

To access our online consenting portal, go to:

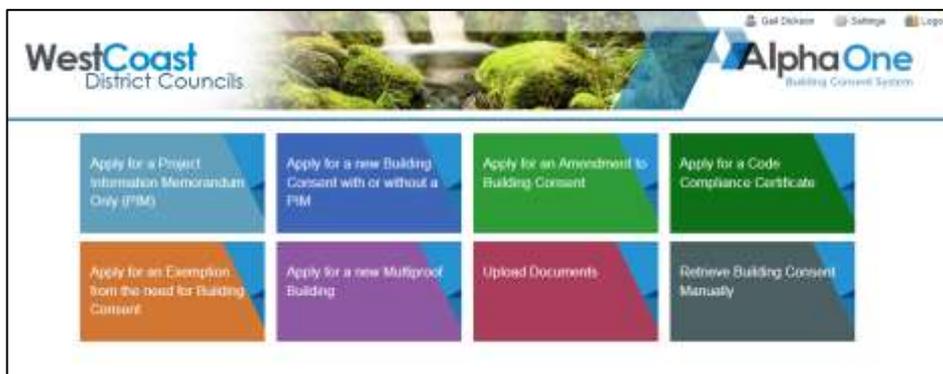
<http://consents-westcoast.abcs.co.nz>

or through our website <https://westlanddc.govt.nz> under Building

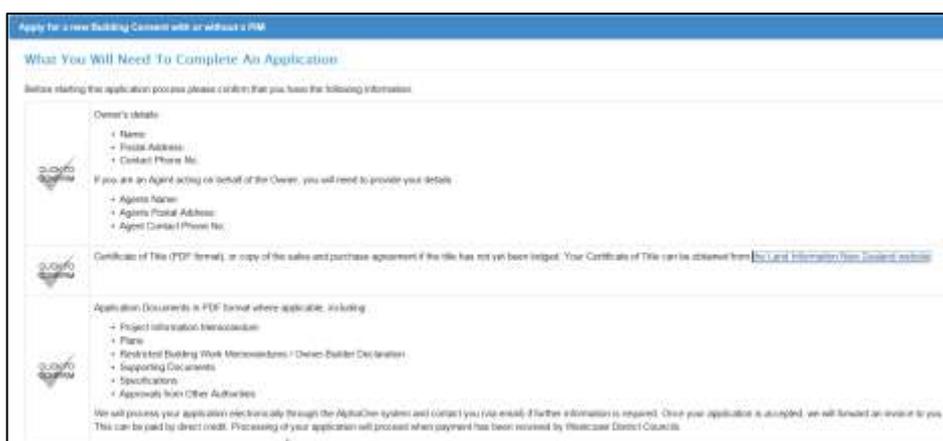


This is the front portal you will see when you first access AlphaOne.

As a new user, you will need to sign up for that first time only. Thereafter you can access the portal by signing in as an existing user.



Select the action you require, in most cases it will be for you to lodge a building consent. If you have already lodged a building consent, and want to add some further information to it, you can upload documents, then select the consent you wish to add the documents to.



Documents required to lodge your consent

You must confirm that you have the required information before you can continue. Please note that at this stage you are asked to provide in particular, a certificate of title. You may tick to confirm this field as long as you have a current proof of ownership.



Are you the Owner OR the AGENT

Owner's Detail

Owner's Name: *

Individual / International Company NZ Registered Company

Campbell Dickson

Contact Person:

(if owner is a company)

Mailing Address: *

17 Ives Street

Suburb

Hector

7822

West Coast

Street Address:

same as mailing address

17 Ives Street

Suburb

Hector

7822

West Coast



Phone: *

3334444

Mobile:

291192921

Email: *

campbelldickson@slingshot.co.nz

Owners Details

The **owners** details must be completed in full including contact details, in particular an **email address**. Currently this is not always provided on hard copy consents when the application has been completed by an agent.

