

Welcome to Waitomo District Council
Online Consent Application System

I am a New User

[Sign Up](#)

I am an Existing User

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Need Help? Available from 8am to 5pm, Monday to Friday (Wednesdays from 9am)
Phone: (07) 878 0800
Email: info@waitomo.govt.nz

Select the option that applies to you



AlphaOne
Building Consent System

Waitomo
District Council

Waitomo District Council Building Consent Online
Application System

Email address

Password

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Complete your email address and add a password

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

Upload Documents

Search by BC Number / Owner / Agent / Address

Choose the type of application you are applying for and click on the appropriate button above.

Apply for a 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"/> | Owner's details: <ul style="list-style-type: none">Name:Postal Address:Contact Phone No. If you are an Agent acting on behalf of the Owner, you will need to provide your details: <ul style="list-style-type: none">Agents Name:Agents Postal Address:Agent Contact Phone No. |
| <input type="checkbox"/> | Record of Title (PDF format), or copy of the sales and purchase agreement if the title has not yet been lodged. Your Record of Title can be obtained from the Land Information New Zealand website . |
| <input type="checkbox"/> | Application Documents in PDF format where applicable, including: <ul style="list-style-type: none">Project information memorandumPlansRestricted building work memorandums / Owner-builder declarationSupporting documentsSpecificationsApprovals from other authorities |
| <input type="checkbox"/> | I/We the applicant(s) confirm the documentation submitted with this application has no copyright issues and is specific to this project. |

We will process your application electronically through the AlphaOne system and contact you (via email) if further information is required. Once your application is accepted, we will forward an invoice to you. This can be paid by direct credit. Processing of your application will proceed when payment has been received by Waitomo District Council.

By clicking proceed on this application online you agree to receive any correspondence, resulting consents or certificates in relation to this application electronically. This includes acceptance of electronic signatures on any

Ensure you have all the required documentation. The documentation must be in pdf format and should be saved separately i.e. All plans in one file, specifications in another file, supporting documents (producer statements, septic designs) in a separate file, design memo separate etc.

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

| | |
|--|---|
| | <p>Owner's details:</p> <ul style="list-style-type: none">Name:Postal Address:Contact Phone No. <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">Agents Name:Agents Postal Address:Agent Contact Phone No. |
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By clicking proceed on this application online you agree to receive any correspondence, resulting consents or certificates in relation to this application electronically. This includes acceptance of electronic signatures on any and all related documentation.

[Proceed](#) [Cancel](#)

Complete the checklist when you have ensured you have all the required documentation.



[Joe Blogg](#) [Settings](#) [Logout](#)



Your Progress:

Pre-application Meeting

Has a Pre-application Meeting been held about this project?

- Yes
 No

Do you require a PIM (Project Information Memorandum) with this application?

Please select **NO** if your design work is already completed.




- Yes
 No

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Most projects do not require a pre-application meeting or a PIM (hint: select the information button above for further advice notes).

Your Progress: 

Applicant's Role


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

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If you are acting on behalf of the owner ensure you have written authority from the owner to download with the supporting documents.

Your Progress: 

Owner's Detail

Owner's Name: *

- Individual / International Company
- NZ Registered Company

Contact Person:

(if owner is a company)

Mailing Address: *

Postcode

Phone: *

If you wish to enter an international phone number use "00" in place of "+".

Mobile:

Email:

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All areas with a star must be complete to continue

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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Delegate who the first point of contact with Council will be (this can be changed latter if required from the agent to owner or builder etc.)

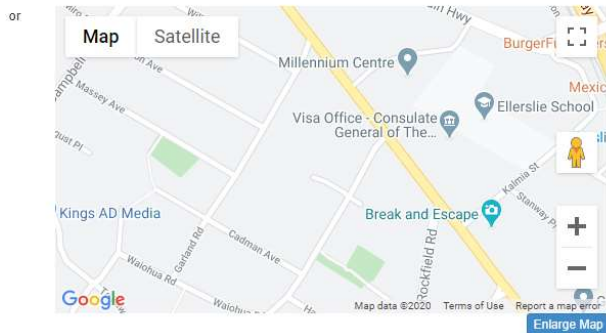
Your Progress:

Site Location

Site Address: *

| | |
|-------------|------|
| 15 Toon Ave | |
| Toon Town | |
| Mars | 3985 |
| Waikato | |

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



Legal Description: * 

| |
|------------------|
| Lot 1 DP 1357911 |
|------------------|

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

Record of Title

Upload your Record of Title / Sale & Purchase Agreement *

 If you do not have your Record of Title or Sale & Purchase agreement you **cannot** continue with your application. You can request a copy of your Record of Title from [Land Information New Zealand \(LINZ\)](#).

