

# Thames-Coromandel District Council Online Building Consenting Customer Guide

## Before submitting an online application, it is best to check the following:

- verify the details of the property
- know the owner as listed on the certificate of title
- do you need resource consent?
- what landscape features might alter your designs?
- does the project involve building near or over a council owned pipe?
- what documentation you need to submit with your building consent documentation?
- ensure the required documents are in PDF format and do not exceed 1G in size
- Large sized documents are able to be bookmarked.

## You can apply for the following online:

- Project Information Memorandum (PIM)
- Building Consent (with or without a PIM)
- Amendment to a Building Consent
- Code Compliance Certificate
- Certificate of Acceptance
- Exemption from the need for Building Consent
- Multiproof Building

Required documents need to be standard PDF format files that do not exceed 1.0GB in size.

A reminder that a printed copy of the issued Building Consent and approved plans must be held on the building site at all times. This is the applicant's responsibility.

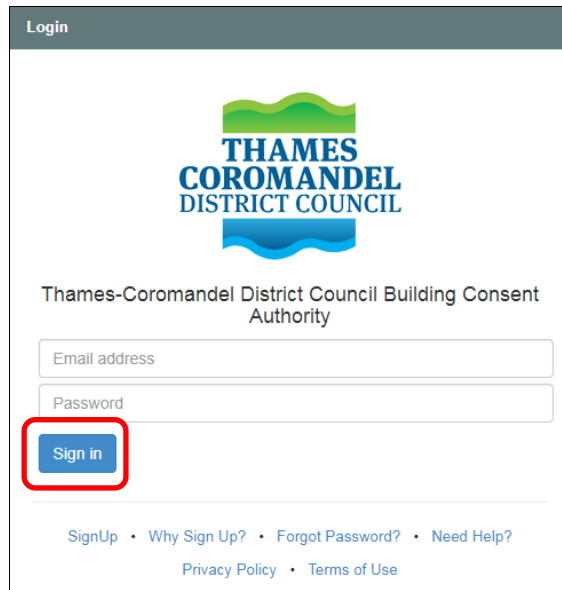
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To access our online portal, select [Apply for a Building Consent](#) or 'Apply for It' on our website [www.tcdc.govt.nz](http://www.tcdc.govt.nz) and select Building Consent.

## 1. First Time User - How to Register

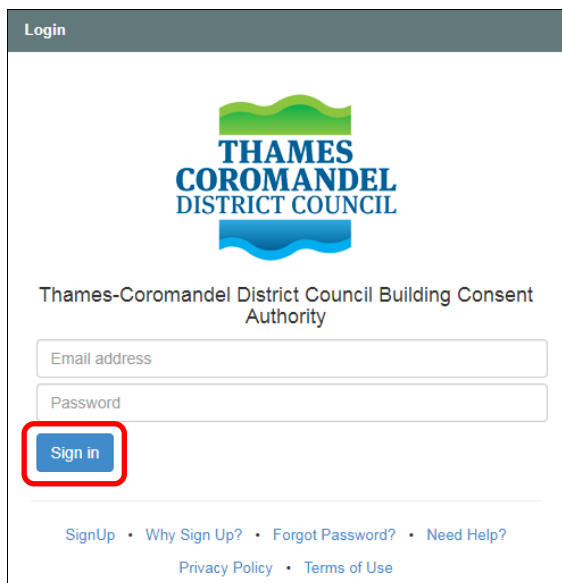
1.1. If you are a New TCDC Online Building Consent User, select 'Signup' to create your account and proceed.



When signing up for the first time and entering your details, a message will let you know that your registration is successful. You will then receive an email for you to click to activate your account, you can then sign in.

## 2. Existing Registered TCDC Account User

2.1. If you are an Existing TCDC account user, please select 'Sign In'.



### 3. Submit an application

Select the action you require.



- If you have already submitted a building consent, and want to add some further information, you can upload additional documents

### 4. Additional Information

- The owner can submit the application and link other people to the building project (e.g. subcontractors).
- An agent can lodge the application on behalf of the owner (and may choose to link the owner or manage the process completely on their behalf).
- The application is automatically save throughout the process so you can take a break and come back to finish it any time.
- The applicant will receive an email confirming that the application has been submitted.
- You will still need to pay a deposit and this can be done by internet banking upfront or wait for an invoice from us. The invoice will be sent electronically to inform you of the amount to be paid before your application will be in a formally receive status.

### 5. Documents required to submit a consent

Confirm that you have the required information by selecting the tick before continuing.

