Digital Engineering Consents



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1 Introduction

1.1 Purpose of this document

This customer guide covers the basics of signing in/registering and submitting engineering consents digitally.

1.2 Digital engineering consents – an overview

Benefits and drivers

This service has been introduced to create a more efficient and effective service for maintaining significant volumes and cost efficiency for our regulatory services customers. Digital processing already has and continues to increase the processing productivity in-order to keep pace with industry growth.

Benefits for customers include:

- reduction in administrative overheads
- reduction in printing/courier costs
- transparency of consent application status
- completely paperless processing
- receipt of consent application and documentation electronically via an online portal

2 Creating and submitting an online engineering application

2.1 Overview

This section covers the creation and submission of a new engineering approval by a customer. Steps include:

- Logging in to the online portal
- Creating and submitting an online consent application.

2.2 Logging in to the online portal

1. Navigate to the **myAUCKLAND login** page.



The Login for Auckland Council services screen displays.

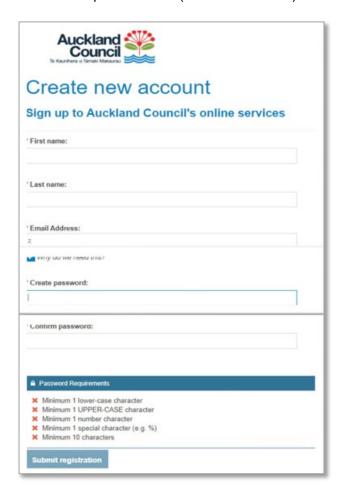


If you already have an account, go to step 6.

- 2. Click **Register**.
- 3. Select the option you want to use to create your account and follow the steps displayed to create an account. The process outlined below follows the registration process using the **Auckland Council** option.

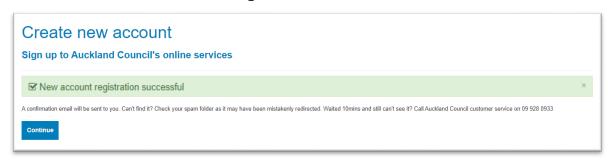


4. Fill in all required fields (indicated with *) and click **Submit registration**



A **New account registration successful** message displays, and a confirmation email is sent to the email address associated with the new account.

5. Click **Continue** to return to the **Login for Auckland Council services** screen.



6. Enter your account email address and click **Login**.



7. Enter your account password. You can choose **Remember me** to save your login details for future use. Click **Login**.

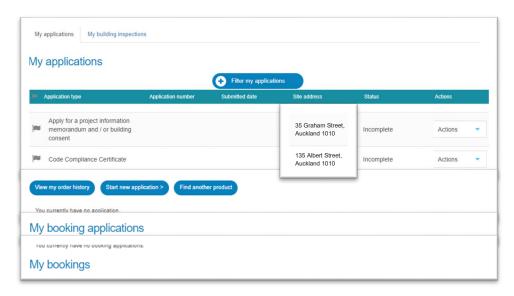


The myAUCKLAND screen displays.

Navigate to **Menu > Consents**, **licenses and property applications** on top right of your screen to see:

- your existing digital applications
 - The **Status** column reflects the progress of an application in real time
 - Any applications which haven't been submitted yet will show a status of Incomplete

 other online bookings for sports parks, regional facilities etc. under My booking applications and My bookings.

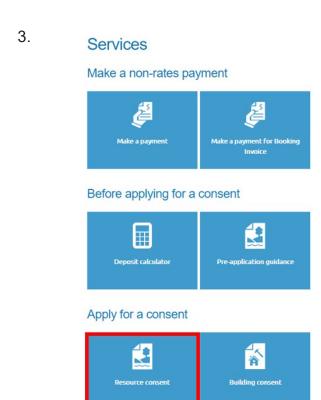


2.3 Creating and submitting an online consent application

Before you begin

All supporting documentation must be prepared and ready to be loaded into the portal. You must refer to the **Guidelines for engineering approval applications** to ensure documentation is up to standard.

- 1. Scroll down to navigate to the **Online Services** page.
- 2. Click on the **Resource consent** button under **Apply for a consent**.



You may be directed to the **Login for Auckland Council services** screen to login if you haven't already.

4. Click on the **Engineering Approval** button to start the application.

Resource consent

Use this form to apply online (no need to fill out a PDF application form).



