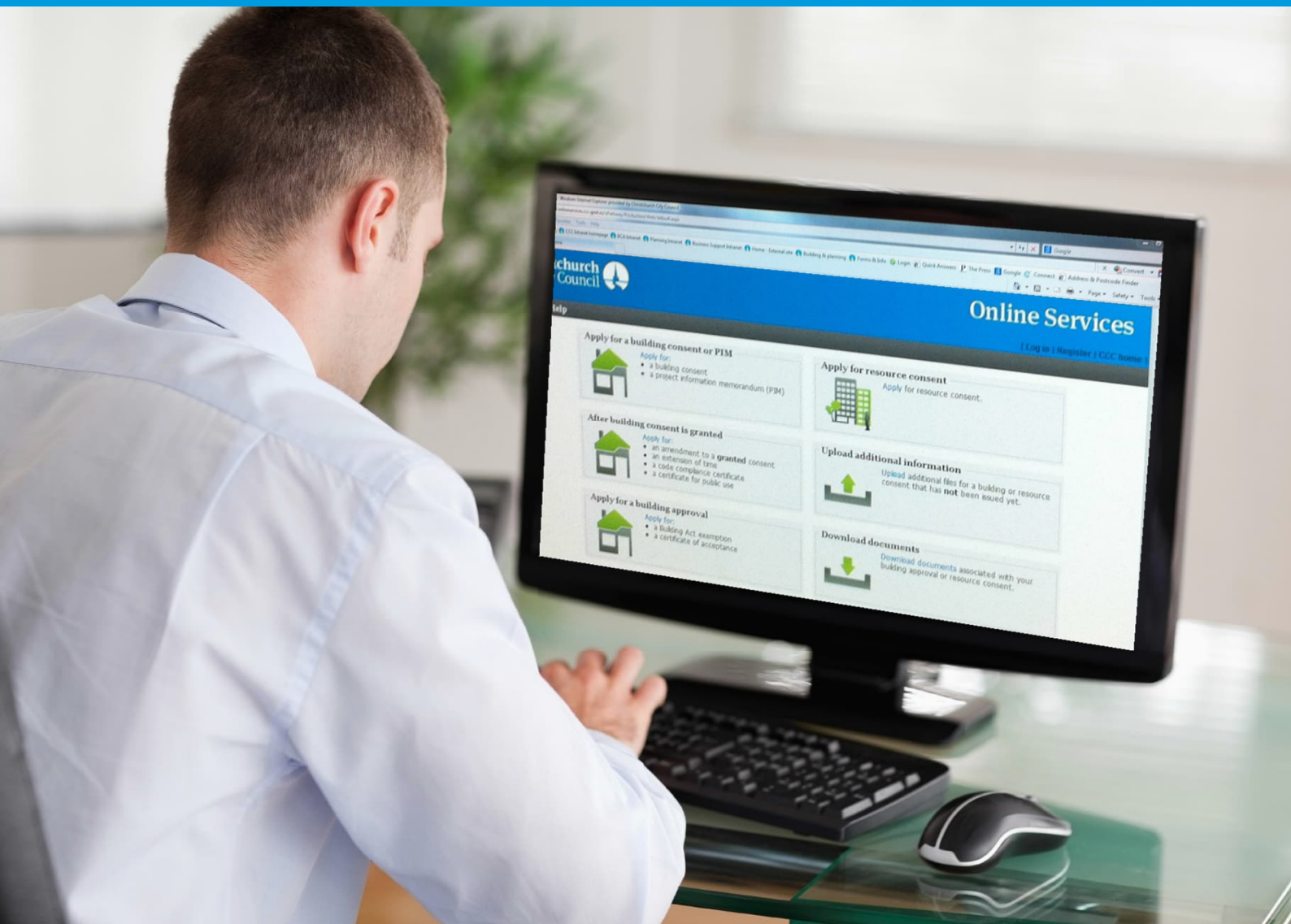


# Your Guide to Submitting a Building Application via Online Services



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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 [pre-application meeting](#) about what you want to do, and we can advise you on the information you will need to provide for your application. To arrange a pre-application meeting call our Customer Services Team on (03) 941 8999.

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

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

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

Once you have gathered all the necessary information you can lodge your application with Council by completing it electronically through Online Services. 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](https://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.

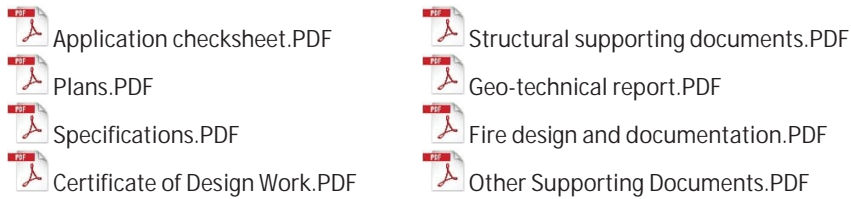
## Section 2. Tips for speeding up the electronic consent process

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.

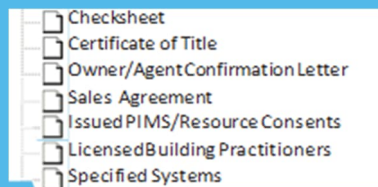
2. The PDFs need to have bookmarks showing the content of the PDF.

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.

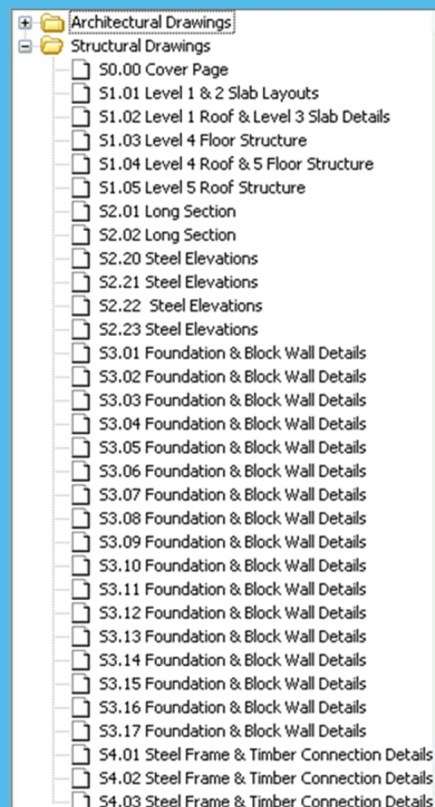
For more information on creating bookmarks, see the online resources for the software application you are using, for example CAD or Adobe Acrobat Standard.

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

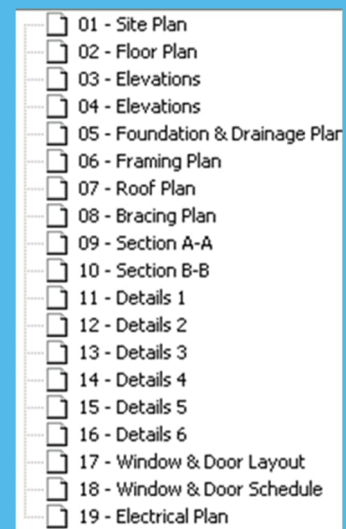
Examples of PDF bookmark layouts:



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)
- 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://onlineservices.ccc.govt.nz>

Click Register.

2. Fill in all the required details, then click Next (First and second names, surname, date of birth, and a user name of your choice).

- You must register in your own name as an individual – your company cannot register.
- If the Council already has your name on record (for example, if you are a ratepayer), then those existing details will over-ride whatever you enter on this page. For example, if you register here as Jo Smith, but the Council already holds a record for you as Joanne Smith, then your Online Services registration will be as Joanne Smith.

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

**Christchurch City Council** Online Services

Home Payments Help

**Name details**

The 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

Surname 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

**Next**

**Contact details**

The details you provide here will be used for all online consent services. If we already have your name on record (for example, if you are a ratepayer), the contact details that you enter here **will be replaced** by the details on record.

If you want to update the details we have on record, please contact the Customer Call Centre.

**Email**

Email address: ritajeane@test.com

Confirm email address: ritajeane@test.com

**Mailing address**

Street/PO box: 100 Testing Street

Suburb: Avonside

City/town: Christchurch

Postcode: 8061

Look up your postcode on the New Zealand Post website.

**Phone**

You must fill in at least one field in this section.

Daytime phone number: 03 123 4567

Mobile: 027 123 4567

**Previous** **Next**

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

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

By registering on this website, you confirm that:

- you are the person identified in the registration information submitted.
- you are authorised 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:

- [Disclaimer](#)
- [Privacy statement](#)
- [Copyright statement](#)

☒ 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 RitaI

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 RitaI  
Surname or company name Lambert  
Full given names Rita Lambert  
Date of birth 25/05/1961

##### Contact details

Email address ritajejan@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 : RitaI  
Surname or company name : Lambert  
Companies Office number :

Full given names : Rita Lambert  
Date of birth : 25/02/1961

##### Contact details

Email  
Email address : ritajejan@test.com  
Confirm email address : ritajejan@test.com

Mailing address  
Street/PO box : 100 Testing Street  
Suburb : 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 RitaI



## Registering for Online Services - as a Company

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

1. Go to [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz)

Click Register.

2. Fill in all the required details, then click Next.

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

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

**Christchurch City Council** **Online Services**  
 Log in Register CCC home

Home Payments Help

### Name details

The 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  \*

Surname or company name  \*

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

Date of birth

### Contact details

The details you provide here will be used for all online consent services. If we already have your name on record (for example, if you are a ratepayer), the contact details that you enter here **will be replaced** by the details on record.

If you want to update the details we have on record, please contact the Customer Call Centre.

#### Email

Email address  \*

Confirm email address  \*

#### Mailing address

Street/PO box  \*

Suburb

City/town

Postcode  \*

[Look up your postcode on the New Zealand Post website.](#)

#### Phone

You must fill in at least one field in this section.