Note: Allowed file types are PDF, JPG & PNG format only and maximum file size of 1.0GB.

+ Attach File(s)

Remember to attach your Record of title (RT). You need to provide proof of ownership to apply for a building consent. For smaller projects such as a fire place or swimming pool fence a rates demand is acceptable. If the property is under contract, a copy of the sales and purchase agreement would be accepted with a copy of the CT. Once attached click next

Your Progress:

Tell Us About Your Project

Description of Building Work: *

install swimming pool fence


(e.g. Construct 4 bedroom domestic dwelling, detached double garage, and implement shed)

Estimated Value of All Building Work: *

NZ\$ 7500 .00

Estimated value, in relation to building work, means the estimated aggregate of the consideration, determined in accordance with section 10 of the Goods and Services Tax Act 1985, of all goods and services to be supplied for the building work.

To help us to correctly classify this project please complete the following:

Does the project involve building work on single or multiple structures? * 

Single Multiple

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For the value put in the dollar value only without punctuation.

Does the project involve building work on single or multiple structures? * 

Single Multiple

Does your project involve building over one or more boundaries?

Yes No

Does the proposed work relate to: *

- Residential
 Industrial (includes non-habitable farm buildings)
 Commercial

Level Current, lawfully established, use: * Occupants 

2.0 Housing: 2.0.2 Detached Dwelling

Include number of occupants per level and per use if more than 1

[Add another use](#)

Will the building work result in a change of use of the building? *

Yes No

Existing Floor Area:

0.00 m²

(Enter 0 if not applicable)

New Floor Area:

0.00 m²

Total Floor Area:

0.00 m²

Number of Levels:

1

Level/Unit Number:

Year First Constructed:

2020

If you are unsure, use the information button.

Year First Constructed:

Intended Life of the building: *



Please list any of the following:

- Building consents previously issued for this project
- Certificates of Acceptance that may have been issued for this building
- Relevant Resource Consents or Subdivision Consents

(if any)

Is this building work being carried out under a residential building contract? *

- Yes No

Are you an Owner-builder that intends to carry out the restricted building work? *



- Yes No

Will the building work include any restricted building work? *

- Yes No

Residential work over \$30,000 (including GST) requires a residential construction contract under Part 4 of the Building Act 2004 (refer building.govt.nz for more information).

Restricted building work requires a licenced building practitioner (refer lbp.ewr.govt.nz for more information or search for LBP's in your area).

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

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 Waitomo District Council to identify means of compliance from documentation provided.

