Digital Resource Consents

Customer Guide

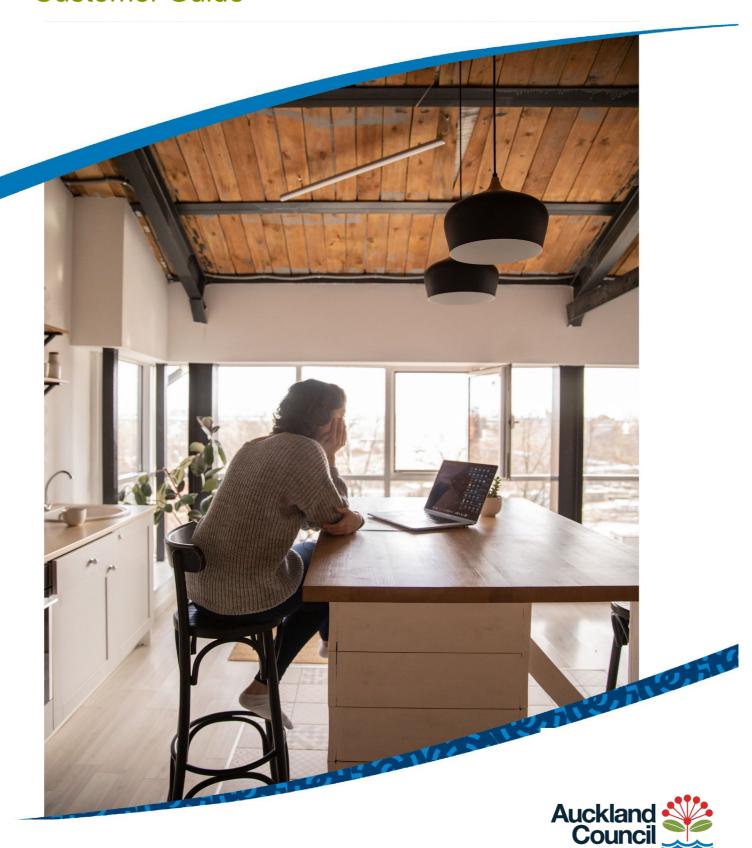


Table of Contents

1	In	troduction	3
	1.1	Purpose of this document	3
	1.2	Digital resource consents – an overview	3
2	С	reating and submitting an online resource consent application	4
1 2 3 4 5	2.1	Overview	4
	2.2	Logging in to the online portal	4
	2.3 Creating and submitting an online consent application		7
		Selecting the property	9
		Entering customer details	10
		Entering activity details	12
		Giving access to another user	13
		Making payment	15
3	С	opying an application	19
4	Р	roviding additional documentation in support of an application	22
5	Н	elp and support	24

1 Introduction

1.1 Purpose of this document

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

1.2 Digital resource 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 resource consent application

2.1 Overview

This section covers the creation and submission of a new resource consent application 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.

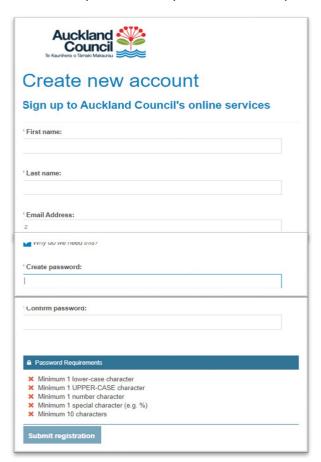


If you already have an account, go to step 6.

- 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.

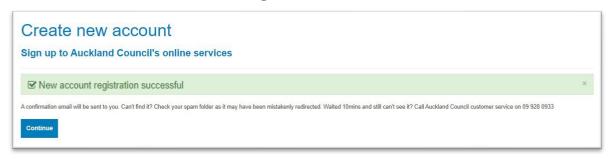


4. Fill in all required fields (indicated with *) and click **Submit registration**



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**.

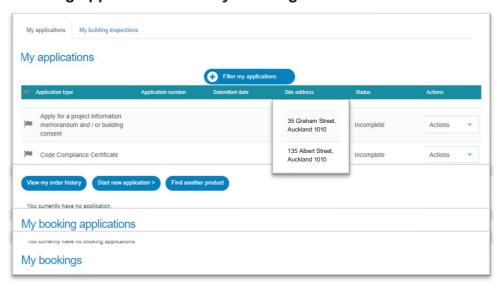


The myAUCKLAND screen displays.