Daytime phone number

Mobile

[Previous](#) [Next](#)

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

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

By registering on this website, you confirm that:

- you are the person identified in the registration information submitted.
- you are authorised 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:

- [Disclaimer](#)
- [Privacy statement](#)
- [Copyright statement](#)

☒ 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 RitaL

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 Design  
Companies Office number 12345  
Date of birth 25/05/1961

##### Contact details

Email address ritajejan@test.com  
Street/PO box 53 Hereford St  
Suburb Central  
City/town Christchurch  
Postcode 8013  
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 : RitaJean Design  
Companies Office number : 123456

Full given names : Rita Lambert  
Date of birth :

##### Contact details

Email  
Email address : ritajejan@test.com  
Confirm email address : ritajejan@test.com

##### Mailing address

Street/PO box : 100 Testing Street  
Suburb : 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 RitaL

## Can't register?

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

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

Click Log in.

2. Click Contact us.

3. Click Building Control and send an email.

Christchurch City Council Online Services

Home Payments Help

Apply for a certificate of acceptance

Apply for any other council consent or approval

Contact us Terms of use

newzealand.govt.nz Christchurch City Council

**Contact us**

For all general enquiries please call: 03 941 8999 or 0800 800 169

Our Customer Call Centre is available 24 hours a day.

Contact	For enquiries about...	Phone
Christchurch City Council Customer Services Team	All enquiries	03 941 8999
<b>Building Control</b>	Building applications	03 941 8999
Planning	Resource consent applications	03 941 8999
Animal Management Team	Dog registrations	03 941 8999

Send

From: rita@test.com

To: onlineservices@ccc.govt.nz

Cc:

Subject:

## 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. .

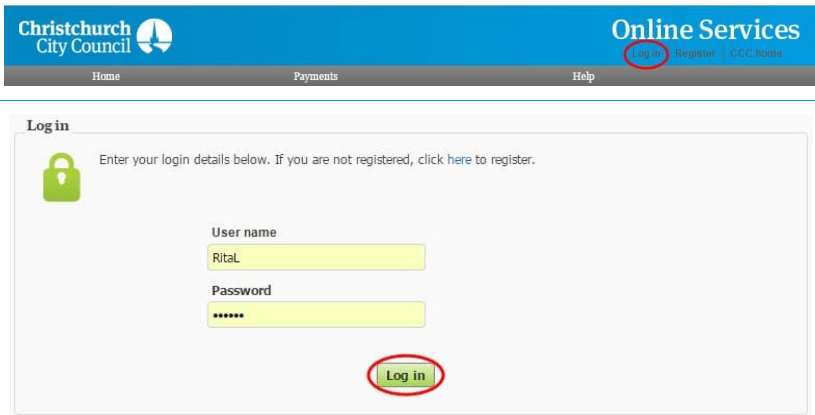

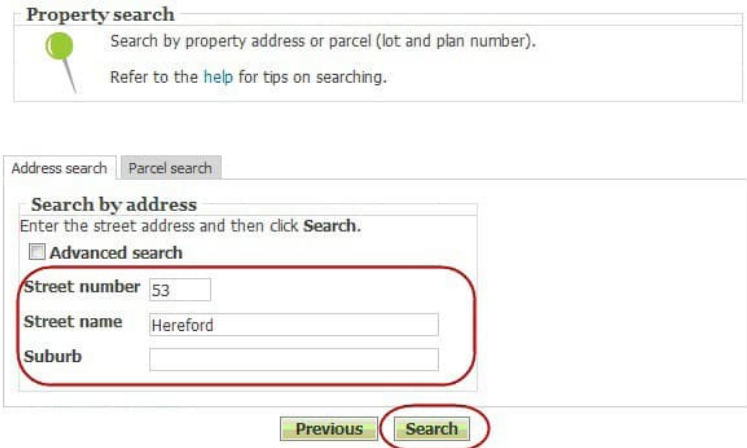
Note: Draft applications are deleted 25 days post creation if not submitted.

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.

<p>1. Go to <a href="http://onlineservices.ccc.govt.nz">http://onlineservices.ccc.govt.nz</a> Click Log in.</p> <p>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.</p>	
<p>3. Click – building consent and/or project information memorandum (PIM) in 'Apply for section.</p>	
<p>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.</p>	

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

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

Tips for searching:

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

Click Next.

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

**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

[Next](#)

**Address search** **Parcel search**

**Search by address**  
Enter the street address and then click **Search**.

☒ **Advanced search**

Unit number  Unit suffix

Level number  Level suffix

Street number  Street Suffix  (or )

Street number to

Street name

Suburb

Property name

Ward

[Previous](#) [Search](#)

**Properties found: 1**

Address	Parcel description
53 Hereford Street Central City	Lot 1 DP 30073 Lot 5 DP 30073 Lot 3 DP 30073 Lot 2 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073

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 type

Parcel number

Plan type

Plan number

Section

[Previous](#) [Search](#)

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**

Parcel description	Address
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.

**1. The building**



Street address of building

Building name (where applicable)

Location of building within site/block number

Number of levels

Level/unit number

Existing floor area in square metres

New floor area in square metres

Total floor area in square metres


Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)

Year first constructed

10. Complete the relevant owner details and click Next.

**\* Mandatory field**

**2. The owner**



Name of owner

Mailing address

Contact number

Email 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


[Back](#) [Next](#)



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

**\* Mandatory field**

### 3. Agent



Name of agent

Contact person

Mailing address

Contact number

Email address

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand)

☐ Agent

☐ Owner

☒ Other


If first point of contact for this application is Other, please provide contact details

If first point of contact for this application is Other, please provide contact details

12. Enter the Application details and click Next.

**\* Mandatory field**

### 4. Application



I request that you issue for the building work described in this application a

I wish to receive my building consent/PIM and approved documentation in the following format

If hard copy, to be collected from (additional costs apply)

All consent related invoices to be billed and sent via

☐ To owner

☐ To agent

☒ 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 MultiProof certificate, plans and specifications)

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/](http://www.ccc.govt.nz/consents-and-licences/building-consents/before-you-build/staged-building-consents/) for more guidance)

Staged building consent

Stage number [ ] of [ ]

Write building consent numbers of previous stages


For stage 2+: Have you made any changes to the building work that has been approved under a previous stage?

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)

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

### 5. The project



Description of the building work

Will the building work result in a change of use of the 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)

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?

Pre-application reference number (if applicable)

Estimated value of the building work on which the building levy will be calculated (Incl. GST) (No . , \$)

---

### Solid / liquid fuel heating appliance installation

**Please note:**

When a new hot water booster or wetback is being installed, an anti-scalding device must be fitted in the supply from the cylinder to the sanitary fixtures. This requirement does not apply if an existing hot water booster or wetback is being replaced, or is existing elsewhere in the hot water system. The hot water cylinder must be open vented.

For further guidance, please refer to [B-308 Applying for a building consent to install a solid fuel burning appliance \(Residential Only\)](#)

Refer to ECan's website to note if a particular solid fuel burning appliance has been approved: [ecan.govt.nz/authorised-burners/](http://ecan.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

The fuel type is

The appliance is fitted with re-circulation fan

Distance from the flue to the ridge (Metres)

Distance from the flue to neighbouring structure (Metres)

Does the existing or proposed installation involve a wetback? If yes, state the name and address of the certifying plumber who will:

☒ Disconnect

☒ Replace existing wetback

☒ Install new wetback

Plumber name (individual)

Address

License number

Is this replacing an existing operational solid fuel burning appliance?


If yes, confirm age of existing solid fuel burner (to the 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)

If no, please provide the resource consent number

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**



**NOTE:** If requested, only 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 [online.services@ccc.govt.nz](mailto:online.services@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 Jo Smith

Licensing class Carpentry

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act) enter LBP number here

☐ 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)

☐ 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)

☐ 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)

☐ 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)

☐ Access to download BC approved?


Additional comments

Previous Next

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

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

**7. Project information memorandum**

 This section is not applicable if this is an application for a building consent only

The following matters are involved in the project

☐ Subdivision (building or land)

☐ Alterations to land contours

☐ New or altered connection to public utilities

☐ New or altered locations and/or external dimensions of building(s)

☐ New or altered access for vehicles

☐ Building work over or adjacent to any road or public place

☐ Disposal of storm water and wastewater

☐ Building work over any existing drains or sewers or in close proximity to wells or water mains

Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority

Previous Next

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

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

#### 8. Building consent



This section is not applicable if this is an application for a project information memorandum 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 solution or verification method or detail of alternative solution in the plans and specifications

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

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

#### 9. Compliance schedule



This section is not applicable if this is an application 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 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 ▼

2. Automatic or manual emergency warning systems status

- Not applicable ▼

3. Electromagnetic or automatic doors or windows status

- Not applicable ▼

4. Emergency lighting systems status

- Not applicable ▼

5. Escape route pressurisation systems status

- Not applicable ▼

6. Riser mains for use by fire services status

- Not applicable ▼

7. Automatic backflow preventers connected to a potable water supply status

- Not applicable ▼

8. Lifts, escalators, travelators or other systems for moving people or goods within buildings status

- Not applicable ▼

9. Mechanical ventilation or air conditioning systems status

- Not applicable ▼

10. Building maintenance units (for providing access to the exterior and interior walls of a building) status

- Not applicable ▼

11. Laboratory fume cupboards status

- Not applicable ▼

12. Audio loops or other assistive listening systems status

- Not applicable ▼

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

- Not applicable ▼

15. Other fire safety systems or features status

- Not applicable ▼

16. Cable cars status

- Not applicable ▼

Previous

Next

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


Previous

Next



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

**A. Additional information**



**(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/](http://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?

If yes, is the work being co-ordinated by an insurance company via a Project Management Organisation?

Name of the PMO

Does the work involve earthquake structural strengthening work?

If yes, is the building currently at or above the minimum 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 Weathertight Homes Resolution Service scheme?

WHRS claim number

Is this application related to a claim under the Financial Assistance Package scheme?