Apply for a new Building Consent with or without a PIM

What You Will Need To Complete An Application

Before starting this application process please confirm that you have the following information:

<input type="checkbox"/> CLICK TO CONFIRM	<p>Owner's details:</p> <ul style="list-style-type: none"> <li>Name:</li> <li>Postal Address:</li> <li>Contact Phone No.</li> </ul> <p>If you are an Agent acting on behalf of the Owner, you will need to provide your details</p> <ul style="list-style-type: none"> <li>Agents Name:</li> <li>Agents Postal Address:</li> <li>Agent Contact Phone No.</li> </ul>
<input type="checkbox"/> CLICK TO CONFIRM	<p>See the list of deposit fees at the <a href="#">TCDC website</a></p>

## Note



You can use this button throughout for helpful explanatory information.

## 6. Applicant

### Applicant's Role

- I am the OWNER
- I am the Owner's AGENT acting on behalf, and with the authority, of the Owner

### 6.1 Owners Details


The owners details must be completed in full including contact details, in particular an email address. Any requests for information (RFI's) as well as the finalised Building Consent and Code Compliance Certificate will be sent electronically.

### 6.2 Owners' Agent Details

Once you have registered for the first time and signed in as an 'agent', it will remember your details for all future projects and you will only be asked for the owner's details of the particular project.

### 6.3 Nominated Contact

Tell us who will be our first point of contact and nominated person to receive invoices for payment.

Your Progress: 

### First Point of Contact

Please nominate the first point of contact for this application: \*

- Owner
- Other

### Invoice Payable By

Please nominate the person who will receive the invoices and pay the fees for this application: \*

- Owner
- Other

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## 7. Site Location, address, proof of ownership

Enter in the site address, your legal description will automatically populate.

**Site Location**

**Site Address: \***

515 Mackay Street

Suburb

Thames 3500

Waikato

(if site address is not yet established please enter lot number and subdivision name)

**Parcel Information:**

<b>Legal Description:</b> Sec 8 SO 58745, LOT 2 DP 308805	<b>Rating Address:</b> 515 Mackay Street
<b>Property Key:</b> 107354	<b>Valuation Number:</b> 04881-11400
<b>Latitude:</b> -37.1384430024888	<b>Longitude:</b> 175.54309548663994

or

**NOTE:** If your site address is not yet established please manually enter the site address, legal description and complete all required fields as shown below

**Site Location**

**Site Address: \***

Street

Suburb

City / Town Postcode

Region

(if site address is not yet established please enter lot number and subdivision name)

**Legal Description: \***

Examples: [ Lot 23456 DP 65432 ] or [ Pt Sec 123 Lyttelton Town, Pt RS 456 Canterbury Dist ]

**Certificate of Title**

Upload your Certificate of Title (no more than 2 months old) / Sale & Purchase Agreement, Building Line Restrictions (BLRs), or Memorandums to TCDC \*

**i** If you do not have your Certificate of Title or Sale & Purchase agreement you **cannot** continue with your application. You can request a copy of your Certificate of Title from [Land Information New Zealand \(LINZ\)](#). When ordering your Certificate of Title please ensure any attached Consent Notices, Building Line Restrictions and/or Memorandums are included.

**Note:** Allowed document type is PDF format only and maximum file size of 1.0GB.

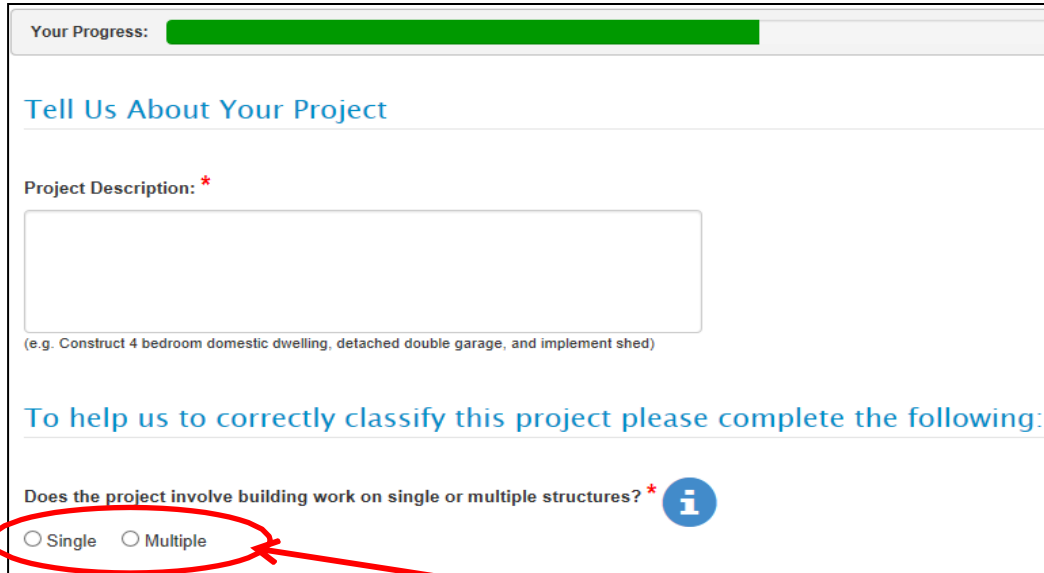
Tick if you would like us to supply a Certificate of Title for you. The cost is \$25.00 per request (including GST) and this will be charged with your building consent fees.