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.

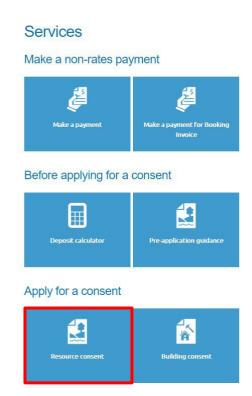


2.3 Creating and submitting an online consent application

Before you begin

All business rules relating to documentation standards apply/ must refer to the **Guidelines for online resource consent applications**

- 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.

3. Click on the button for the application type you are applying for. The process outlined below shows how to apply for a resource consent.

Resource consent

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



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

Apply for a resource consent

Use this form if you are applying for a:

- land use resource consent
- · subdivision resource consent
- · streamworks (working within streams) consent
- · coastal permit
- discharge permit
- · water permit.

Select all the options necessary to cover your proposal.

If you are applying for tree work only, use the Apply for resource consent - tree works application form.

All resource consents are subject to specific conditions. We will endeavour to seek your agreement to our conditions before approving your consent.

You will need to pay a deposit when submitting this application, unless you are an approved credit customer. You can pay by either Account2Account or credit card (1.75 per cent convenience fee applies).

Guidelines for consent applications

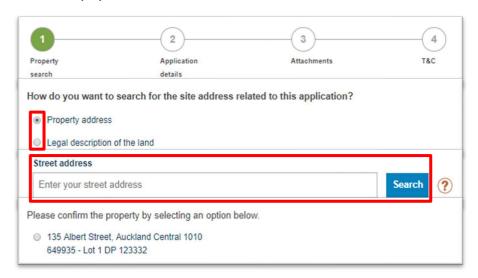
Before you apply, make sure:

- you have the names and signatures of all trustees, if the application is in the name of a trust
- you have a Record of Title, less than three months old (you can order one online at www.linz.govt.nz)
- · you have an Assessment of Environmental Effects
- · documents are in PDF format, not locked or password protected
- · documents are less than 300MB and follow our file naming conventions
- drawings are presented in landscape view.

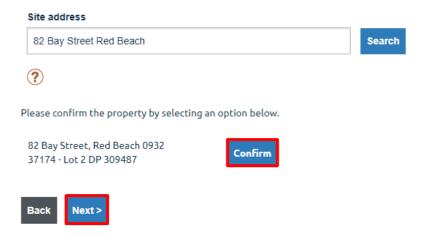


Selecting the property

5. 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.



6. **Confirm** the address option you want to create a resource consent application for. To proceed through the application form, click **Next**.



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

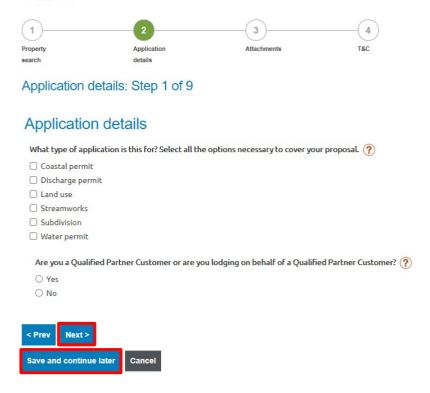
Click on the ? to see more information about what to provide in a specific field.

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 a resource consent



Entering customer details

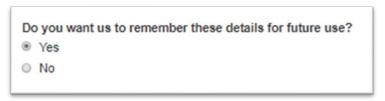
8. In the **Who is applying?** screen enter the details of the agent (if applicable) or the applicant.

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

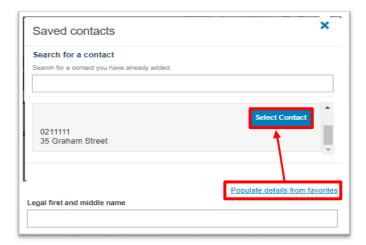
If applying as an individual, you must enter your name as it would appear on a legal document and should only enter one individual's name per name field.

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

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



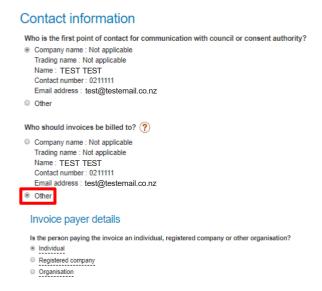
Once details are saved, the next time you fill out an online application form you will be able to auto-fill the form with the saved details by clicking **Populate details from favourites** and selecting the set of details you want to use.