5. Read the guidelines and click **Start application** to proceed to the application form.

Apply for an engineering approval

Use this form for approval to do minor or major engineering works, such as:

- · public drainage
- water or road works
- · create a new public park
- · engineering works that are a condition of an underlying resource or building consent.

You need to pay a deposit when you submit this application, unless you are an approved credit customer. Payment options include credit or debit card, Online EFTPOS, or Account2Account. A card payment fee of 1.75 per cent will apply for credit or debit card payments.

Guidelines for consent applications

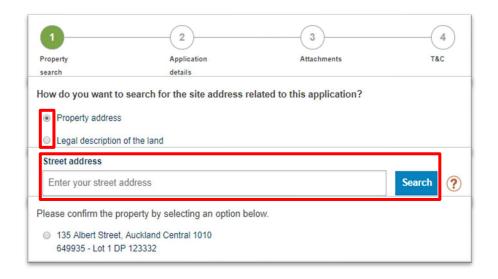
Before you apply, make sure:

- you have a signed acceptance of responsibility document from a chartered professional engineer, a registered engineering associate, a registered professional surveyor, or a suitably qualified and experienced person
- · documents are provided in PDF format, not locked or password protected
- documents are less than 300MB and follow our <u>file naming conventions</u>
- · drawings are presented in landscape view.

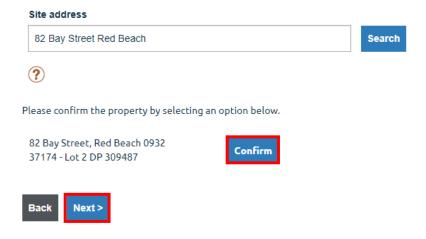


Selecting the property

6. Type property address or legal description in the search bar (ensure the correct option is ticked depending on what you are searching by) and click **Search** to populate search results.



7. **Confirm** the address option you want to create an engineering approval application for. To proceed through the application form, click **Next**.



8. Complete the mandatory fields in the **Application Details** screen and click **Next.**Optional fields will be indicated with **(optional)** in the title.

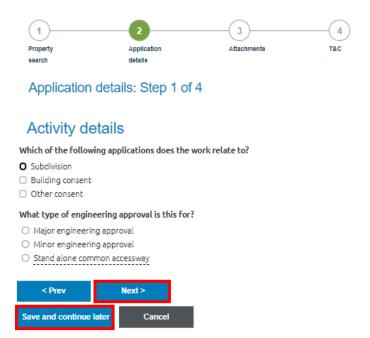
Click on the ? to see more information about what to provide in a specific field.

You will be unable to proceed to the next section if any mandatory fields are incomplete.

Depending on which answers are selected throughout the form, further questions may populate to be answered.

At any point you can click **Save and continue later** to save your progress and exit the application. Incomplete applications can be re-visited later via the **Menu**.

Apply for an engineering approval



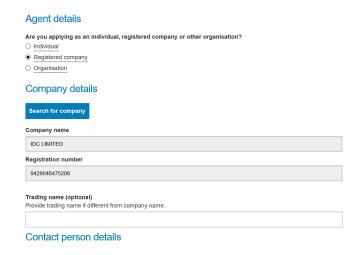
Entering customer details

9. In the **Who is applying?** screen enter the details of the agent (if applicable) or the applicant.

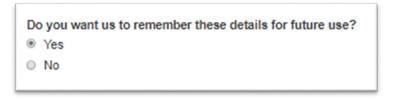
You must indicate whether it is an individual, registered company or organisation applying, and complete all mandatory contact detail fields and attachment fields.

If applying as an individual, you must enter your name as it would appear on a legal document and should only enter one individual's name per name field.

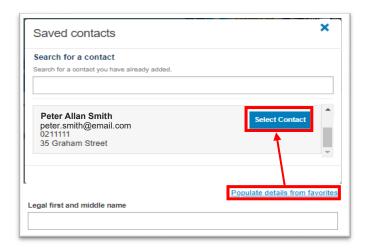
If applying as a company, you will need to search your registered company name and provide the details for a contact person.



10. At the end of the application details sections you can select the option to remember your contact details for future use.



Once details are saved, the next time you fill out an online application form you will be able to auto-fill the form with the saved details by clicking **Populate** details from favourites and selecting the set of details you want to use.