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

**B. Development contributions**



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 floors and internal balconies, plus garaging and potentially habitable accessory buildings.

**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

Number of existing residential units to be demolished or removed

Demolition/removal date (DD/MM/YYYY)

Number of proposed residential units

Provide the gross floor area (m<sup>2</sup>) of each proposed residential unit

Will there be two or more attached residential units on the site?

If yes, what is the proposed impervious surface area (m<sup>2</sup>), 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<sup>2</sup>) and land use(s)

Provide the proposed gross floor area (m<sup>2</sup>) and land use(s)

Existing impervious surface area (m<sup>2</sup>), including the area of roofs and hard surfaces

Proposed impervious surface area (m<sup>2</sup>), including the area of roofs and hard surfaces



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](http://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](http://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-managing-contaminants-in-soil-to-protect-human-health/](http://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/)

Does this property require a new water connection?

New Commercial? If yes, please make a separate application on form WS1 for all commercial water connections and email to [water.connections@ccc.govt.nz](mailto:water.connections@ccc.govt.nz)

New Residential? If yes, please complete the sections below

Do you require more than one new water connection for this property? If so, how many?

Location details

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?

Is a new or pumped sewer connection required?

Do you have consent/authorisation to discharge? If yes, please provide a copy

Are any of the following items affected by the development?

Street furniture

Street trees - Trimming removal, new planting or excavation within drip line

Landscaped areas or berms

If yes, has Council staff been consulted, their advice given and a report prepared by them for the community board?

Utility surface boxes - Water and waste, Telco

Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?

Are you proposing to change the existing footpath levels?

Are you proposing to change the existing carriageway/road levels?

Are there existing traffic measures that would be affected/changed by the development?

[Previous](#)

[Next](#)

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

If changes are required, click Previous and update accordingly.

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

### Confirm your application



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

Application type

Building consent

Properties

53 Hereford Street Central City

#### 1. The building

incurred in pursuing recovery of the debt.

☒ I / We accept

[Previous](#)

[Next](#)

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

Note the transaction reference number (DA-Number).

#### Application submitted



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

[Home](#) [New application for building consent](#)

**Transaction reference**

DA-319382

**Transaction date**

19/07/2022 8:02:43 a.m.

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

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

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

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

Details of your application are as follows:

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

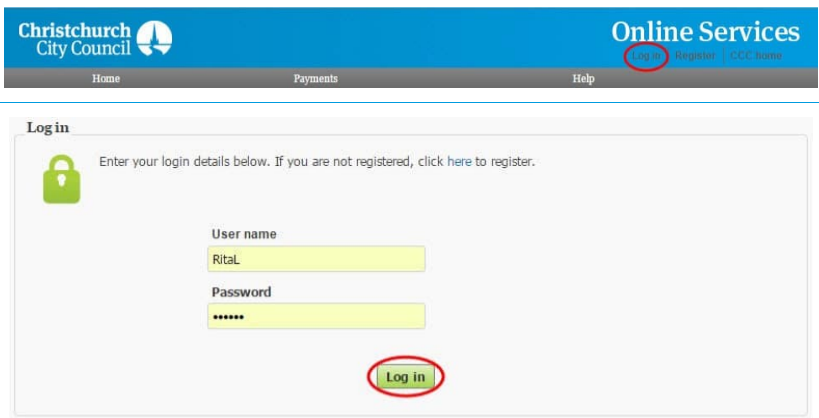
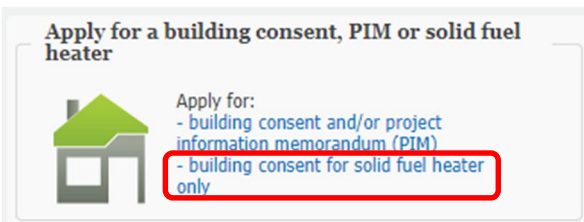
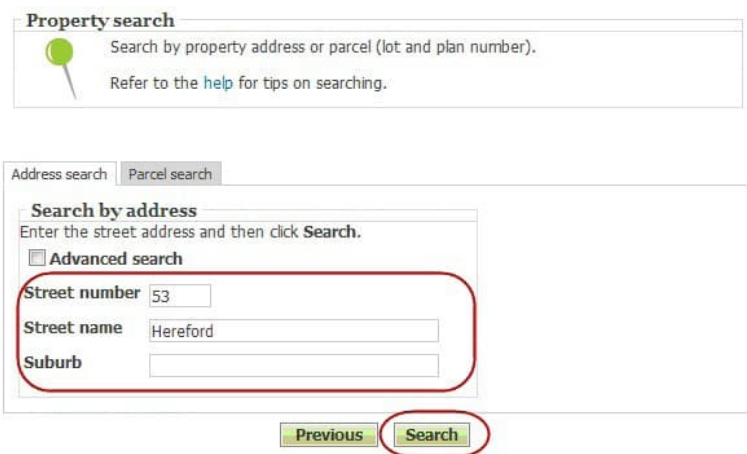
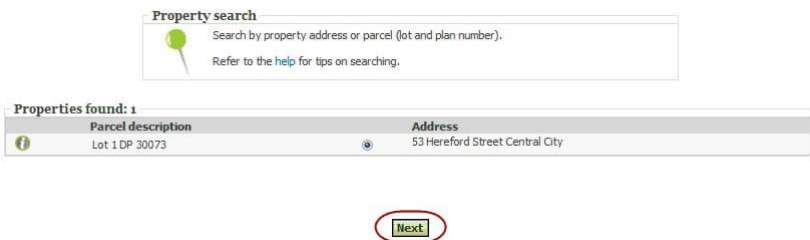
## Applying for a building consent to only install a solid fuel heater in a residential dwelling

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).

<p>1. Go to <a href="http://onlineservices.ccc.govt.nz">http://onlineservices.ccc.govt.nz</a> Click Log in.</p> <p>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.</p>	
<p>3. Click - building consent for solid fuel heater only in the Apply for section.</p>	
<p>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.</p>	
<p>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:</p> <ul style="list-style-type: none"> <li>You can search on whole words or partial words (for example, "Hereford" or "Heref").</li> <li>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.</li> </ul>	

Click Next.

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

Address search Parcel search

**Search by address**

Enter the street address and then click **Search**.

☒ **Advanced search**

Unit number	A	Unit suffix	
Level number		Level suffix	
Street number	53	Street Suffix	(or )
Street number to			
Street name	Hereford		
Suburb			

Property name

Ward (any)

Previous **Search**

**Properties found: 1**

Address	Parcel description
53 Hereford Street Central City	Lot 1 DP 30073 Lot 5 DP 30073 Lot 3 DP 30073 Lot 2 DP 30073 Lot 6 DP 30073 Lot 4 DP 30073

#### 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 type Lot

Parcel number 1

Plan type Deposited Plan

Plan number 30073

Section

Previous **Search**

#### 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**

Parcel description	Address
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.

**\* 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

Year first constructed

[Previous](#) [Next](#)

10. Complete the relevant owner details and click Next.

**\* Mandatory field**

**The owner**

Name of owner

Mailing address

Contact number

Email 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](#)

12. Enter the Project details and click Next.

Page 26 of 69



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

**\* Mandatory field**

**Building consent**

The building work will comply with the building code as follows:

<input checked="" type="checkbox"/> <b>B1 Structure</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>B2 Durability</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>C1-C8 Protection from Fire</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>E2 External Moisture</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>F7 Warning Systems</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>G9 Electricity</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications
<input checked="" type="checkbox"/> <b>G12 Water Supplies</b> Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications	Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications  Waivers and modifications

Previous **Next**

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\* Mandatory field

#### 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 plans, specifications 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 documents are attached to this application within the supporting document below:

- ☐ Floor Plan of Dwelling
- ☐ Third party statement on condition of chimney
- ☐ Manufacturers installation instructions
- ☐ Cross section and flashing details
- ☐ Copy of authorisation from Environment Canterbury

Floor Plans (please combine plans into a single file)

No file chosen

Specifications

No file chosen

Supporting Document (Record of title and other evidence for application is to be combined into a single PDF and uploaded into Supporting Document)

No file chosen

Insert or inbuilt installation: Third party statement/report on condition of chimney

• If this is an insert or inbuilt appliance 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 competent person and should include photos of the fireplace/chimney.

Existing fireplace/chimney report

No file chosen

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

If changes are required, click Previous and update accordingly.

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

#### Confirm your application



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

Application type

Solid fuel heater

Properties

53 Hereford Street Central City

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 [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz)

Click Log in.

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

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

Passwords are case-sensitive.

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

4. Search by property address:

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

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

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

A list of properties matching the search criteria is displayed.

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

Tips for searching:

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

The screenshot shows the Christchurch City Council Online Services portal. The header includes the council logo and navigation links: Home, Payments, Help, Log in, Register, and SDC Home. The 'Log in' link is circled in red.

The 'Login' section prompts the user to enter their login details. It shows a 'User name' field with 'RitaL' and a 'Password' field with '\*\*\*\*\*'. The 'Log in' button is circled in red.

The 'Additional information for building approval' section features an 'Upload' button (circled in red) and text: '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)'. There is also a green arrow icon pointing up.

The 'Property search' section has a search bar with the text 'Search by property address or parcel (lot and plan number). Refer to the [help](#) for tips on searching.' Below this are 'Address search' and 'Parcel search' tabs. The 'Address search' tab is selected, showing a 'Search by address' form. The form has a checkbox for 'Advanced search' and three input fields: 'Street number' (53), 'Street name' (Hereford), and 'Suburb'. The 'Search' button is circled in red.

The search results show 'Properties found: 1'. The table below lists the properties:

Address	Parcel description
53 Hereford Street Central City	Lot 1 DP 30073
	Lot 5 DP 30073
	Lot 3 DP 30073
	Lot 2 DP 30073
	Lot 6 DP 30073
	Lot 4 DP 30073

## 5. Search by land parcel number:

Click Parcel search. Type in any information you have.