It is planned that any RFIs as well as the finalised Building Consent and Code Compliance Certificate will to be sent electronically to the owner as well as the agent. (One hard copy set of documents will also be provided to be kept on site.)

If the owner/applicant does not use email, hard copies will be sent by post.

Once you have created your sign on account if you have signed on as an "agent", it will remember your details for all future projects and you will only be asked for the owner's details.

WestCoast District Councils **AlphaOne**
Building Consent Builder

Your Progress:

Site Location

Legal Description: *

Lot: DP: OR RSV: OR Other:
(refer to your Certificate of Title)
 e.g. Suburban Section 228, Section 1 100 Plan, 1000, Township South No. 1 Block

Site Address: *

17 Ivan Street
 District:
 Mayor: 7802
 West Coast
(If site address is not yet established please enter lot number and subdivision name)

Upload your Certificate of Title / Sale & Purchase Agreement *

If you do not have your Certificate of Title or Sale & Purchase agreement you cannot proceed with your application. You can request a copy of your Certificate of Title from Land Information New Zealand (LINZ).

[+ Attach File](#)

Filename	File Size	
Building_Affidavits_and_Garages-Sheds-Disposals.pdf	48.23 KB	Remove

Site Location, Address, Proof of Ownership

No valuation number is required, just the legal description and site address. We will do a check to ensure accuracy of site, and enter the valuation number ourselves to ensure the consent hooks up to our property records.

WestCoast District Councils

Your Progress:

Tell Us About Your Project

Project Description: *

Construction of Skyline double garage

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

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

Does the project involve building work on single or multiple structures? * [i](#)

Single Multiple

Project Description

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

More than one building?

For example a consent for a new dwelling and separate pole shed.

<p>Does the work relate to: *</p> <p><input type="radio"/> Residential <input checked="" type="radio"/> Industrial (includes non-habitable farm buildings) <input type="radio"/> Commercial</p> <p>Building Classifications: *</p> <p>7.0.1 Outbuildings i</p> <p>Building Use: *</p> <p>WL (Parking Low) i</p> <p>Is there a Change of Use?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Building Use and Classification</p> <p>Please refer to attached "Classified Uses" and "Current, Lawfully Established Use" for future reference.</p>
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Further project information required.

Intended Life: *

50 years

List building consents previously issued for this project:

(if any)

Estimated Value of Building Work: *

NZ\$ 19000 .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.

If you tick yes for being an owner builder, a pop up information screen will appear with access to download the appropriate form (2B) required.

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

Yes No

Section 87A of the Building Act requires an Owner-builder undertaking restricted building work to provide the building consent authority with a statutory declaration on the prescribed form (Form 2B) before the building work begins. This form requires signed by a Justice of the Peace. Click on the link below to download Form 2B and when completed it may be uploaded using the Upload Documents button on the Home Page.

[Download Form 2B - Statutory declaration as to owner-builder status](#)

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

If you are not an owner builder, you will bypass the above information screen, and be asked if it is RBW.

If you tick no to RBW, you will continue to next screen shot below.

If you tick yes to RBW, you will be asked to provide the Certificate of Design Memorandum that is required.

You then must select the Building Code Clauses applicable to your project and the means of compliance.

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

If you are not a Licenced Building Practitioner (LBP), 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 Westcoast District Councils to identify means of compliance from documentation provided.

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
F3	Hazardous Substances and Processes	VM1	ALT
F4	Safety from Falling	AS1	ALT
F5	Construction and Demolition Hazards	AS1	ALT
F6	Visibility in Escape Routes	AS1	ALT
F7	Warning Systems	AS1	ALT
F8	Signs	AS1	ALT
G1	Personal Hygiene	AS1	ALT
G2	Laundering	AS1	ALT
G3	Food Preparation	AS1	ALT
G4	Ventilation	AS1 VM1	ALT
G5	Interior Environment	AS1	ALT
G6	Airbourne and Impact Sound	AS1 VM1	ALT
G7	Natural Light	AS1 VM1	ALT
G8	Artificial Light	AS1 VM1	ALT
G9	Electricity	AS1 VM1	ALT
G10	Piped Services	AS1 VM1	ALT
G11	Gas as an Energy Source	AS1	ALT
G12	Water Supplies	AS1 AS2 VM1	ALT
G13	Foul Water	AS1 AS2 AS3 VM1 VM2 VM4	ALT
G14	Industrial Liquid Waste	AS1 VM1	ALT
G15	Solid Waste	AS1	ALT
H1	Energy Efficiency	AS1 VM1	ALT