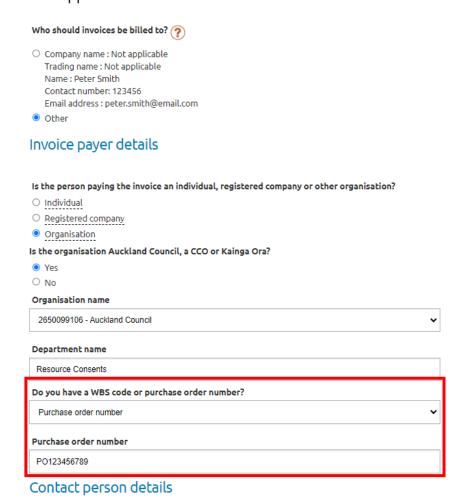
11. On the **Contact information** screen, you will need to select the first point of contact for the application, as well as who will be invoiced.

To add another option for the first point of contact or billing party select **Other** and complete the mandatory fields.

Contact information Who is the first point of contact for communication with council or consent authority? Company name: Not applicable Trading name : Not applicable Name: Peter Smith Contact number: 123456 Email address : peter.smith@email.com Who should invoices be billed to? O Company name : Not applicable Trading name : Not applicable Name: Peter Smith Contact number: 123456 Email address: peter.smith@email.com Other Invoice payer details Is the person paying the invoice an individual, registered company or other organisation? Individual O Registered company Organisation

Application details: Step 3 of 4

12. If the customer nominated to be billed is Auckland Council, a Council Controlled Organisation (CCO) or Kāinga Ora, the **WBS code/Purchase order number** field is mandatory. The details entered here will appear on any invoice raised for this application.



13. If the customer is not Auckland Council, a CCO or Kāinga Ora, there is an optional **Customer reference** field to provide a reference which will appear on any invoice raised for this application.

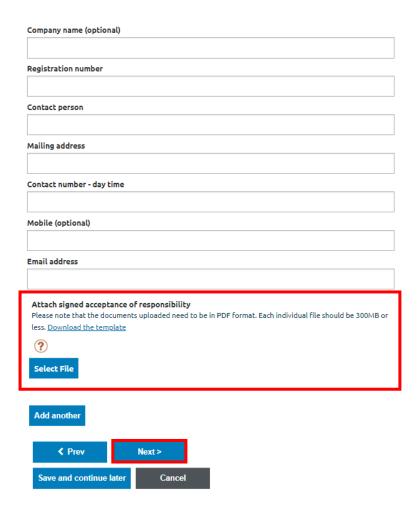


14. On the **Specialist details** screen enter the details of the specialist and attach the specialist's signed acceptance of responsibility document.

Specialist details



Specialist [1]

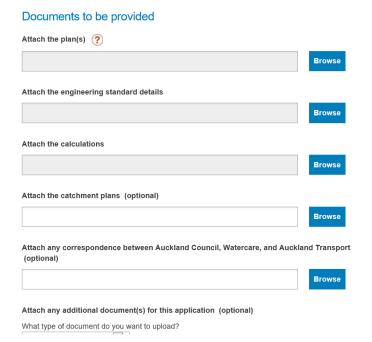


Uploading attachments

15. Upload the mandatory documents in the **Attachments** screen, as well as any relevant supporting documentation for your activity.

To upload additional documents, select the type of document you are uploading, click **Browse**, and select your document.

To remove a document you have selected, click **Delete**.



Giving access to another user

- 16. When you reach the **Terms and conditions** page, either:
 - a. Click **Save and continue** later if you are inviting someone else to make payment towards the application (go to step 16).