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

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

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

Click Search.

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

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

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

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

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

- An attachment including the additional information.

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

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

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

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

#### Confirm your application



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

**Application type** Additional information or approvals

#### Additional information

**Description** PS3 Cladding  
**What are you uploading?** Construction documents (during build e.g PS3, LBP)  
**Original application number** BCN/2016/91  
 (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 [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz)

Click Log in.

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

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

Passwords are case-sensitive.

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

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

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

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

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

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

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

Tips for searching:

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

Click Next.

The screenshot shows the Christchurch City Council Online Services portal. The top navigation bar includes links for Home, Payments, Help, Log in, Register, and CCC Home. The main content area displays the login page with fields for User name (RtaL) and Password (\*\*\*\*\*), and a Log in button. Below the login page, the 'After building consent is granted' section is highlighted, showing options to apply for an amendment to a granted consent, minor variation (Information), code compliance certificate, or certificate for public use. The 'Property search' section is also shown, with a search bar and a 'Search' button. The search results for '53 Hereford Street Central City' are displayed, showing a list of properties with their addresses and parcel descriptions. A 'Next' button is visible at the bottom of the search results.

Address	Parcel description
53 Hereford Street Central City	Lot 1 DP 30073
	Lot 5 DP 30073
	Lot 3 DP 30073
	Lot 2 DP 30073
	Lot 6 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 name.

Address search Parcel search

**Search by address**  
Enter the street address and then click **Search**.

☒ **Advanced search**

Unit number	<input type="text" value="A"/>	Unit suffix	<input type="text"/>	(or )
Level number	<input type="text"/>	Level suffix	<input type="text"/>	
Street number	<input type="text" value="53"/>	Street Suffix	<input type="text"/>	
Street number to	<input type="text"/>			
Street name	<input type="text" value="Hereford"/>			
Suburb	<input type="text" value="Central City"/>			

Property name

Ward

**Previous** **Search**

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 Parcel search

**Search by parcel**  
Enter the parcel details and then click **Search**.

Parcel type

Parcel number

Plan type

Plan number

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

**Next**

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

**Previous** **Next**

10. On the Application details for amendment to building consent screen, complete the following:


- Original building consent
- A description of the amendment to the building consent
- State the amount of change to the original estimated value of work
- Is this in addition to, reduction from, or no change

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

Click Next.

**\* Mandatory field**

### Application details for amendment to building consent



Original building consent: (write the number of the original building consent, e.g., BCN/2013/9999)

Description of the amendment to the building work: Provide a detailed description of all proposed changes. Itemise changes with a bullet point and ref to the docs that are being added/removed/changed.

State the amount of change to the original estimated value of work (incl. GST) (No, \$)

Is this in addition to, reduction from, or no change from what was stated with the original application?

Original building consent: (write the number of t

Description of the amendment to the building work: Provide a detailed description of all proposed changes. Itemise changes with a bullet point and ref to the docs that are being added/removed/changed.

100000

Addition

Previous **Next**


11. On The building screen complete all relevant fields:

- Street address
- Building name
- Location
- Number of levels
- Level/unit number
- Existing floor area
- New floor area
- Total floor area
- Current, lawfully established, use
- Year first constructed

Click Next.

**\* Mandatory field**

### 1. The building



To complete the remainder of the application form, please complete the mandatory fields and any other fields where the details have changed from the original application. On the final screen you will be asked to confirm your application before submitting.

Street address of building

Building name (where applicable)

Location of building within site/block number

Number of levels

Level/unit number

Existing floor area in square metres

New floor area in square metres

Total floor area in square metres

Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)

Year first constructed

Street address of building

Building name (where applicable)

Location of building within site/block number

1

1

242

242

242

Current, lawfully established, use: (include number of occupants per level and per use if more than 1 level)

2018

Previous **Next**

12. On The owner screen complete all mandatory fields:

- Name of owner
- Contact person
- Mailing address
- Contact number
- Email address


One of the following evidence of ownership boxes that is attached to this application:

- Record of title
- Lease
- Agreement for sale and purchase
- Other document

Click Next

**\* Mandatory field**

### 2. The owner



Name of owner

Mailing address

Contact number

Email 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

Name of owner

Mailing address

12345678

Test@ccc.govt.nz

Contact person (not required if the applicant is an individual)

Previous **Next**

## 13. On Agent screen complete all mandatory fields:


- Name of agent
- Contact person
- Mailing address
- Contact number
- Email address
- Relationship to owner

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

Click Next

**Mandatory field**

### 3. Agent



Name of agent

Contact person

Mailing address

Contact number

Email address

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand)

☒ Agent

☒ Owner

☒ Other


If first point of contact for this application is Other, please provide contact details

If first point of contact for this application is Other, please provide contact details

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

**Mandatory field**

### 4. Application



**Please complete the fields where the details have changed from the original application.**

I request that you issue for the building work described in this application an

I wish to receive my building consent and approved documentation in the following format

If hard copy, to be collected from (additional costs apply)

All consent related invoices to be billed and sent via

☒ To owner

☒ To agent

☒ 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 MultiProof certificate, plans and specifications)

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/](http://www.ccc.govt.nz/consents-and-licences/building-consents/before-you-build/staged-building-consents/) for more guidance)

Staged building consent

Stage number [ ] of [ ]

Write building consent numbers of previous stages

For stage 2+: Have you made any changes to the building work that has been approved under a previous stage?


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)

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 details have changed from the original application.

Will the building work result in a change of use of the 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)

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?

Pre-application reference number (if applicable)

#### Solid / liquid fuel heating appliance installation

**Please note:**

When a new hot water booster or wetback is being installed, an anti-scalding device must be fitted in the supply from the cylinder to the sanitary fixtures. This requirement does not apply if an existing hot water booster or wetback is being replaced, or is existing elsewhere in the hot water system. The hot water cylinder must be open vented.

For further guidance, please refer to [B-308 Applying for a building consent to install a solid fuel burning appliance \(Residential Only\)](#)

Refer to ECan's website to note if a particular solid fuel burning appliance has been approved: [ecan.govt.nz/authorised-burners/](http://ecan.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

The fuel type is

The appliance is fitted with re-circulation fan

Distance from the flue to the ridge (Metres)

Distance from the flue to neighbouring structure (Metres)

Does the existing or proposed installation involve a wetback? If yes, state the name and address of the certifying plumber who will:

☒ Disconnect

☒ Replace existing wetback

☒ Install new wetback

Plumber name (individual)

Address

License number

Is this replacing an existing operational solid fuel burning appliance?

If yes, confirm age of existing solid fuel burner (to the 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)



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

**Mandatory field**

### 6. Restricted building work

 Please complete the fields where the details have changed from the original application.

**NOTE:** If requested, only 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](mailto:onlineservices@ccc.govt.nz).

Will the building work include any restricted building 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

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?

Name

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?

Name

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?

Name

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?

Name

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?

Name

Licensing class

Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)

☒ Access to download BC approved?


Additional comments



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

**Mandatory field**

### 7. Project information memorandum

 Please complete the fields where the details have changed from the original application.

This section is not applicable if this is an application for a building consent only

The following matters are involved in 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 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


Please specify any other matters known to the applicant that may require authorisation from the appropriate territorial authority

[Previous](#) [Next](#)

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

**Mandatory field**

### 8. Building consent

 Please complete the fields where the details have changed from the original application.

This section is not applicable if this is an application for a project information memorandum only

☒ 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

☒ B2 Durability

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

☒ C1-C6 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

Waivers and modifications

☒ D1 Access Routes

Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications

Means of Compliance - refer to relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications

Waivers and modifications

☒ D2 Mechanical installations for access

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

☒ E1 Surface Water


etc

[Previous](#) [Next](#)

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

**Mandatory field**

### 9. Compliance schedule

 Please complete the fields where the details have changed from the original application.

This section is not applicable if this is an application 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 ▼
2. Automatic or manual emergency warning systems status	Added ▼
3. Electromagnetic or automatic doors or windows status	Altered ▼
4. Emergency lighting systems status	Existing ▼
5. Escape route pressurisation systems status	New ▼
6. Riser mains for use by fire services status	Removed ▼
7. Automatic backflow preventers connected to a potable water supply status	- Not applicable ▼
8. Lifts, escalators, travelators or other systems for moving people or goods within buildings status	Added ▼
9. Mechanical ventilation or air conditioning systems status	Altered ▼
10. Building maintenance units (for providing access to the exterior and interior walls of a building) status	Existing ▼
11. Laboratory fume cupboards status	New ▼
12. Audio loops or other assistive listening systems status	Removed ▼
13. Smoke control systems status	- Not applicable ▼
14. Emergency power systems for, or signs relating to, a specified system in 1 to 13 above status	Added ▼
15. Other fire safety systems or features status	Altered ▼
16. Cable cars status	Existing ▼


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

Previous **Next**

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

**\* Mandatory field**

**A. Additional information**

 **Please complete the fields where the details have changed from the original application.**

**(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/](http://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?

If yes, is the work being co-ordinated by an insurance company via a Project Management Organisation?

Name of the PMO

Does the work involve earthquake structural strengthening work?

If yes, is the building currently at or above the minimum 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 Weathertight Homes Resolution Service scheme?


WHRS claim number

Is this application related to a claim under the Financial Assistance Package scheme?

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

**Mandatory field**

### B. Development contributions

 **Please complete the fields where the details have changed from the original application.**

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 floors and internal balconies, plus garaging and potentially habitable accessory buildings.

