

ELECTRONIC BUILDING CONSENT APPLICATIONS

REQUIRED DOCUMENT FORMAT

All consents submitted electronically must be in the prescribed format, and must be in PDF format only -no word or jpg's. This will require the use of a PDF editing program to compile your consent documents. We recommend the industry standard application; "Adobe Acrobat", this can be used to fill in our application form, and also to merge your PDF documents. "Adobe Reader" is a free download, and can also be used to fill in our application form, however cannot be used to merge PDF documents. Both of these programs can be downloaded from the following link:

<http://store1.adobe.com/cfusion/store/html/index.cfm?store=OLS-NZ&event=displayProduct&categoryPath=/Applications/AcrobatPro>

Electronic consent submissions must be submitted into two separate files, Application form, including Supporting Documents and Application plans. This does not apply to Heating Unit and Marquee Consents, these must be submitted in one separate file.

APPLICATION FORM – "APPLICATION SMITH A AND B 10 HIGH STREET RANGIORA.pdf"

This form must be filled in with Adobe Acrobat, Adobe Reader (or another PDF program that allows the PDF to remain form-fillable). Do not save this document as flattened or change the compression. Submit the Application Form as a form fillable PDF document to the Sharefile portal.

APPLICATION PLANS – "APPLICATION PLANS SMITH A AND B 10 HIGH STREET RANGIORA.pdf"

The plans are to be submitted in one PDF, this can include the architectural and structural plans in the one PDF file. Engineering drawings can also be submitted in this PDF.

We do not accept 'PDF Portfolio' or 'PDF with Attachment' type of files, as these cannot be stamped with our approval stamps.

The documents you submit need to be clear and legible, in colour if relevant, rotated to the correct orientation and not askew. If the documents are difficult to read, or of poor quality, this could result in your application being refused at vetting stage.

For Amendments please name Amendment and BC number.

DOCUMENTATION SUPPORT HELPLINE

For any technical assistance relating to compiling your PDF documents, or the use of the Sharefile portal, please ring 03 311 8906

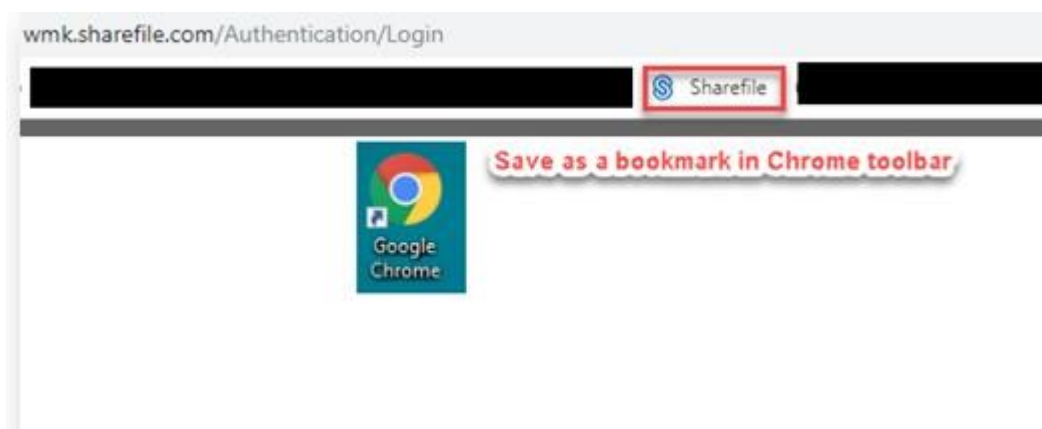
ACCESSING SHAREFILE

Sharefile is the Waimakariri District Council's data sharing portal. This web transfer portal is used for receiving building consent applications, and for uploading issued building consent documents.

NOTE: ShareFile works best in Chrome



When you first become a Sharefile customer, you are given a Login URL with your email address as your Username. Please save the URL to your favourites – save as a bookmark in the Chrome Toolbar.