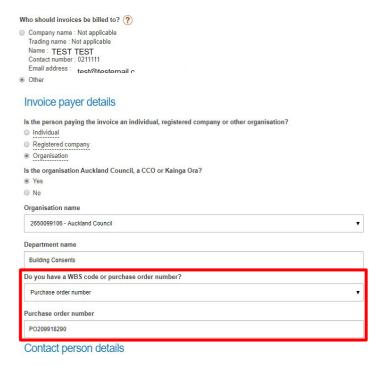
10. On the **Contact information** screen, you will need to select the first point of contact for the application, as well as who will be invoiced.

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

Application details: Step 4 of 10



11. 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.

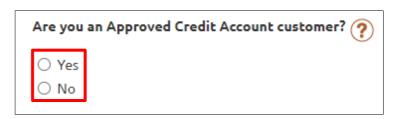


12. If the customer is not Auckland Council, a CCO or Kāinga Ora, there is an optional **Customer reference** field to provide a reference which will appear on any invoice raised for this application.



Are you an approved customer?

- 13. An Approved Credit Account customer will have an account set up with Council if they regularly request work from us. They will have a unique account number that they must use at the Payment section if using the On Account payment method.
 - Select Yes or No if you select No, you will need to upload a Declaration form. If you select Yes, you must enter your account number at the Payment section



Entering activity details

- 14. Steps 5-9 of the application form are questions about the activity, including:
 - Activity details
 - Site visit requirements
 - Monetary contributions
 - Notification
 - Mana Whenua details

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**.

Documents to be provided	
Application plans ?	
	Browse
Certificate of title (less than 3 months old)	
	Browse
Assessment of Environmental Effects (AEE) ?	
	Browse
Completed checklist (optional)	
	Browse
Supply details of the resource consent(s) being applied for (if not included in A	EE) (optional) 🥐
	Browse
Supply an assessment against the matters in Part 2 of the RMA (if not included	in AEE) (optional)
	Browse

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 17).

OR

b. Complete the **Terms and conditions** page and click **Add to cart** if you are paying for the application (go to step 22).

Save and continue later

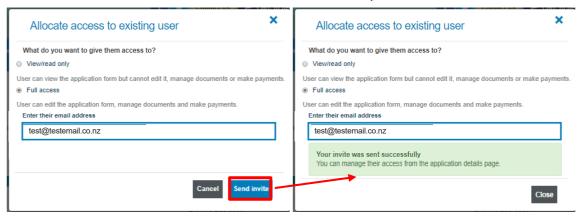
Choosing this option will take you back to **Consents, licenses and property applications** list.

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

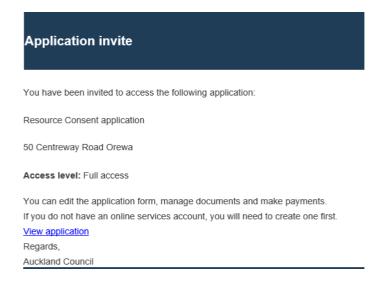
My applications



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 the **Consents, licenses and property applications** list once they have signed in. If they are not already a registered user, they will be asked to register.



20. On the **Consents, licenses and property applications** page scroll down to the bottom of the page to find the **View applications that have been allocated to me** field. This is where any shared applications can be found. This field may need to be expanded.

Click Continue.



-View applications that have been allocated to me

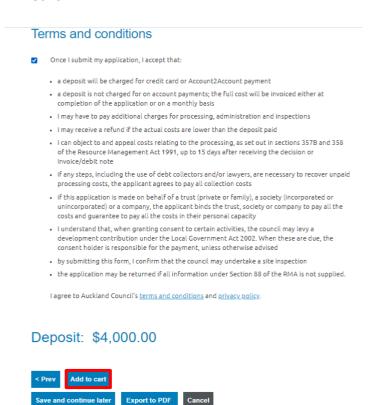
Owner	Access received	Form code	Consent/Licence type	Site address	Status	Actions
Terese Marsh	23/8/2017 13:8	0000188620	Outline plan of works	6A/10 Airborne Road, Rosedale 0632	Returned at Lodgement	<u>View details</u>
Terese Marsh	30/8/2017 7:39	0000198787	Apply for a temporary structure	12 Tableau Place, Totara Vale 0629	Incomplete	Continue
Terese Marsh	11/12/2018 8:3	0000449642	Deemed permitted activity	23 Marina View Drive, West Harbour 0618	Incomplete	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