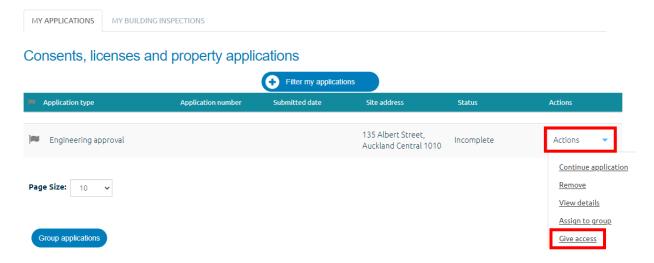
OR

b. Complete the **Terms and conditions** page and click **Add to cart** if you are paying for the application (go to step 21)

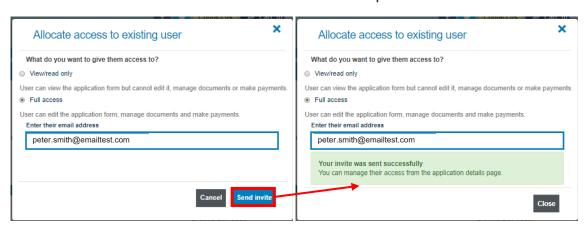
Save and continue later

Choosing this option will take you back to **Consents, licenses and property applications** list.

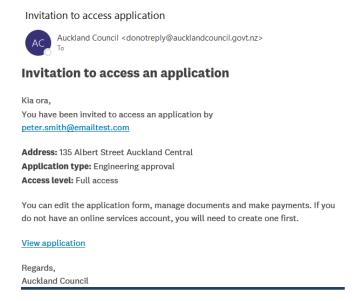
17. Click **Give access** to allow another user to make payment towards the selected application.



18. Select the **Full access** option (this will allow the invited user to make payment, as well as edit the application), and enter the email address the other customer has used to create their own account on the online portal. Click **Send Invite**.

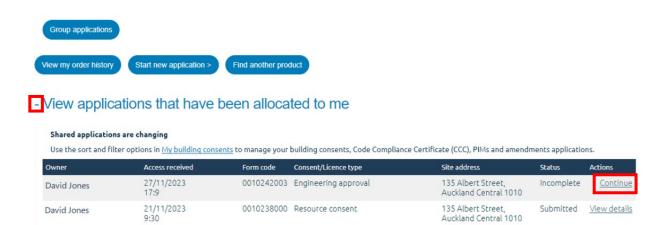


19. The invited customer will receive an email and a link that will take them to their dashboard once they have signed in. If they are not a registered user they will be asked to register.



20. On **My dashboard** page scroll down to the bottom of the page to find the **View** applications that have been allocated to me button. This is where any shared applications can be found. This field may need to be expanded.

Click Continue.



21. The application will open part way through, click **Next** until you reach the **Terms** and conditions page. Continue with the **Add to cart** steps below.

Making payment

Add to cart

22. Complete the mandatory fields in the **Terms and conditions** screen and click **Add to cart.**

Terms and conditions

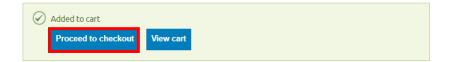
- Once I submit my application, I accept that:
 - a deposit will be charged for credit card or Account2Account payment
 - I may have to pay additional charges for processing, administration and compliance activities
 - I may receive a refund if the actual costs are lower than the deposit paid
 - if I am submitting this application on behalf of a company/trust/other entity (the agent), I declare that I am duly authorised to act on behalf of the owner to make this application
 - the application will not be formally accepted for processing until all submitted documentation is reviewed for completeness
 - the applicant understands the ongoing requirement to have a chartered
 professional engineer, registered engineering associate or registered professional
 surveyor oversee the construction phase in order to inspect and certify works, and
 accept that "as built" documentation will need to be provided at the completion of
 the work. I also accept that I am responsible for all fees incurred
 - all 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
 may view this application, once submitted.

I agree to Auckland Council's $\underline{\text{terms and conditions}}$ and $\underline{\text{privacy policy.}}$

Deposit: \$2,500.00



23. Click Proceed to checkout.





- 24. In the **Checkout** screen (next screen), select which payment method to use, provide an email address for confirmation and follow the instructions to complete payment:
 - a. Online EFTPOS (pay using your mobile device)
 - b. Credit card

Note: There is a convenience fee of 1.75 percent for all credit and debit card online transactions.

c. Account2Account (bank transfer)

Note: Some banks restrict their business banking customers from this option. If this is the case, please discuss options with your bank.

d. On account – This option is only applicable if you have been set up as an on-account customer in our online system. If you are an existing on-account customer who needs their online account to be updated to enable this payment option, please refer to Section 5 - Help and support.