**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	<input type="text" value="Existing number of residential units"/>
Number of existing residential units to be demolished or removed	<input type="text" value="Number of existing residential units to be demolis"/>
Demolition/removal date (DD/MM/YYYY)	<input type="text" value="25/03/2023"/>
Number of proposed residential units	<input type="text" value="Number of proposed residential units"/>
Provide the gross floor area (m <sup>2</sup> ) of each proposed residential unit	<input type="text" value="Provide the gross floor area (m&lt;sup&gt;2&lt;/sup&gt;) of each proposed residential unit"/>
Will there be two or more attached residential units on the site?	<input type="text" value="Yes"/>
If yes, what is the proposed impervious surface area (m <sup>2</sup> ), including the area of roofs and hard surfaces	<input type="text" value="If yes, what is the proposed impervious surface ar"/>

**(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 <sup>2</sup> ) and land use(s)	<input type="text" value="Provide the existing gross floor area (m&lt;sup&gt;2&lt;/sup&gt;) and land use(s)"/>
Provide the proposed gross floor area (m <sup>2</sup> ) and land use(s)	<input type="text" value="Provide the proposed gross floor area (m&lt;sup&gt;2&lt;/sup&gt;) and land use(s)"/>
Existing impervious surface area (m <sup>2</sup> ), including the area of roofs and hard surfaces	<input type="text" value="Existing impervious surface area (m&lt;sup&gt;2&lt;/sup&gt;), including t"/>
Proposed impervious surface area (m <sup>2</sup> ), including the area of roofs and hard surfaces	<input type="text" value="Proposed impervious surface area (m&lt;sup&gt;2&lt;/sup&gt;), including t"/>



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

**\* Mandatory field**

**C. Effects on existing council infrastructures and street scenes**

 **Please complete the fields where the details have changed from the original application.**

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](http://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](http://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-managing-contaminants-in-soil-to-protect-human-health/](http://environment.govt.nz/acts-and-regulations/regulations/national-environmental-standard-for-assessing-and-managing-contaminants-in-soil-to-protect-human-health/)

Does this property require a new water connection?

New Commercial? If yes, please make a separate application on form WS1 for all commercial water connections and email to [water.connections@ccc.govt.nz](mailto:water.connections@ccc.govt.nz)

New Residential? If yes, please complete the sections below

Do you require more than one new water connection for this property? If so, how many?

Location details

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?

Is a new or pumped sewer connection required?

Do you have consent/authorisation to discharge? If yes, please provide a copy

Are any of the following items affected by the development?

Street furniture

Street trees - Trimming removal, new planting or excavation within drip line

Landscaped areas or berms

If yes, has Council staff been consulted, their advice given and a report prepared by them for the community board?

Utility surface boxes - Water and waste, Telco

Is the existing pavement type (concrete, asphaltic concrete or interlocking blocks) being changed?


Are you proposing to change the existing footpath levels?

Are you proposing to change the existing carriageway/road levels?

Are there existing traffic measures that would be affected/changed by the development?

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

**Confirm your application**

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

**Application type**

**Properties**

**Application details for amendment to building consent**


☐ I / We accept



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

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

**Application submitted**

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

[Home](#) [New application for building consent](#)

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

[Click to Print This Page](#)


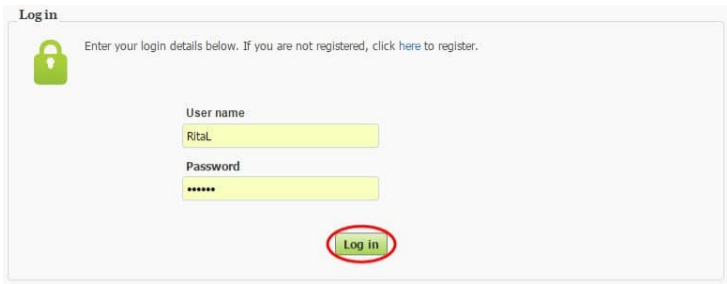
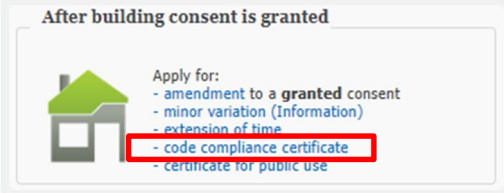
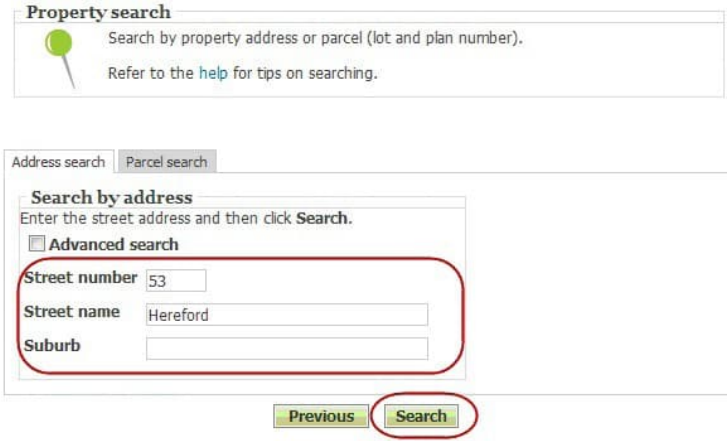

## Applying for a code compliance certificate – Completing an online application

You can use Online Services to apply for a Code Compliance Certificate. Please note, you do not need to upload the B-011 Application for Code Compliance Certificate - Form 6 form if you are completing your application online. You must have already registered with Online Services before you can submit an application online. If you 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.

<p>1. Go to <a href="https://onlineservices.ccc.govt.nz">onlineservices.ccc.govt.nz</a> Click Log in.</p>	
<p>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.</p>	
<p>3. Click Apply for in the 'After building consent is granted' section.</p>	
<p>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.</p>	
<p>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:</p> <ul style="list-style-type: none"> <li>You can search on whole words or partial words (for example, "Hereford" or "Heref").</li> <li>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.</li> </ul> <p>Click Next.</p>	

6. Advanced address search: Click Advanced Search. Type in any detailed information about the property, such as Unit Number or Property Name, then click Search.

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

7. Search by land parcel number:

Click Parcel search. Type in any information you have.

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

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

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

Click Search.

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

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

10. On the Building consent(s) details for Application for code compliance certificate screen, complete the following:

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

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

Click Next.

11. On The owner screen complete all mandatory fields:

- Name of owner
- Contact person
- Mailing address
- Contact number
- Email address


One of the following evidence of ownership boxes that is attached to this application:

- Record of title
- Lease
- Agreement for sale and purchase
- Other document

Click Next.

**\* Mandatory field**

**The owner**

 Name of owner (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)

Contact person (not required if owner is an individual)

Mailing address

Street address/Registered office (if different than above)

Contact number

Email address

The following evidence of ownership is attached to this application (or other document showing full name of legal owner(s) of the building)

☒ Record of title

☒ Lease

☒ Agreement for sale and purchase

☒ Other document

12. On Agent screen complete all mandatory fields:


- Name of agent
- Contact person
- Mailing address
- Contact number
- Email address
- Relationship to owner

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

Click Next.

**\* Mandatory field**

**Agent**

 Only required if the application is being made on behalf of the owner

Name of agent

Contact person

Mailing address

Street address/Registered office (if different than above)

Contact number

Email address

Relationship to owner (state details of the authorisation from the owner to make the application on the owner's behalf)

Relationship to owner (state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the council/building consent authority: (contact details must be in New Zealand)

☒ Agent

☒ Owner

☒ Other

If first point of contact for this application is Other, please provide contact details

If first point of contact for this application is Other, please provide contact details


13. If the building work includes restricted building work, enter all details:

- Name
- Licensing class
- Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)
- Particular work carried out or supervised

Click Next.

**\* Mandatory field**

**Restricted building work**



**The licensed building practitioner(s) who carried out or supervised the restricted building work is/are as follows:**

Name	<input type="text"/>
Licensing class	<input type="text" value="Brick &amp; block laying"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>
Name	<input type="text"/>
Licensing class	<input type="text" value="Carpentry"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>
Name	<input type="text"/>
Licensing class	<input type="text" value="External plastering"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>
Name	<input type="text"/>
Licensing class	<input type="text" value="Foundations"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>
Name	<input type="text"/>
Licensing class	<input type="text" value="Roofing"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>
Name	<input type="text"/>
Licensing class	<input type="text" value="Brick &amp; block laying"/>
Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	<input type="text"/>
Particular work carried out or supervised	<input type="text"/>

**Previous** **Next**


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.

**Mandatory field**

### Other personnel



**The personnel who carried out building work other than restricted building work are as follows:** (list names, addresses, telephone numbers, and where relevant and if not provided above, licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers)

Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Drainlayer"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Electrician"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Gasfitter"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Plumber"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>


Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Drainlayer"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Contact number	<input type="text" value="12345678"/>
Licensing class	<input type="text" value="Electrician"/>
Licensed building practitioner numbers or Plumbers, Gasfitters, and Drainlayers Board registration numbers (where relevant and if not provided above)	<input type="text"/>



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

**\* Mandatory field**

### Compliance schedule



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:

☐ 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 – Emergency lighting systems

☒ SS5 – Escape route pressurisation systems

☒ SS6 – Riser mains

☒ SS7 – Automatic back-flow preventers

☒ SS8/1 – Passenger carrying lifts

☒ 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

☒ SS13/1 – Mechanical smoke control

☒ SS13/2 – Natural smoke control

☒ SS13/3 – Smoke curtains

☒ SS14/1 – Emergency power systems

☒ 2212 – Cable cuts

☒ 2212/2 – Smoke separations

☒ 2212/4 – Signs for facilitating evacuation

☒ 2212/3 – Fire separations

☒ 2212/5 – Final exit

☒ 2212/1 – Evacuation

☒ 2212/1 – Spoken information to facilitate

☒ 2214/1 – Signs for 2212/13

[Previous](#) [Next](#)

16. Complete where code compliance certificate should be sent to:

- To owner
- To agent


And where all consent related invoices are to be billed and sent:

- To owner
- To agent

Click Next.