[+ Attach File\(s\)](#)

## 8. Project description

Please be as specific as possible so that the description is clear on all documents.

*Eg: Construct 4 bedroom domestic dwelling, detached double garage and implement shed.*



The screenshot shows a web form titled "Tell Us About Your Project". At the top, there is a progress bar labeled "Your Progress:" which is partially filled with green. Below the title, there is a section for "Project Description:" with a red asterisk indicating it is required. A large text input field is provided for the description. Below the input field, there is a small example text: "(e.g. Construct 4 bedroom domestic dwelling, detached double garage, and implement shed)".

Below the description section, there is a heading: "To help us to correctly classify this project please complete the following:". Underneath, there is a question: "Does the project involve building work on single or multiple structures?" with a red asterisk and an information icon (a blue circle with a white 'i'). Below the question are two radio button options: "Single" and "Multiple". A red circle highlights these two options, and a red arrow points from this circle towards the explanatory text below the form.

To help us correctly classify the project select either Single or Multiple, use the "i" button to help you. The relevant drop down list will appear for you to input the relevant information.

## 9. Select building codes

You will need to select the building code clauses applicable to your project and the means of compliance. For those that are **NOT** a Licenced Building Practitioner or Owner-Builder, you may select the tick box and we will identify means of compliance for you.

If you are not a Licenced Building Practitioner (LBP) or Owner-Builder, and cannot identify how the building work will comply with the building code, please select the "I don't know" option below and the BCA will complete this on your behalf.

I don't know and I authorise Thames-Coromandel District Council to identify means of compliance from documentation provided.


### Example of Codes:

Code	Elements	Means of Compliance (click items that apply)	
B1	Structure	AS1 AS3 VM1 VM4	ALT
B2	Durability	AS1 VM1	ALT
C1 - C6	Protection from Fire (current)	AS1 AS2 AS3 AS4 AS5 AS6 AS7 VM1 VM2	ALT
D1	Access Routes	AS1 VM1	ALT
D2	Mechanical Installations for Access	AS1 AS2 AS3 VM1 VM2 VM3	ALT
E1	Surface Water	AS1 VM1	ALT
E2	External Moisture	AS1 AS2 AS3 VM1	ALT
E3	Internal Moisture	AS1	ALT
F1	Hazardous Building Agents on Site	VM1	ALT
F2	Hazardous Building Materials	AS1	ALT



## 10. Add Project Contacts

You can add more than one project contact. Project contacts include LBP's, other builders, engineers, electrician, gasfitter, plumbers, drainlayer etc. (i.e. all personnel known at the time of submitting the consent to be responsible for the work).

Your Progress: 

### Project Contacts

[Add Contact](#)

#### Add Contact

**Contact Name: \***

**Profession:**  **Registration No.:**

**Phone (Day): \***

I don't have this information.


**Mailing Address:**

**Email: \***

## 11. Planning Form 1

FORM PLG 1

The following questions relate to National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health. 

**N.B.** Inaccuracies may result in the applicant being in breach of the Resource Management Act 1991 and/or being exposed to liability if the site is subsequently found to be contaminated, including being liable for remedial works.  
For more information on this process please contact the Duty Planner by phone 07 868 0200 or email [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz) or refer to Ministry for the Environment website <http://www.mfe.govt.nz/laws/standards/contaminants-in-soil/>

Will the building work and associated activity change the use of the land? \*

**N.B.** Erecting a dwelling on land which previously had no dwelling on it constitutes changing the use of the land.

Yes  
 No

Will the building work and associated activity: \*

1. Disturb more than 25m<sup>3</sup> of soil per 500m<sup>2</sup> of land

**N.B.** Excavation of foundations and clearing of topsoil for a dwelling with a 200m<sup>2</sup> footprint would likely fall into this category.

2. OR result in the removal of more than 5m<sup>3</sup> of soil per 500m<sup>2</sup> of land?

**N.B.** This may occur where spoil from the excavation of foundations, on-site effluent treatment and disposal systems, wells or bores is removed from site.