Your Progress:



Project Contacts

Add Contact

You can add more than one project contact.

Project Contacts

Contact Name: *

Gail Dickson

Profession:

Builder



Registration No.:

BP555888

Phone (Day):

Mailing Address:

10 Green Lane

Suburb

Motueka

7120

Tasman

Email:

gail@bdc.govt.nz

Save

Cancel

Project contacts include LBPs, or other builders, engineers, electrician, gasfitter, plumbers, drainlayers etc. In other words, all personnel which are known at the time of lodging the consent to be responsible for the work.

WestCoast District Councils  Gail Dickson Settings Logout

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.

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 on 08 354 9909 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?

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

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?

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

This information required replaces the current HAIL form in hard copy consent packages and refers to the Resource Management Act.

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

Further miscellaneous information required.

This is when you will attach all the relevant scanned (PDF) documents

The screenshot shows the 'AlphaOne Building Consent System' interface. At the top, there are logos for 'WestCoast District Councils' and 'AlphaOne Building Consent System'. A progress bar indicates 'Your Progress:'. Below this is a 'File Attachments' section with a light blue instruction box: 'Please attach files as they apply to your application.' The section contains several categories, each with a 'No Files' checkbox and an 'Attach File' button:

- Project Information Memorandum**: No Files [Attach File](#)
- Plans**: [Attach File](#)
- Restricted Building Work Memorandums / Owner-Builder Declaration**: No Files [Attach File](#)
- Supporting Documents**: [Attach File](#)
- Specifications**: No Files [Attach File](#)
- Approvals from Other Authorities**: No Files [Attach File](#)

Under the 'Plans' category, a table lists an attached file:

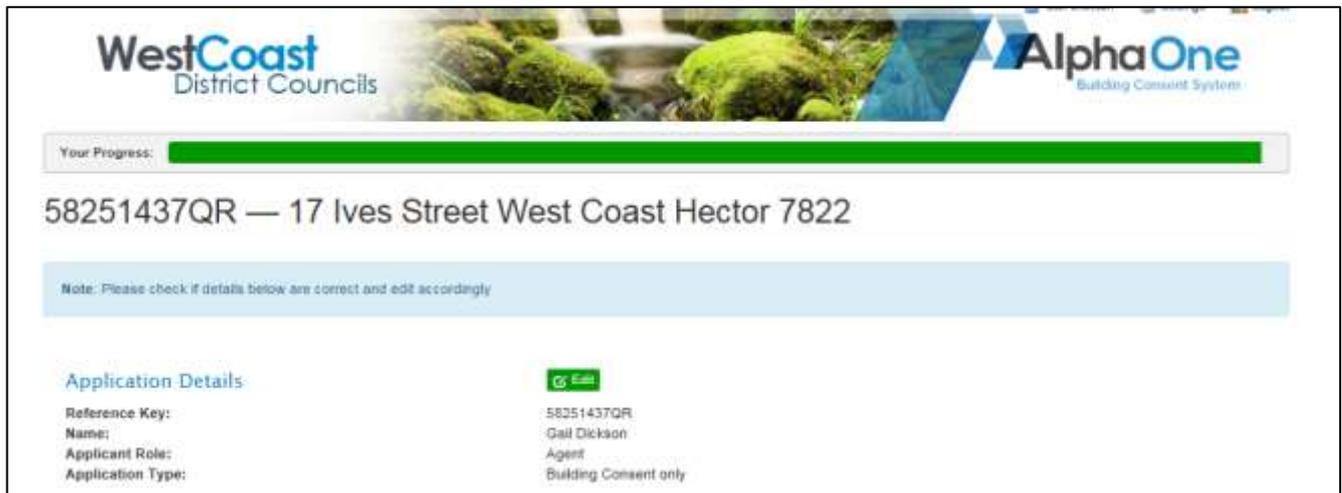
Filename	File Size	
Building_on_Hazardous_Land.pdf	40.05K	Delete