| Code | Elements | Means of Compliance (click items that apply) | |
|---------|---|--|----------------------------------|
| B1 | Structure | <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> CM <input type="checkbox"/> VM1 <input type="checkbox"/> VM2 <input type="checkbox"/> VM3 <input type="checkbox"/> VM4 | <input type="text" value="ALT"/> |
| B2 | Durability | <input type="checkbox"/> AS1 <input type="checkbox"/> CM <input type="checkbox"/> VM1 | <input type="text" value="ALT"/> |
| C1 - C6 | Protection from Fire (current) | <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> CM <input type="checkbox"/> VM1 <input type="checkbox"/> VM2 | <input type="text" value="ALT"/> |
| D1 | Access Routes | <input type="checkbox"/> AS1 <input type="checkbox"/> CM <input type="checkbox"/> VM1 | <input type="text" value="ALT"/> |
| D2 | Mechanical Installations for Access | <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> CM <input type="checkbox"/> VM1 <input type="checkbox"/> VM2 <input type="checkbox"/> VM3 | <input type="text" value="ALT"/> |
| E1 | Surface Water | <input type="checkbox"/> AS1 <input type="checkbox"/> CM <input type="checkbox"/> VM1 | <input type="text" value="ALT"/> |
| E2 | External Moisture | <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 <input type="checkbox"/> AS3 <input type="checkbox"/> CM <input type="checkbox"/> VM1 <input type="checkbox"/> VM2 | <input type="text" value="ALT"/> |
| E3 | Internal Moisture | <input type="checkbox"/> AS1 <input type="checkbox"/> CM | <input type="text" value="ALT"/> |
| F1 | Hazardous Building Agents on Site | <input type="checkbox"/> VM1 | <input type="text" value="ALT"/> |
| F2 | Hazardous Building Materials | <input type="checkbox"/> AS1 <input type="checkbox"/> CM | <input type="text" value="ALT"/> |
| F3 | Hazardous Substances and Processes | <input type="checkbox"/> VM1 | <input type="text" value="ALT"/> |
| F4 | Safety from Falling | <input type="checkbox"/> AS1 <input type="checkbox"/> CM | <input type="text" value="ALT"/> |
| F5 | Construction and Demolition Hazards | <input type="checkbox"/> AS1 | <input type="text" value="ALT"/> |
| F6 | Visibility in Escape Routes | <input type="checkbox"/> AS1 | <input type="text" value="ALT"/> |
| F7 | Warning Systems | <input type="checkbox"/> AS1 <input type="checkbox"/> CM | <input type="text" value="ALT"/> |
| F8 | Signs | <input type="checkbox"/> AS1 | <input type="text" value="ALT"/> |
| F9 | Restricting Access to Residential Pools | <input type="checkbox"/> AS1 <input type="checkbox"/> AS2 | <input type="text" value="ALT"/> |
| G1 | Personal Hygiene | <input type="checkbox"/> AS1 <input type="checkbox"/> CM | <input type="text" value="ALT"/> |

Click on the appropriate option to select the means of compliance to the building code you have used in designing your project.

| | | | |
|----|---|-------------|-----|
| F6 | Visibility in Escape Routes | AS1 | ALT |
| F7 | Warning Systems | AS1 CM | ALT |
| F8 | Signs | AS1 | ALT |
| F9 | Restricting Access to Residential Pools | AS1 AS2 | ALT |
| G1 | Personal Hygiene | AS1 CM | ALT |
| G2 | Laundry | AS1 CM | ALT |
| G3 | Food Preparation | AS1 CM | ALT |
| G4 | Ventilation | AS1 AS2 VM1 | ALT |

Here F9 has been selected as it is for a pool fence.

| | | | |
|----|-------------------|------------|-----|
| H1 | Energy Efficiency | AS1 CM VM1 | ALT |
|----|-------------------|------------|-----|

Means of Compliance / Specific Engineer Design (SED) Notes:

Does your project involve a Cable Car?

Yes No

Waiver / modification required?

Yes No

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If you have any specially designed elements or engineered work (SED) or cable car or waiver/modification required, note it here.

Your Progress:

Project Contacts

Please list stakeholders that may be associated with this project. ie: Designer, Builder, Plumber, Drainlayer, Electrician etc.

| Name | Phone | Address | Email |
|---|-------|---------|-------|
| <i>No contact(s) have been added yet.</i> | | | |

[Add LBP / Contact](#)

This is where you can enter site contacts. You may not know the builder yet or you may have all the contractors' details. If you have them enter them now. For restricted building work all LBPs must be entered before inspections can be undertaken.

Add Contact

Contact Name: *

Will this person complete any restricted building work?

Yes

No

Profession:

LBP No.: **Registration:**

Phone (Day): *

I don't have this information.

Mailing Address:

Street:

Suburb:

City / Town: Postcode:

Sometimes you may not have all the details such as their email address. To continue, you can select the “I don’t have this information.” You can enter the remaining details at a later date.

Your Progress:

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 or email 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 25m³ of soil per 500m² of land

N.B. Excavation of foundations and clearing of topsoil for a dwelling with a 200m² footprint would likely fall into this category.