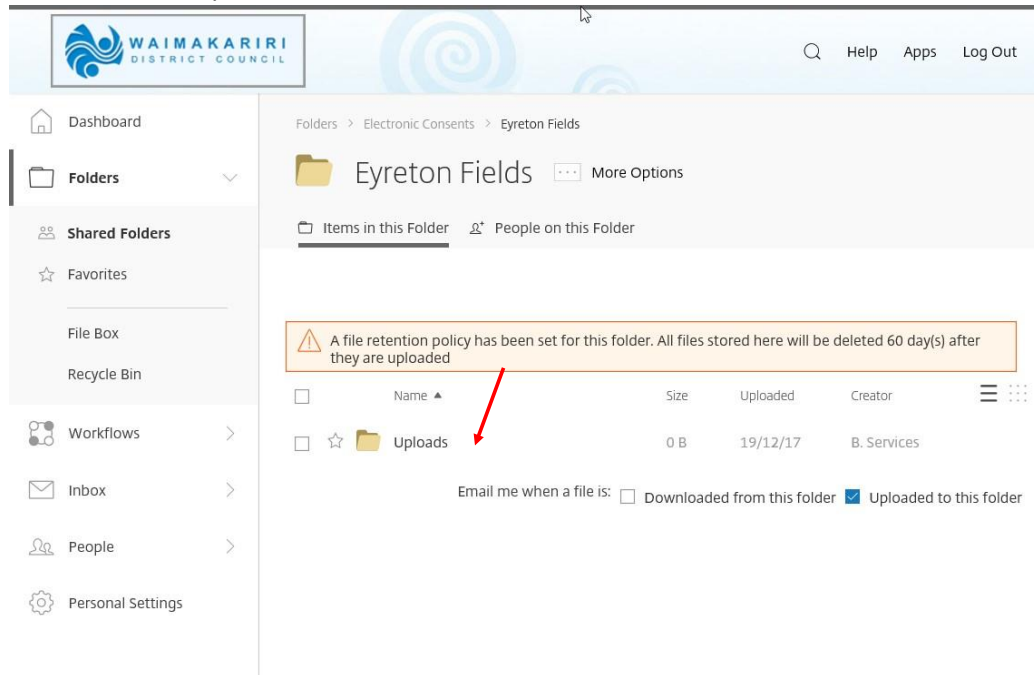


Set your password (please follow the forgot my password process). These are needed for uploading and downloading consent applications.

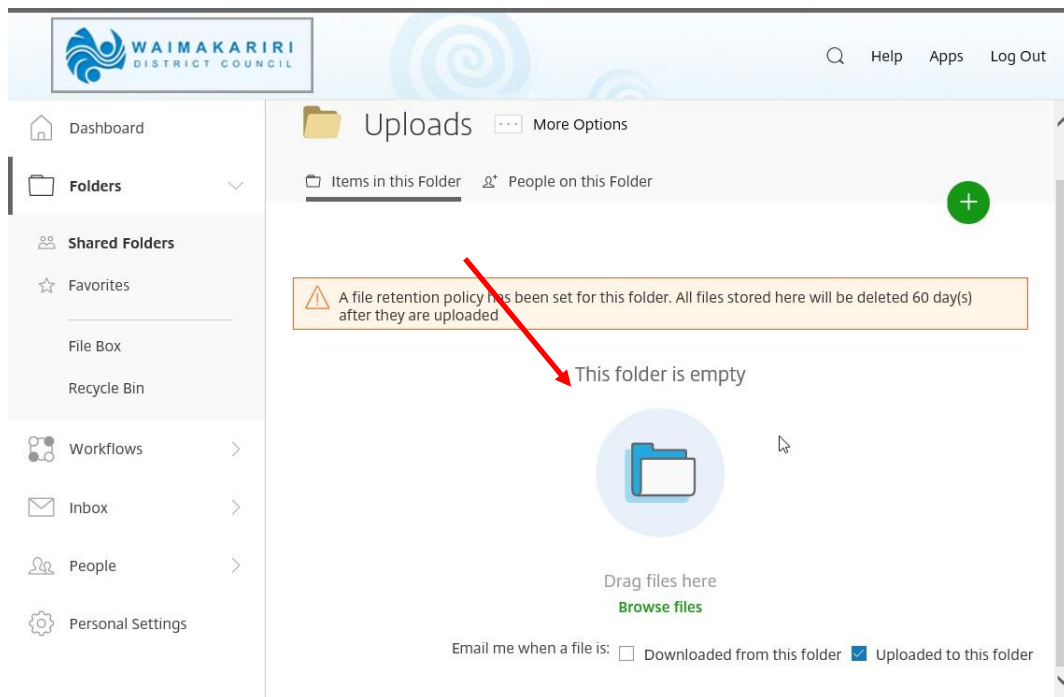
After you first log in, you will see a screen similar to the one below.



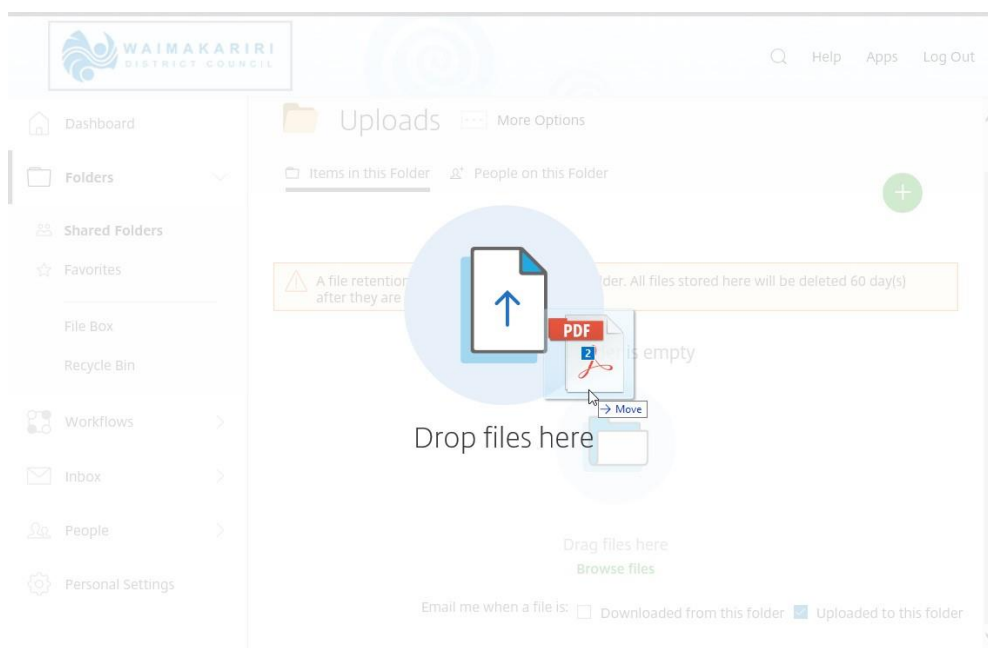
To upload files, click "uploads" folder.