Once completed you can make any other comments you wish, enter the "Signed by" field and press the green Submit Application Now icon.

You also have the option of saving the application if you need to get further information, and submit at a later time.

The screenshot shows the 'Comments/Other Information' section. It features a text area with the placeholder text: 'Please call on issue of consent and I will collect hard copy from Council offices.' Below this is a disclaimer: '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 will be treated as first point of contact for all correspondence that relates to this application and building work.' The 'Signed by:' field contains the text 'Gail Dickson'. The 'Date:' field shows '18 Mar 2016'. A note states: 'NOTE: As Agent you will be the first point of contact for communications with the Council/Building Consent Authority regarding this application and building work and will receive all correspondence including invoices.' At the bottom, there are two buttons: 'Save Application & Submit Later' and 'Submit Application Now'.

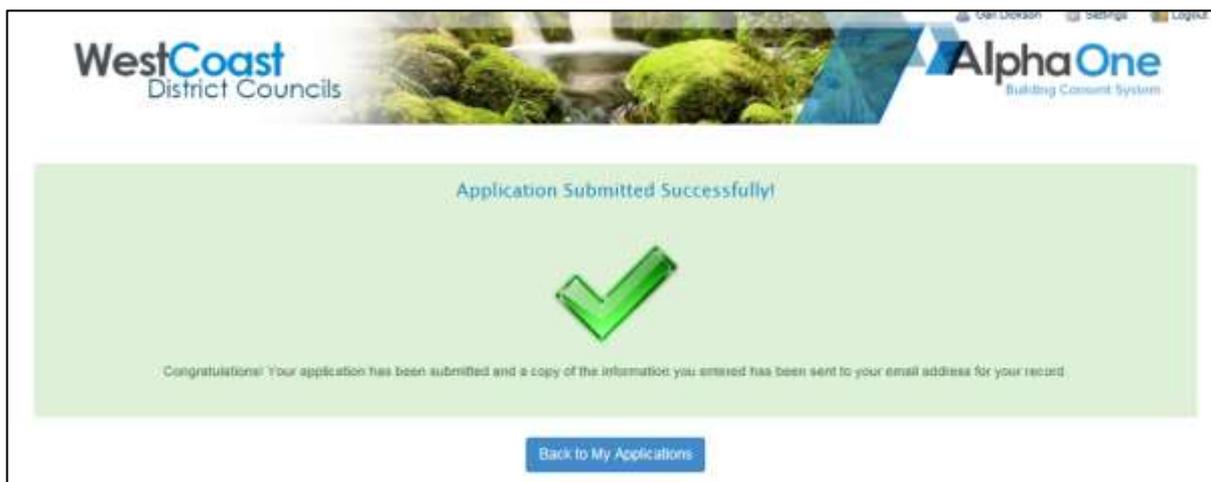
Once complete your project is given a unique number which is a reference number for you , once your application is accepted (the correct term being “imported”), it will be allocated a building consent number such as 160055 which you will all be familiar with.



The screenshot shows the 'Alpha One Building Consent System' interface. At the top left is the 'WestCoast District Councils' logo. A green progress bar is labeled 'Your Progress:'. The main heading is '58251437QR — 17 Ives Street West Coast Hector 7822'. Below this is a light blue note: 'Note: Please check if details below are correct and edit accordingly'. Under the heading 'Application Details', there is a table of information:

	Go Edit
Reference Key:	58251437QR
Name:	Gail Dickson
Applicant Role:	Agent
Application Type:	Building Consent only

And advised whether your application has been submitted successfully!