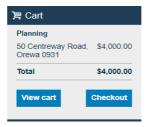
Add to cart

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



23. Click Proceed to checkout.



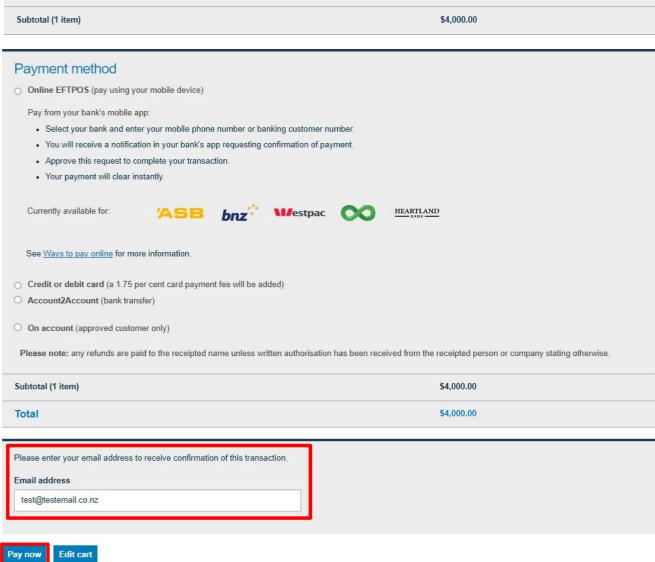


- 24. In the **Checkout** screen (next page), select which payment method to use, provide an email address for confirmation and follow the instructions to complete payment:
 - a. Online EFTPOS (pay using your mobile device)
 - b. Credit card or debit card
 Note: There is a convenience fee of 1.75 per cent 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.

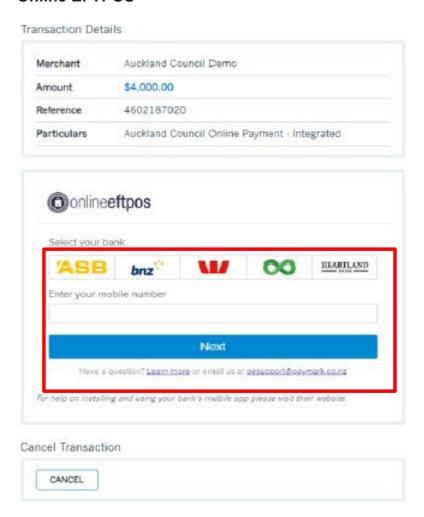
Checkout

Planning Property / ID Type of application Sub-type of application Transaction amount NA87D/294 Land use Residential \$4,000.00 50 Centreway Road, Orewa 0931 Subtotal (1 item) \$4,000.00