Yes  
 No

## 12. Miscellaneous information

Miscellaneous Information

Please identify if your project relates to a natural disaster or unforeseen event? \*


Yes  
 No

Will there be a dog on site during construction? \*

Yes  
 No

Is there a swimming / spa pool on this site? \*

Yes  
 No

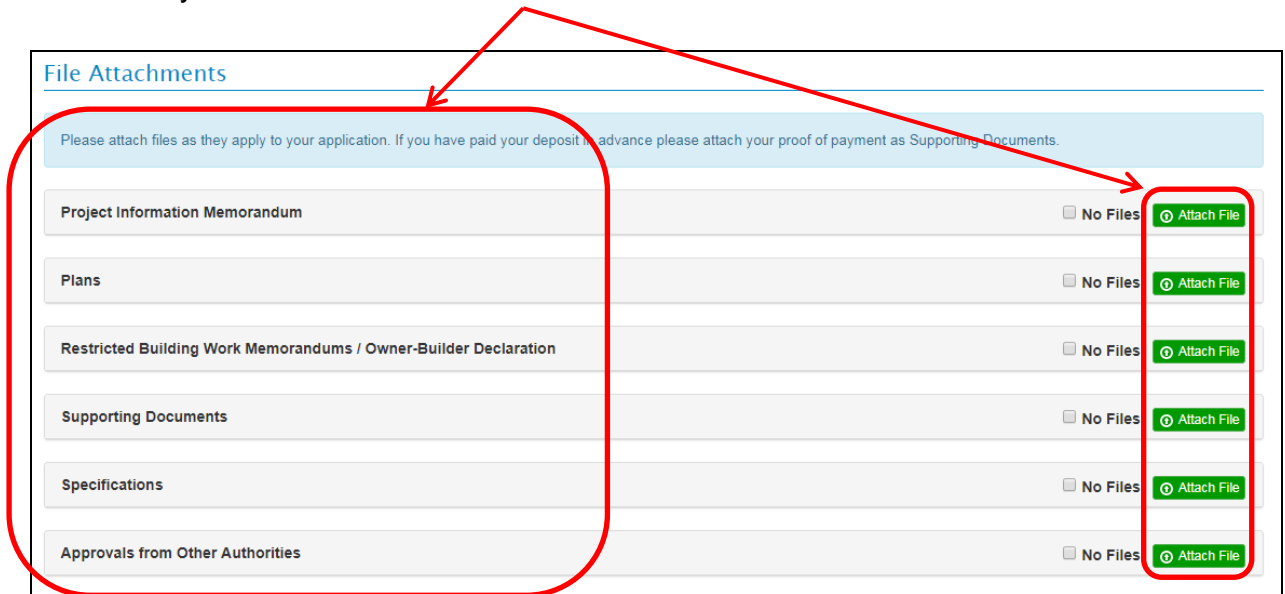
Do you require a new Water, Sewer or Stormwater Connection, or a Vehicle Crossing (Service Connection)? \* 

Yes  
 No

### 13. Upload required documents

This step is where you will attach all the relevant PDF documents relating to your application.

- Ensure all documentation is in PDF format and does not exceed 1G in size.
- If you do not have your documents in PDF format you can download Adobe Acrobat free from the internet which will enable you to convert your files into PDF format.
- Name each individual file clearly. (Do not combine documents into one file.)
- Attach your documents as listed below.



File Attachments		
Please attach files as they apply to your application. If you have paid your deposit in advance please attach your proof of payment as Supporting Documents.		
Project Information Memorandum	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>
Plans	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>
Restricted Building Work Memorandums / Owner-Builder Declaration	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>
Supporting Documents	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>
Specifications	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>
Approvals from Other Authorities	<input type="checkbox"/> No Files	<input type="button" value="Attach File"/>

- If you paid your deposit in advance don't forget to attach your proof of payment to supporting documents

## 14. Summary and submitting your project application

- A summary page will display all details entered for you to check, confirm or edit if required before you submit your application. At this stage, the application project is given a unique number which is your reference number.
- You can also enter comments/other information (shown below), sign the “Signed by” field and press the “Submit Application Now” icon to submit your application or you can save your application if you need to obtain further information and submit at a later time.
- Once your application is accepted and imported by us it will be allocated a building consent number e.g. ABA2018XXXX.

Comments/Other Information

By typing your name in the box below you are giving your authority for the application to proceed to processing and accept the associated charges. You have nominated Building Customer (Owner) as first point of contact for all correspondence that relates to this application and building work.

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

**Signed by: \***

enter full name

Date:

10 May 2018

Save Application & Submit Later

Submit Application Now

**Need Help?**  
Phone (07) 868 0200, Monday — Friday, 8am — 5pm  
or email [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz)

**Application Submitted Successfully!**



Congratulations! Your application has been submitted and a copy of the information you entered has been sent to your email address for your record.

Back to My Applications

## 15. Need Help?

Call our Customer Services on 07 868 0200, email [customer.services@tcdc.govt.nz](mailto:customer.services@tcdc.govt.nz) or call into any of TCDC council Offices. For support outside normal business hours you can call AlphaOne Support on 0800 257 424.