2. OR result in the removal of more than 5m³ of soil per 500m² 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

Your Progress: 

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

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Your Progress: 

File Attachments

Please attach files as they apply to your application.

| | | |
|--|-----------------------------------|-----------------------------|
| Project information memorandum | <input type="checkbox"/> No Files | Attach File |
| Plans | <input type="checkbox"/> No Files | Attach File |
| Restricted building work memorandums / Owner-builder declaration | <input type="checkbox"/> No Files | Attach File |
| Supporting documents | <input type="checkbox"/> No Files | Attach File |
| Specifications | <input type="checkbox"/> No Files | Attach File |
| Approvals from other authorities | <input type="checkbox"/> No Files | Attach File |

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Attach your pdf files to the applicable area.

File Attachment

Upload Files for **Specifications**

🔔 Please click "Add Files" to upload files relevant to your project.

Note: Allowed file types are PDF, JPG & PNG format only and maximum file size of 1.0GB.

[+ Add files...](#)

Done

[Return to Home Page](#)

Your Progress:



51686778CX — 15 toon Ave Toon Town Mars 3985

Application Details



| | |
|---|--------------------------|
| Reference Key: | 51686778CX |
| Name: | joe Blogg |
| Applicant Role: | Owner |
| Application Type: | Building Consent only |
| Council: | Waitomo District Council |
| Record of Title: | Uploaded by Applicant |
| Pre-Application Meeting Reference Number: | N/A |

The Building



| | |
|--|------------------------------------|
| Site Address: | 15 toon Ave, Toon Town, Mars, 3985 |
| Legal Description: | Lot 1 DP 1357911 |
| Description of Building Work: | Pool Fence |
| Is this title currently subject to subdivision?: | No |

The Owner



| | |
|------------------|--|
| Name of Owner: | Joe Blogg |
| Contact Person: | N/A |
| Mailing Address: | 19 Toon Ave, Toon Town 3985 |
| Street Address: | 19 Toon Ave, Toon Town |
| Phone: | Landline:0225389971 Mobile:0225389971 |
| Email: | apdath@gmail.com |

The Project – Building 1



| | |
|-------------------------------------|--------------------------------------|
| Building Name: | Main Building |
| Building Type: | Residential |
| Current, lawfully established, use: | 2.0 Housing: 2.0.2 Detached Dwelling |
| Change of Use: | No |
| Existing Floor Area: | 0.00 m ² |
| New Floor Area: | 85.00 m ² |

Once documents are uploaded, you can then check the details you have entered in the summary.

New Floor Area: 85.00 m²
Total Floor Area: 85.00 m²
Intended Life: 50 years
Year First Constructed: 2020
Previous Building Work:
Estimated Value of Building Work: 7,500.00
Owner-builder carrying out the restricted building work: No
Restricted Building Work: No

Means of Compliance with the New Zealand Building Code

F9 - Restricting Access to Residential Pools

[AS1](#)

Does your project involve a Cable Car?

NO

Does your project involve building over one or more boundaries?

NO

Waiver / Modification Required

N/A

Project LBP / Site Contacts

[Edit](#)

| Name | Licence No. | Profession | Phone | Address | Email |
|------|-------------|------------|-------|---------|-------|
| bob | | | | | |

PLG 1 Form

[Edit](#)

National Environmental Standard (NES) for Assessing and Managing Contaminants in Soil to Protect Human Health

Changing the use of the land? No
Disturbing soil? No

Miscellaneous Information

[Edit](#)

Does the project relate to a natural disaster? No
Will there be a dog on site during construction? No
Swimming Pool, or Spa Pool, on this Site or associated with this Project? Yes
Does the project require a new Service Connection? No

Does the project require a new Service Connection?

No

First Point of Contact

[Edit](#)

Owner

Joe Blogg
19 Toon Ave, Toon Town, Mars, 3985
0225389971
apdath@gmail.com

Invoice and Fees Charge To

[Edit](#)

Owner

Joe Blogg
19 Toon Ave, Toon Town, Mars, 3985
0225389971
apdath@gmail.com

File Attachments

Record of title

Filename
suess_title.jpg.pdf

File Size
15.00K

[Attach File](#)

Project information memorandum

[Attach File](#)

Plans

Filename
pool_fence_plan.pdf

File Size
234.35K

[Attach File](#)

[Delete](#)

Restricted building work memorandums / Owner-builder declaration

[Attach File](#)

Supporting documents

Filename
glass-fencing-pdf-1.pdf

File Size
267.58K

[Attach File](#)

[Delete](#)

Specifications

[Attach File](#)

Approvals from other authorities

[Attach File](#)

You can edit the application at this point also, or you can add further documents if you forgot something.