Checkout

Engineering Property / ID Type of application Sub-type of application Transaction amount 649935 Major Engineering Approval \$2,500.00 Engineering approval 135 Albert Street, Auckland Central 1010 Subtotal (1 item) \$2,500.00

Payment method

Online EFTPOS (pay using your mobile device)

Pay from your bank's mobile app:

- · Select your bank and enter your mobile phone number or banking customer number.
- · You will receive a notification in your bank's app requesting confirmation of payment.
- · Approve this request to complete your transaction.
- Your payment will clear instantly.

Currently available for:













See Ways to pay online for more information.

- O Credit or debit card (a 1.75 per cent card payment fee will be added)
- O Account2Account (bank transfer)
- On account (approved customer only)

Please note: any refunds are paid to the receipted name unless written authorisation has been received from the receipted person or company stating otherwise.

Subtotal (1 item)

\$2,500.00

\$2,500.00

Please enter your email address to receive confirmation of this transaction.

Email address

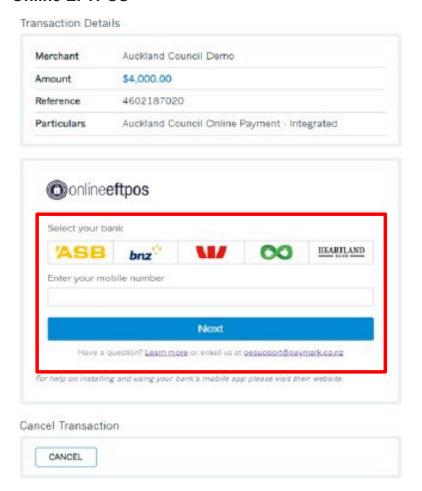
Total

peter.smith@emailtest.com

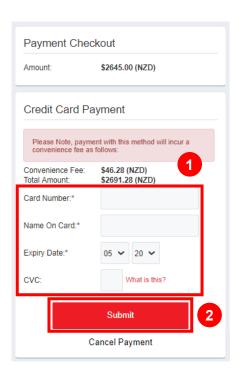


Edit cart

a. Online EFTPOS



b. Credit or debit card

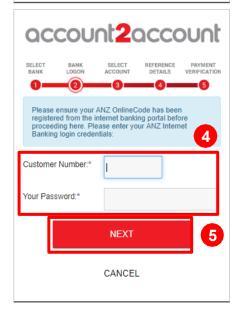


c. Account2Account







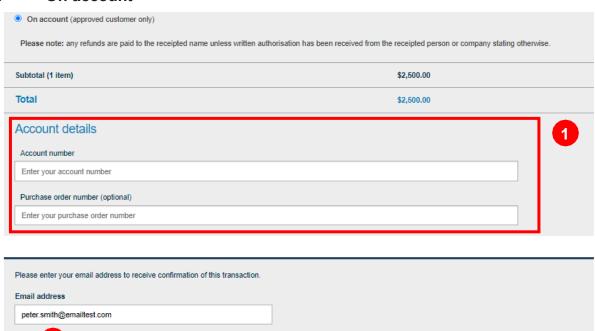


d. On account

2

Charge to my account

Edit cart

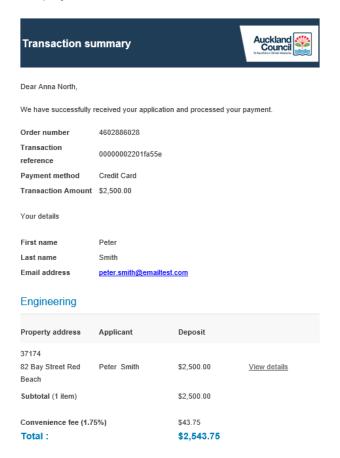


25. When the application has been submitted successfully, the dashboard will display a message.

Payment and submission successful

Engineering	Engineering					
Property / ID	Type of application	Sub-type of application	Transaction amount			
37174	Engineering approval	Major Engineering Approval	\$2,500.00			
82 Bay Street, Red Beach 0932						
Subtotal (1 item)			2,500.00			
Card payment fee (1.75%)			\$43.75			
Total (1 item)			\$2,543.75			

26. A transaction summary will be sent to the email address which was provided in the payment screen.



3 Copying an application

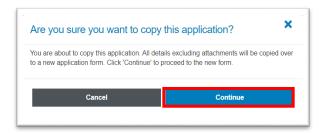
Once an application has been submitted, it can be copied if another application needs to be submitted with many similar details.