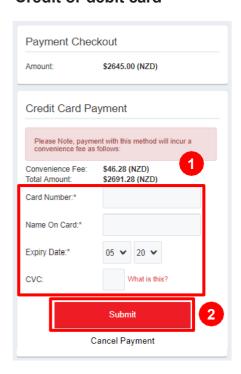




a. Online EFTPOS

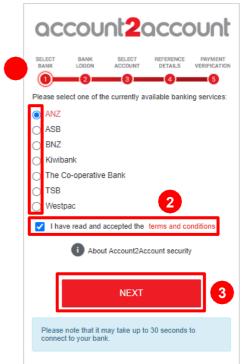


b. Credit or debit card

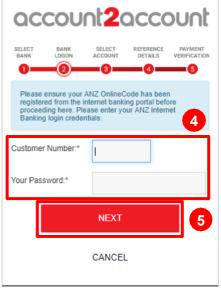


c. Account2Account

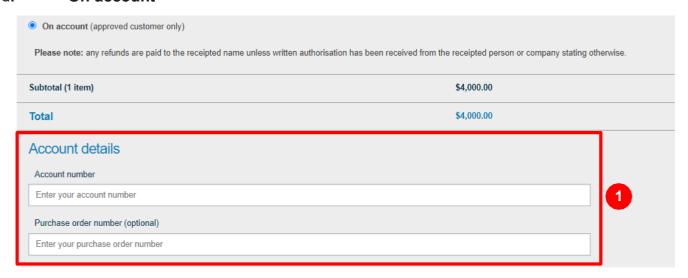








d. On account



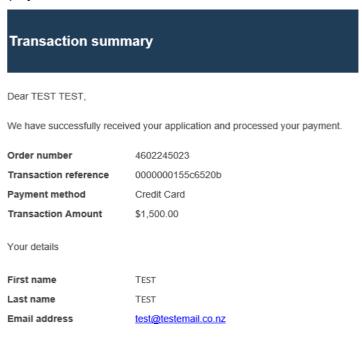


25. When the application has been submitted successfully, the dashboard will display a message.

Submission successful

If you have entered an email, you will receive a confirmation of this submission shortly. Please keep the email as a reference. As an on account customer you will not be charged at this stage.

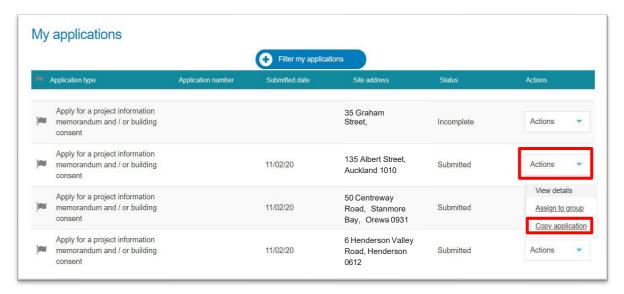
26. A transaction summary will be sent to the email address which was provided in the payment screen.



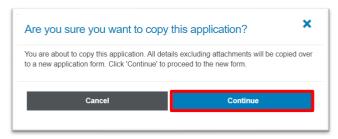
3 Copying an application

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

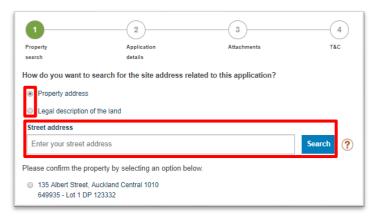
- 1. Navigate to the **Menu > Consents**, **licenses and property applications** list.
- 2. Click **Actions** for the application you want to copy and click **Copy application**.



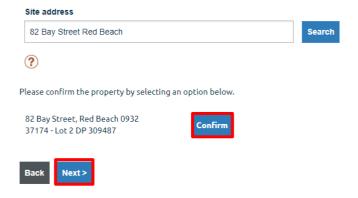
3. A confirmation message will appear. Click **Continue**.



 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 a resource consent application for. To proceed through the application form, click **Next**.



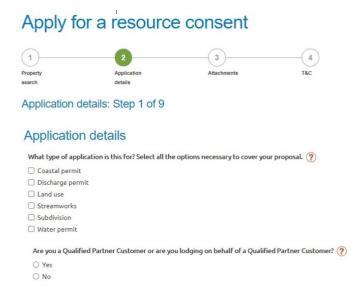
If this error message displays you will be unable to proceed with the copied application and will need to start a new application instead.

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 <u>not</u> 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 \mathbb{Z}^{3} .

Documents to be provided



Refer to sections Giving access to another user (page 13) and Making payment (page 15) to complete application submission.

4 Providing additional documentation in support of an application

Before you begin

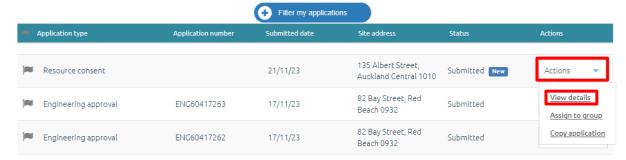
All business rules relating to documentation standards apply/ must refer to the **Guidelines for online resource consent applications**

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

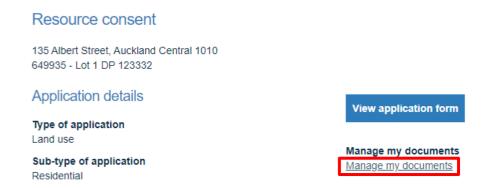


3. In the list of applications section, click **Actions** for the application you are uploading documents for, and click **View details**.

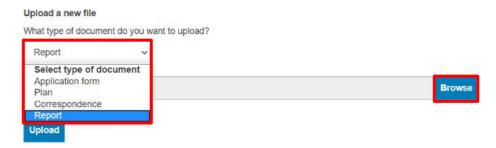
Consents, licenses and property applications



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.



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