**\* Mandatory field**

### Application



I request that you issue a code compliance certificate for this work under section 95 of the Building Act 2004

The code compliance certificate should be sent via

☒ To owner

☒ To agent

All consent related invoices to be billed and sent via

☒ To owner

☒ To agent

[Previous](#) [Next](#)

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

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

Locate and click on your application documents.


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

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

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

Click Next

**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		<input type="button" value="Choose File"/> No file chosen
File 2 - Energy work certificates		<input type="button" value="Choose File"/> No file chosen
File 3 - Records of work		<input type="button" value="Choose File"/> No file chosen
File 4		<input type="button" value="Choose File"/> No file chosen
File 5		<input type="button" value="Choose File"/> No file chosen
File 6		<input type="button" value="Choose File"/> No file chosen
File 7		<input type="button" value="Choose File"/> No file chosen
File 8		<input type="button" value="Choose File"/> No file chosen
File 9		<input type="button" value="Choose File"/> No file chosen
File 10		<input type="button" value="Choose File"/> No file chosen
File 11		<input type="button" value="Choose File"/> No file chosen
File 12		<input type="button" value="Choose File"/> No file chosen
File 13		<input type="button" value="Choose File"/> No file chosen
File 14		<input type="button" value="Choose File"/> No file chosen
File 15		<input type="button" value="Choose File"/> No file chosen

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

If changes are required, click Previous and update accordingly.

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

**Confirm your application**

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

**Application type** Code Compliance Certificate application

**Properties** 9 Donne Street Burwood


**The building consent(s)**

deciding party who may not have seen the original pages.

☒ I / We accept

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

**Application submitted**

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

[Home](#) [New application](#)

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

[Click to Print This Page](#)

## Applying for a Building Act exemption

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

You must have already registered with Online Services before you can submit an application online. If you 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](https://onlineservices.ccc.govt.nz)

Click Log in.

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

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

Passwords are case-sensitive.

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

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

Search by property address:

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

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

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

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

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

Tips for searching:

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

**Christchurch City Council** Online Services

Home Payments Help

**Login**

Enter your login details below. If you are not registered, click [here](#) to register.

User name  
RitaL

Password  
\*\*\*\*\*

**Log in**

**Apply for an exemption from building consent**

Apply to be exempted from the requirement to obtain building consent for:

- residential work
- commercial work

**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**

Address	Parcel description
53 Hereford Street Central City	Lot 1 DP 30073
	Lot 5 DP 30073
	Lot 3 DP 30073
	Lot 2 DP 30073
	Lot 6 DP 30073
	Lot 4 DP 30073

## 6. Search by land parcel number:

Click Parcel search.

Type in any information you have.

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

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

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

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

## 8. This page displays you as the registered user.

Click Next.

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

Click Next.

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

Click Next.

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

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

Click Next.

**Additional contact details**

**Point of contact**

First point of contact for communications with the council

☐ 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 ...

Next

12. In the Project details screen, complete the following:

- A description of the information you are supplying.

(You can view your submitted applications by clicking Applications > Submitted applications on the menu bar and find the reference numbers there.)

- Earthquake related information and application comments if necessary
- Click Next.

**Project details**

Provide a description of the work to be considered for exemption.

**Brief project description** If your application is for a temporary structure, include critical dates.

Construction of a New Retaining Wall \*

Estimated value of work 25000 \*

**Earthquake**

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 Organisation?

Yes

Name of the PMO Select ...

EQC or insurance claim number. Select ...  
Arrow International  
Fletcher EQR  
Hawkins  
Housing New Zealand  
Lumley  
Maxim  
MWH  
Stream

New Zealand Companies Registered Number

Application comments For example, related application numbers, or notes to processing staff.

Next



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 work** Describe 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 compliance** Specify 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 responsibilities** Who 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 assurance** For 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 engineers.  
Site inspections to be conducted by Joe Bloggs LBP.

Previous

Next

#### 14. Upload your supporting documents and click Next.

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

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

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

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

**\* Mandatory field**

### Supporting documents

**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.**

Include all relevant drawings (plan, elevations, typical sections), supporting documents, specifications, photos, critical member sizes, and critical construction details, if any.

If an engineer is involved, provide the engineer's calculations and sketches, including a producer statement - design.

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.

Attachment 1	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 2	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 3	<input type="text"/>	<input type="button" value="Browse..."/>
Attachment 4	<input type="text"/>	<input type="button" value="Browse..."/>

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

### Confirm your application

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

**Application type** Building Act exemption - commercial

**Properties** 53 Hereford Street Central City

Owner details	
Agent details	
Additional contact details	
<b>Applicant</b>	No
<b>Owner</b>	No
<b>Agent</b>	No

I/we understand that the fee charged at lodgement is a fixed fee for the Council to assess this application. This will be paid before the decision is released. The fee is payable whether the application is approved or declined.

If the application is not accepted for processing an administration fee may still be charged.

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.


All of the above information is, to the best of my knowledge, true and correct. I 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 covered by this application is to commence until the building consent exemption decision is approved.

☒ I/we accept

#### 16. 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 residential or commercial exemption](#)

**Transaction reference** DA-99530

**Transaction date** 17/08/2016 1:52:19 p.m.

#### 17. A confirmation email is automatically sent.




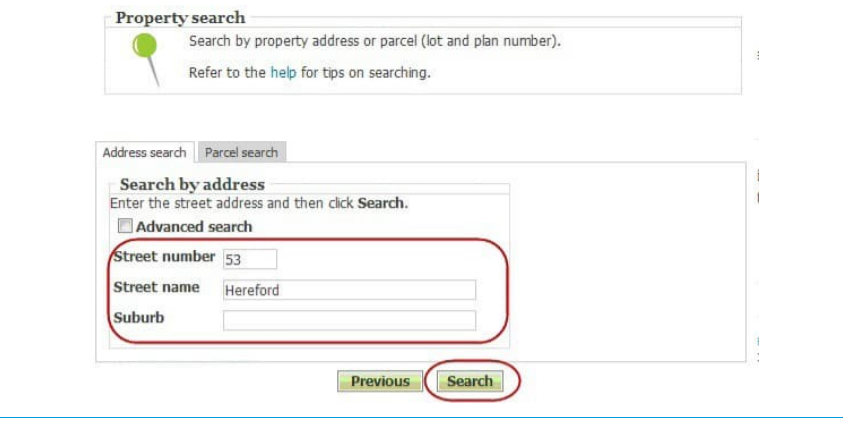
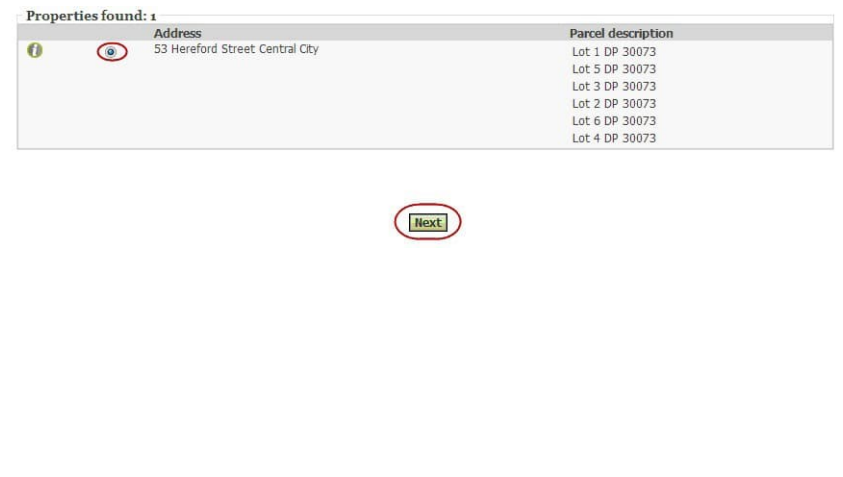
From: Online Services  
Sent: Wednesday, 17 August 2016 1:53 p.m.  
To: Rita Lambert  
Subject: Online application received

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

Details of your application are as follows:

Transaction reference DA-99530  
Application type Building Act exemption - residential  
Date received 17/08/2016

## Applying for certificate of acceptance

<p>1. Go to <a href="https://onlineservices.ccc.govt.nz">onlineservices.ccc.govt.nz</a></p> <p>Click Log in</p>															
<p>2. If you are not already logged in, the log-in page displays.</p> <p>Type in your user name and password, then click Log in.</p> <p>Passwords are case-sensitive.</p>															
<p>3. Click certificate of acceptance in the 'Apply for a certificate of acceptance' section.</p>															
<p>4. Search by either property address, or parcel (lot and plan number).</p> <p>Search by property address:</p> <p>Type in the address that the building consent application relates to (Street Number, Street Name), then click Search.</p> <p>If you type in 'St' or 'Rd', the search function will not return your address.</p> <p>If you are searching for 53A or 53B, the software will locate your address, but may display it as 1/53, or 2/53.</p>															
<p>5. A list of properties matching the search criteria is displayed.</p> <p>If the property is not found, use the Advanced Search or Parcel Search options (below).</p> <p>Tips for searching:</p> <ul style="list-style-type: none"> <li>You can search on whole words or partial words (for example, "Hereford" or "Heref").</li> <li>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.</li> </ul> <p>Click Next.</p>	 <table border="1"> <thead> <tr> <th>Address</th> <th>Parcel description</th> </tr> </thead> <tbody> <tr> <td>53 Hereford Street Central City</td> <td>Lot 1 DP 30073</td> </tr> <tr> <td></td> <td>Lot 5 DP 30073</td> </tr> <tr> <td></td> <td>Lot 3 DP 30073</td> </tr> <tr> <td></td> <td>Lot 2 DP 30073</td> </tr> <tr> <td></td> <td>Lot 6 DP 30073</td> </tr> <tr> <td></td> <td>Lot 4 DP 30073</td> </tr> </tbody> </table>	Address	Parcel description	53 Hereford Street Central City	Lot 1 DP 30073		Lot 5 DP 30073		Lot 3 DP 30073		Lot 2 DP 30073		Lot 6 DP 30073		Lot 4 DP 30073
Address	Parcel description														
53 Hereford Street Central City	Lot 1 DP 30073														
	Lot 5 DP 30073														
	Lot 3 DP 30073														
	Lot 2 DP 30073														
	Lot 6 DP 30073														
	Lot 4 DP 30073														

## 6. Search by land parcel number:

Click Parcel Search.

