.govt.nz</u> Click Log in.	Christchurch City Council
2. Type in your user name and password, then click Log in.Passwords are case-sensitive.	Log in Enter your login details below. If you are not registered, click here to register. User name RitaL Password
3. Then click Applications > Review drafts.	Home Applications Application Search Apply for New application Review drafts View submitted applications Memorandum (PIM)
 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. 	Update a draft application This page shows the draft applications that you have created but have not submitted yet. Click on a draft's creation date to open the draft and continue working on it. Date created Application type Location Last modified Remove 24-11-2014 3:35 Building consent 24-11-2014 3:35 ¥ 24-11-2014 3:31 Building consent 24-11-2014 3:31 ¥ 24-11-2014 2:14 Building approvals 53 Hereford Street Central City 24-11-2014 2:33

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