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 Joe Blogg (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: *

Date:

Save Application & Submit Later

Submit Application Now

Need Help? Available from 8am to 5pm, Monday to Friday (Wednesdays from 9am)

Phone: (07) 878 0800


Email: info@waitomo.govt.nz

IP Address: 103.229.248.242 | Browser: Chrome | Version: 79.0.3945.130 | OS: Windows

By entering your name, and clicking the submit application now button, your application will be received for initial assessment. If you want to wait you can save and submit later by clicking the blue button.



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.

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Need Help? Available from 8am to 5pm, Monday to Friday (Wednesdays from 9am)

Phone: (07) 878 0800

Email: info@waitomo.govt.nz

IP Address: 103.229.248.242 | Browser: Chrome | Version: 79.0.3945.130 | OS: Windows

When you do submit the application you can now go click “Back to my Applications” and track your consent application progress.

Apply for a Project Information Memorandum Only (PIM)

Apply for a Building Consent (with or without a PIM)

Apply for an Amendment to Building Consent

Apply for a Code Compliance Certificate

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Apply for a MBIE Multiproof Building

Apply for an Alpha Multiproof Building

Upload Documents

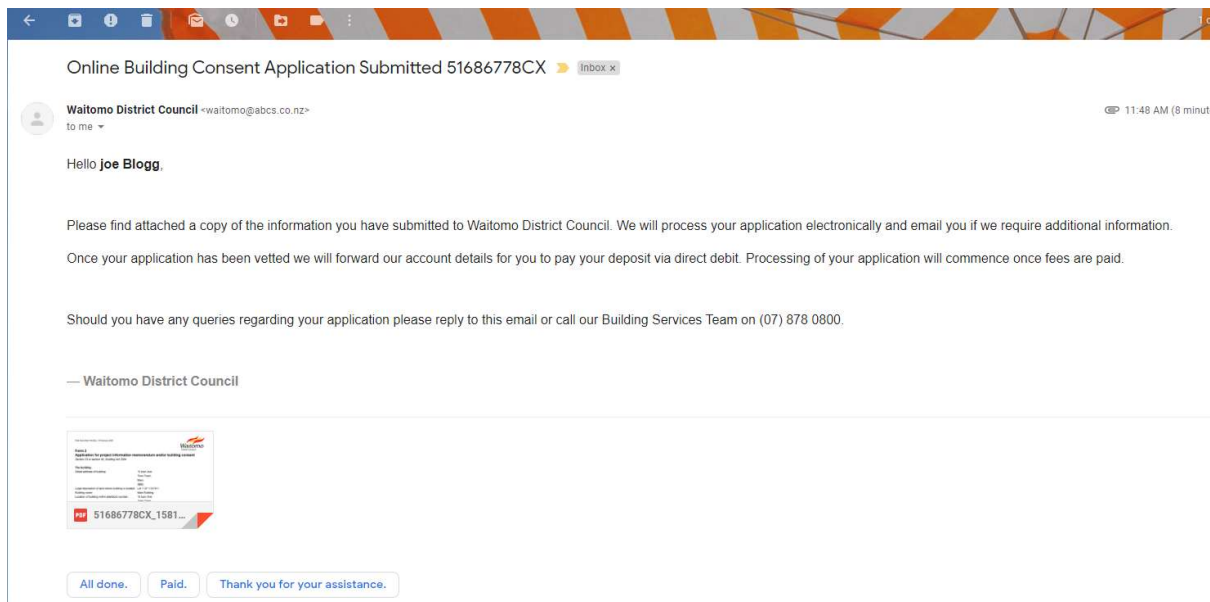
My Applications

Filter: All Applications Sort: Latest Created / Allocated

51686778CX — 15 toon Ave Toon Town Mars 3985 — joe Blogg — BC only Action

Application Vetting Dev Cont RMA PIM Processing BC CS Inspections CCC

You can now track progress of the application under the “My Applications” bar on the home page



You will also receive a confirmation email.