- 1. Navigate to the Menu > Consents, licenses and property applications list.
- 2. Click **Actions** for the application you want to copy and click **Copy application**.

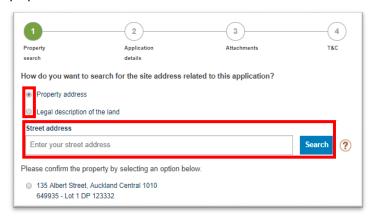
Consents, licenses and property applications



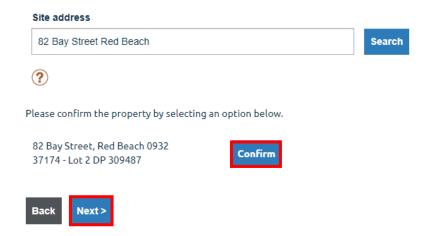
3. A confirmation message will appear. Click **Continue**.



4. Type property address or legal description in the search bar (ensure the correct option is ticked depending on what you are searching by) and click **Search** to populate search results.



5. **Confirm** the address option you want to create an engineering approval application for. To proceed through the application form, click **Next**.



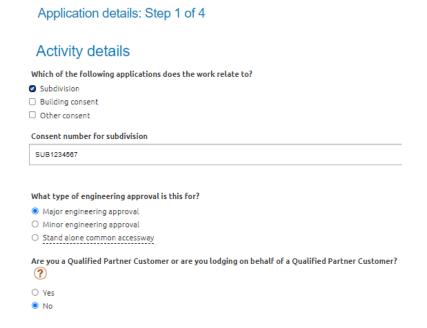
If this error message displays you will be unable to proceed with the copied application and will need to start a new application instead.

This message indicates the form you are copying is an older version of the digital form and is no longer supported for new application submissions.



6. The application questions will be pre-filled with the answers given previously in the application you have created a copy from.

You will be able to change any of the answers as needed.



7. All sections requiring attachments will **not** pre-populate with the attachments uploaded previously in the application you have created a copy from.

You will need to upload the attachments which relate to this specific application.

Attachments All files must be in PDF format, and not locked or password protected. Individual files need to be less than 300MB. File names cannot be longer than 50 characters and should follow our file naming conventions . Documents to be provided Attach the plan(s) ? Browse Attach the engineering standard details Browse

Refer to sections Giving access to another user (page 14) and Making payment (page 16) to complete application submission.

4 Providing additional documentation in support of an application

Before you begin

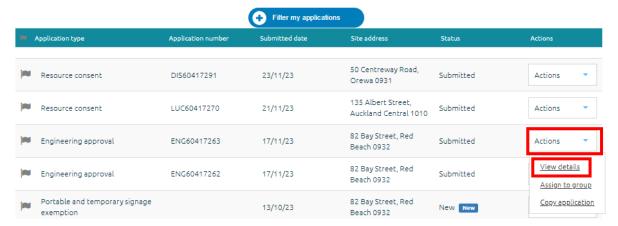
All business rules relating to documentation standards apply/ must refer to the **Guidelines for engineering approval applications**

- Once all requested documentation has been gathered, login to the <u>Online Services</u> portal.
- 2. Click Menu > Consents, licences and property applications.

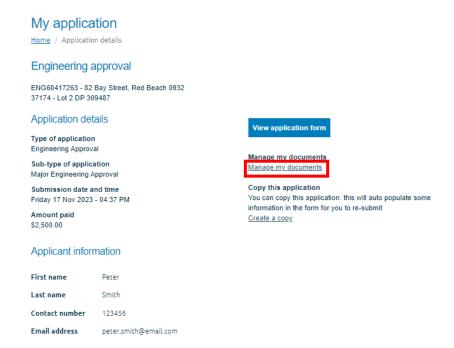


3. In the list of applications section, click **Actions** for the application you are uploading documents for, and click **View details**.

Consents, licenses and property applications



4. Click Manage my documents



5. Select which type of document you are uploading, click **Browse** and select your document.



6. Click **Upload**.



7. A successful upload message will appear.



An email notification will be sent to a Council inbox to notify staff that additional documents have been provided.

5 Help and support

For help and support please contact our call centre on 09 301 0101

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Find out more: **phone 09 301 0101** or visit **www.aucklandcouncil.govt.nz**