Type in any information you have.

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

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

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

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

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

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

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

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

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

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

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

**Confirm your application**

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



<b>Application type</b>	Building approvals
<b>Properties</b>	53 Hereford Street Central City


---

<b>Application details</b>	Ground floor lobby & first floor areas to building located at 53 Hereford Street.
<b>Project description</b>	

[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.


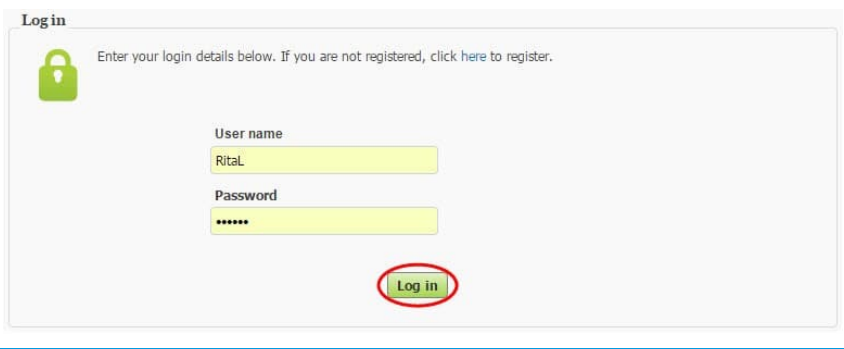

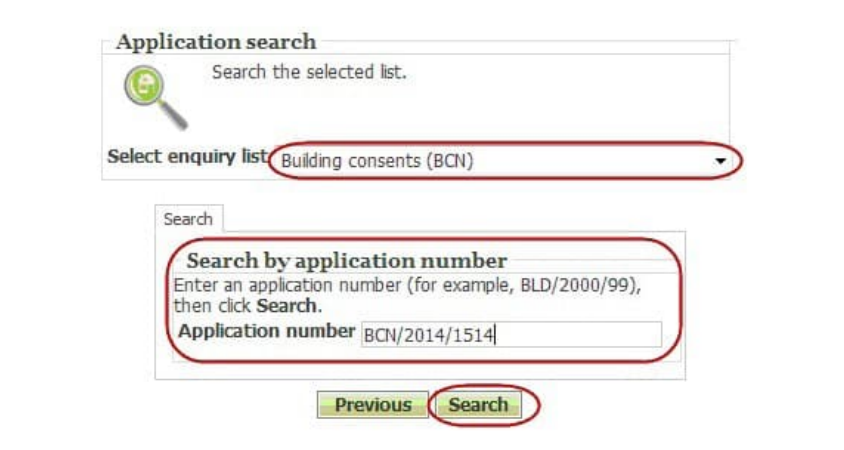
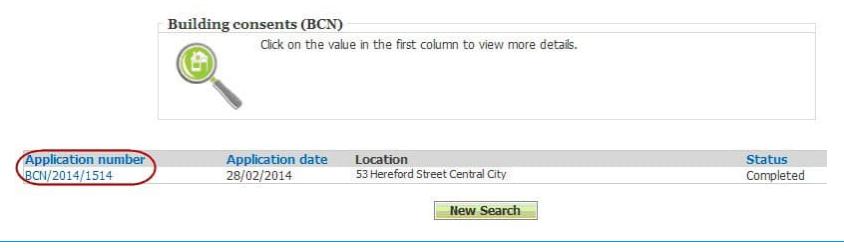
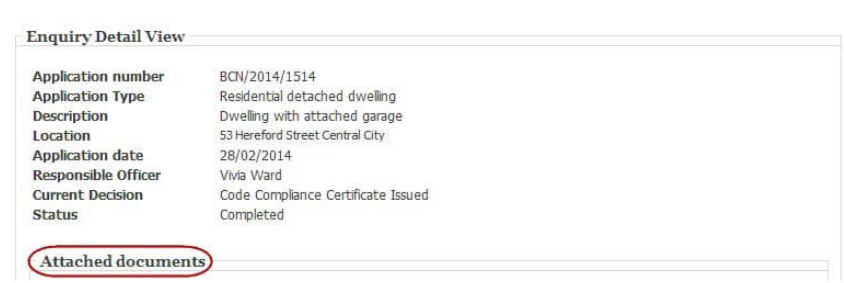
[Home](#) [New application for building approval](#)

**Transaction reference** DA-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.

<p>1. Go to <a href="http://onlineservices.ccc.govt.nz">http://onlineservices.ccc.govt.nz</a> Click Log in.</p>	
<p>2. Type in your user name and password, then click Log in. Passwords are case-sensitive.</p>	
<p>3. In the Download documents section click 'Download documents'.</p>	
<p>4. Type in the full application number (for example 'BCN/2014/1514'), then click Search.</p>	
<p>5. Any matching applications are displayed. Click on the application number.  If you typed in the reference for an application which you are not permitted to view, a system message displays 'you are not permitted to view these records'.</p>	
<p>6. Application details are displayed. If the documents have been released, they are listed here.  Click on them to download.</p>	

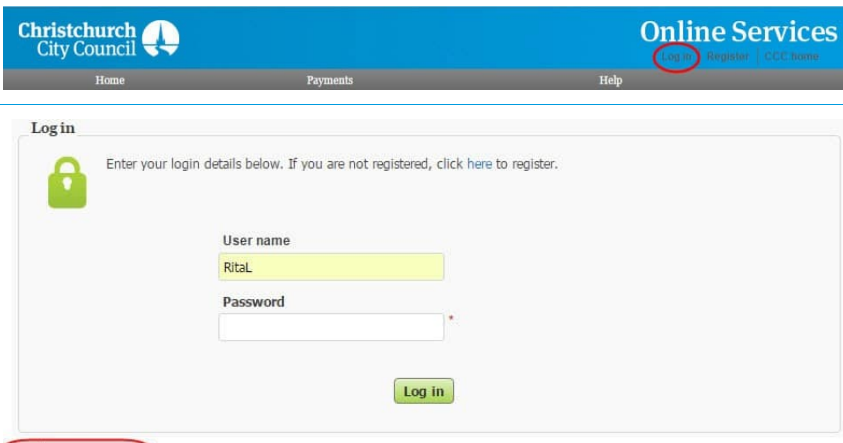
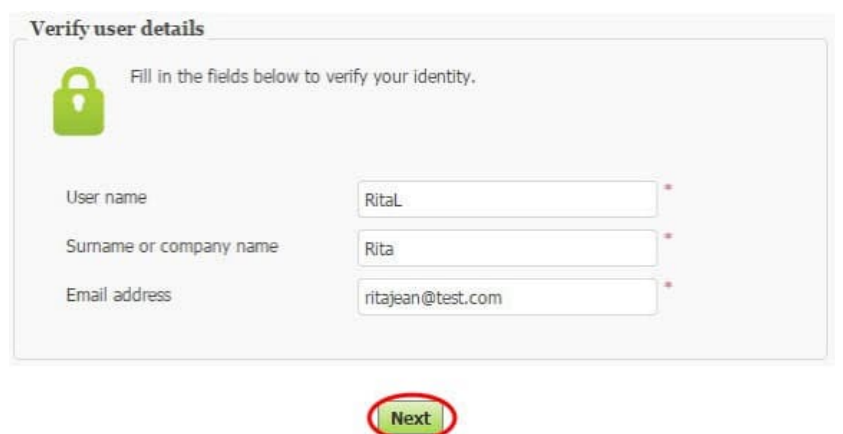

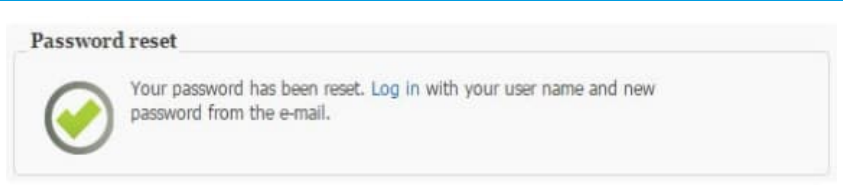


## Forgotten your password?

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).

<ol style="list-style-type: none"> <li>Go to <a href="http://onlineservices.ccc.govt.nz">onlineservices.ccc.govt.nz</a> Click Log in.</li> <li>Click Forgotten password.</li> </ol>	
<ol style="list-style-type: none"> <li>Complete your User name, Surname, and Email address, then click Next.</li> </ol>	
<ol style="list-style-type: none"> <li>Click Submit to have a new password emailed out to you.</li> </ol>	
<ol style="list-style-type: none"> <li>A confirmation message is returned.</li> </ol>	
<ol style="list-style-type: none"> <li>You will receive an email with a new password.</li> </ol>	<p><b>From:</b> Online Services  <b>Sent:</b> Wednesday, 17 August 2016 3:35 p.m.  <b>To:</b> Rita Lambert  <b>Subject:</b> Confirmation of password change</p> <p>Your request for login assistance has been processed. Your new password is: 6xenbyh#. You can <a href="#">Log in</a> with your user name and new password. Please be aware that this is a temp password. If you want to change it, please click <a href="#">Change Password</a> after log in.</p>

7. Using the password you have received via email, log in to Online Services.


Once you have successfully logged in, you can change your password by selecting this option under Help > Change password in the menu bar.



8. Enter the password you received via email into the current password textbox and then enter the new password you would like into the next two textboxes.

Click Next.

**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

**Next**

9. 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.

1. Go to [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz)

Click Contact us.