The screenshot shows the 'Alpha One Building Consent System' confirmation page. At the top left is the 'WestCoast District Councils' logo. The main heading is 'Application Submitted Successfully!'. Below this is a large green checkmark icon. The text reads: 'Congratulations! Your application has been submitted and a copy of the information you entered has been sent to your email address for your record.' At the bottom is a blue button labeled 'Back to My Applications'. In the top right corner, there are links for 'User Support', 'Settings', and 'Logout'.

You will be able to check your application's progress whenever you like. The progress will be colour coded as follows:

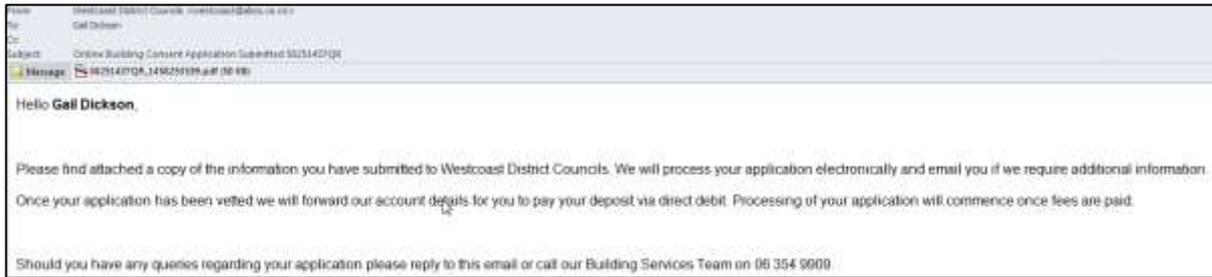
Key: Not Started In Progress Needs Attention/RFI Completed/All OK

In the example below, the application has been entered but not imported, therefore it is in progress, once we import it, it should turn green. Once the vetting begins, the vetting tab will turn orange, and when it passes its vetting stage it will turn green. If further information is required at the vetting stage, it will turn red.

This process carries throughout the whole project – the end of the project will be indicated by the CCC tab turning green.

This shows the application has been accepted and imported.

You will receive an email confirmation that your application has been submitted.



You can also invite other users, ie the owner, to be able to track the progress of the consent.



What WE see at our end after you have lodged your application

When we access our end of AlphaOne, the front portal appears as noted below. Any items in the Front Portal column indicate incoming information.

When you lodge an application electronically, at our end it will appear in the “Import Applications” line which tells us that an application has been lodged. We then import it, edit it for correctness (legal description, postal addresses etc, building use) and the vetting begins.

If you receive an RFI emailed through the system, you will be asked to reply to that email. Once you have replied, it shows below next to “Incoming Emails” so that we know there is something there that needs to be addressed.

The column headed BCA Projects, is where we access accepted projects. This column indicates to us, amongst other things, how many projects have been accepted and have passed the vetting, but not yet allocated to an inspector for processing (“Unallocated Projects”), and this is where an inspector will go to pick up the next consent that needs processing.

The screenshot displays two side-by-side panels. The left panel, titled "Front Portal" with a person icon, contains a list of menu items: "Import Applications" (with a small grey box containing the number "1"), "Manage Applicants", "Enter New Application", "Incoming Emails" (with a small grey box containing the number "1"), "Incoming Portal Documents", and "Incoming Portal Communications". At the bottom of this panel is a search bar labeled "Search Applicants..." with a magnifying glass icon. The right panel, titled "BCA Projects" with a folder icon, contains a list of menu items: "My Projects", "Unallocated Projects", "All Projects", "Multiproof Buildings", "Historic Projects (CCC Issued)", "Completed Jobs", and "Accounting". At the bottom of this panel is a search bar labeled "Search Project / Job..." with a magnifying glass icon.