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

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

The screenshot shows the 'Log in' page of the Christchurch City Council Online Services. The login form has fields for 'User name' and 'Password', with a 'Log in' button. A link for 'Forgotten your password?' is below the form. At the bottom of the page, there is a 'Contact us' section. This section includes contact information for general enquiries and a table of specific services. The 'Building Control' link in the table is circled in red. Below the table is an email form with fields for 'From', 'To', 'Cc', and 'Subject', and a 'Send' button.

**Log in**  
Enter your login details below. If you are not registered, click [here](#) to register.

User name:   
Password:

[Forgotten your password?](#)

[Contact us](#) [Terms of use](#) [newzealand.govt.nz](#) [Christchurch City Council](#)

**Contact us**

**For all general enquiries please call:** 03 941 8999 or 0800 800 169. Our Customer Call Centre is available 24 hours a day.

Contact	For enquiries about...	Phone
<a href="#">Christchurch City Council Customer Services Team</a>	All enquiries	03 941 8999
<a href="#">Building Control</a>	Building applications	03 941 8999
<a href="#">Planning</a>	Resource consent applications	03 941 8999
<a href="#">Animal Management Team</a>	Dog registrations	03 941 8999

rita@test.com  
 onlineservices@ccc.govt.nz  
  
 Subject:

## How to view your user details

1. Go to [onlineservices.ccc.govt.nz](https://onlineservices.ccc.govt.nz)

Click Log in.

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

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

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

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

**Christchurch City Council** **Online Services**

Home Payments Help

**Log in** Register Click Home

**Log in**

Enter your login details below. If you are not registered, click [here](#) to register.

User name  
RitaL

Password  
\*\*\*\*\*

**Log in**


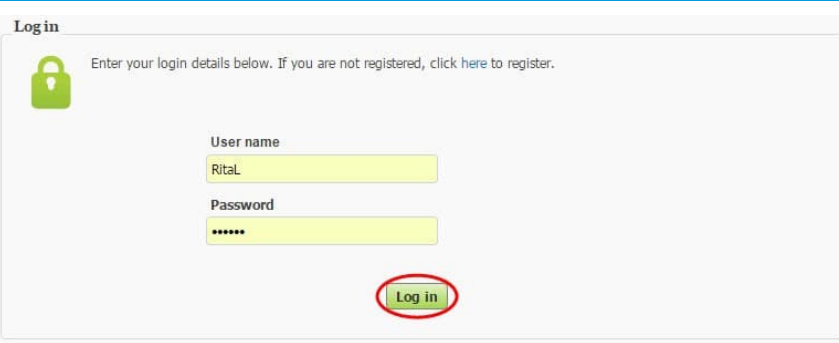
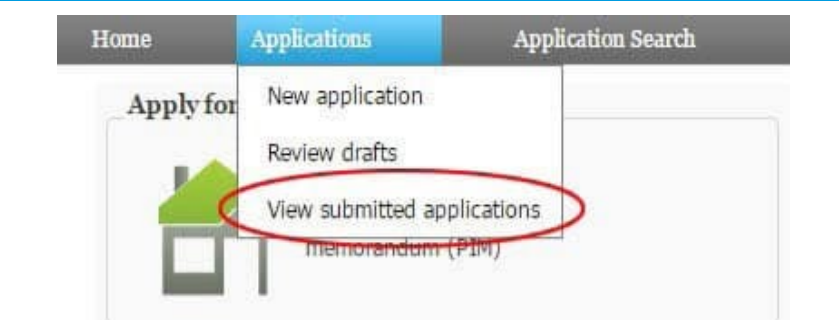
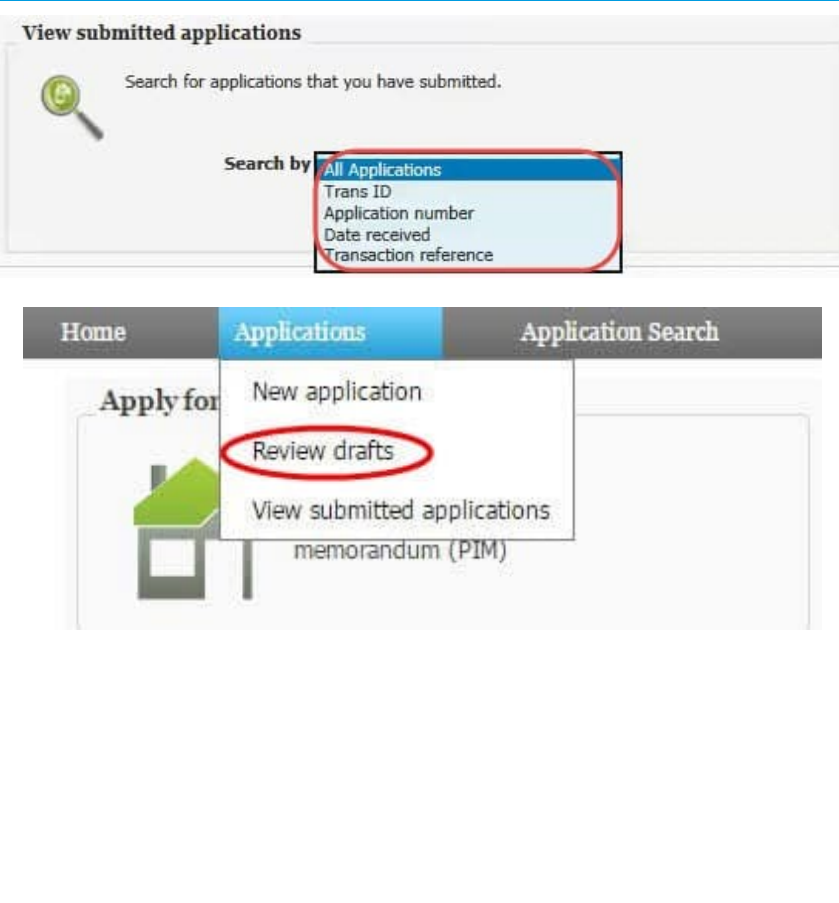
**View user details**

Your registration details are displayed below. If you want to update the contact information the Council has on record, click [here](#) to email us.

<b>Surname or company name</b>	Lambert
<b>Full given names</b>	Rita Jean
<b>User name</b>	RITAL
<b>Email address</b>	ritajean@test.com
<b>Address</b>	100 Testing Street, Christchurch 8061
<b>Daytime phone number</b>	03 123 4567
<b>Mobile</b>	

## How to view your submitted applications

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

<p>1. Go to <a href="http://onlineservices.ccc.govt.nz">onlineservices.ccc.govt.nz</a></p> <p>Click Log in.</p>	
<p>2. Type in your user name and password, then click Log in.</p> <p>Passwords are case-sensitive.</p>	
<p>3. Click Applications &gt; View submitted applications.</p>	
<p>4. You can search for applications which you have submitted by either:</p> <ul style="list-style-type: none"> <li>• All applications – this is the most straightforward search function.</li> <li>• Transaction ID – allows you to search by the numerical suffix of the DA reference, such as '5995'. If you type in the full reference, such as 'DA-5995', it will not find the record.</li> <li>• Application number – you must type in the full application number, such as 'BCN/2012/304'. The search is not case-sensitive, but you must use the forward- slashes and no spaces.</li> <li>• Date Lodged – allows you to search for applications lodged within a certain date range.</li> <li>• Transaction Reference – this is the full DA-reference, such as DA-5995. This search feature is case sensitive, and you must include the dash between the DA letters and the number.</li> </ul> <p>Click Search.</p> <p>All applications which you have submitted are displayed.</p>	

## How to access your drafted applications

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

1. Go to [onlineservices.ccc.govt.nz](http://onlineservices.ccc.govt.nz)

Click Log in.

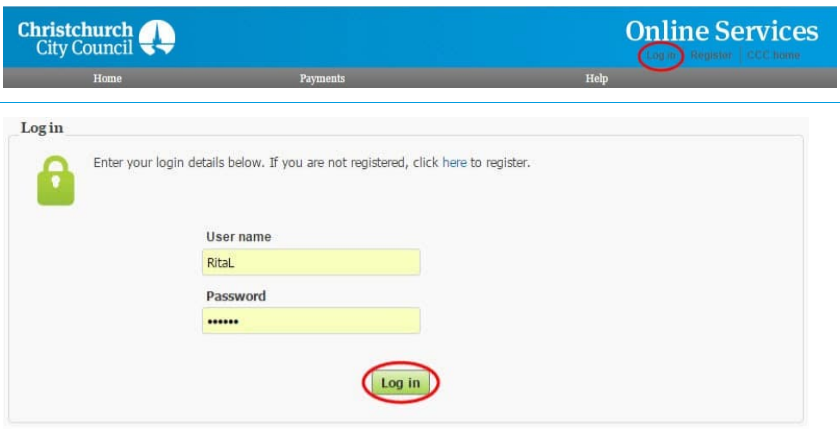

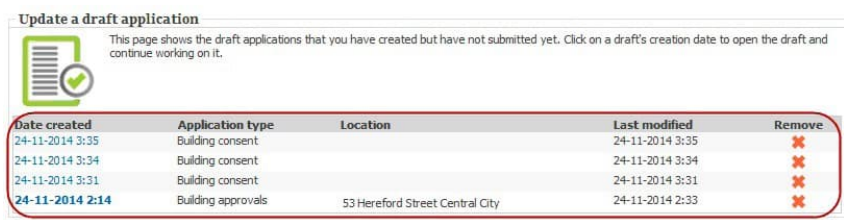
2. Type in your user name and password, then click Log in.

Passwords are case-sensitive.

3. Then click Applications > Review drafts.

4. To complete the application, click on the Date created column. This opens the application up on the relevant screen that needs completing.

If you no longer need to complete the application, click on the cross to delete it.

**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 3:34	Building consent		24-11-2014 3:34	
24-11-2014 3:31	Building consent		24-11-2014 3:31	
<b>24-11-2014 2:14</b>	Building approvals	53 Hereford Street Central City	24-11-2014 2:33	



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#### Online Services

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