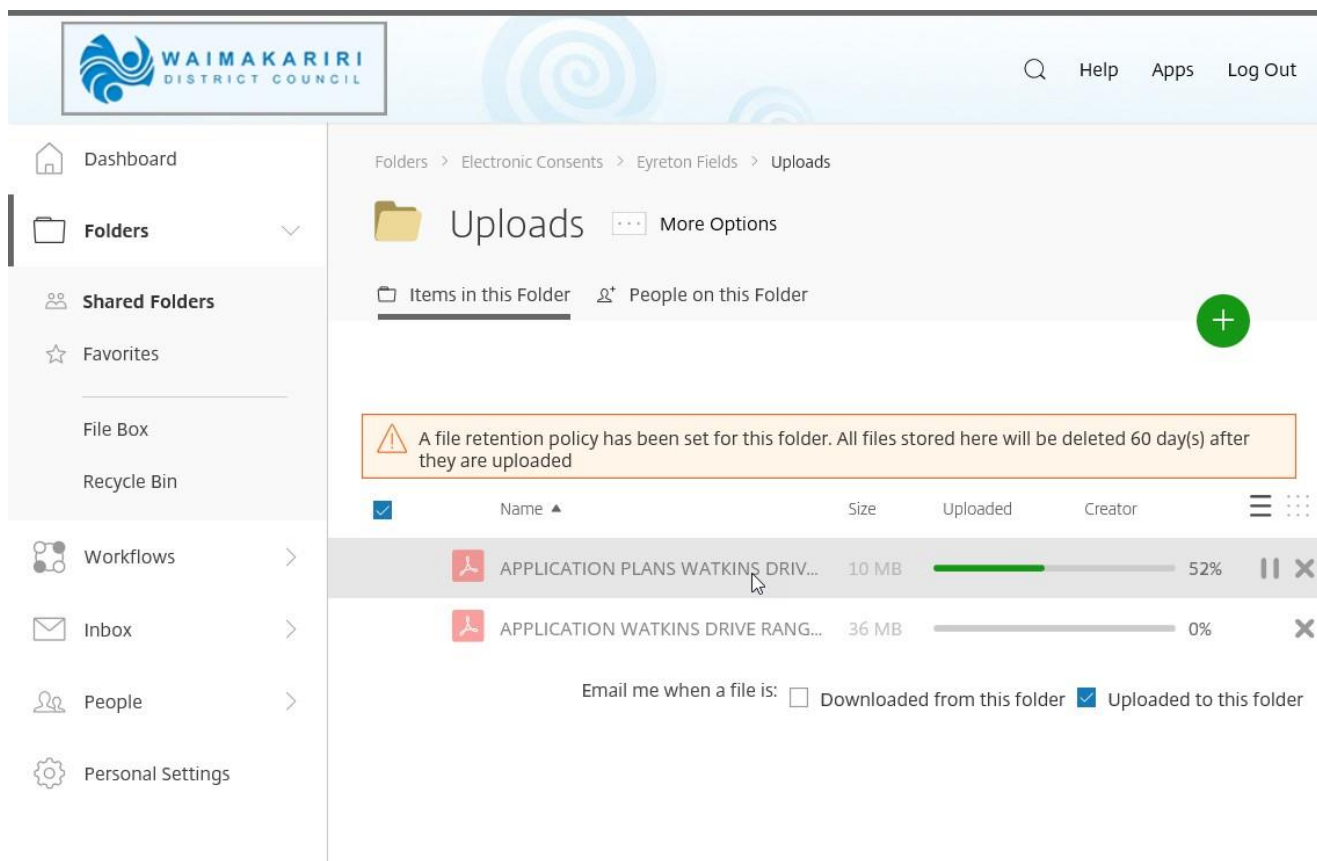
In the uploads folder, press the plus button select "upload"



Either choose 'browse files' and choose the files you wish to upload, or drag and drop the files into the space.



(When the files are uploading they will look like this)



This automatically sends the documents to the Waimakariri District Council Building Unit. After the initial vetting process of the consent, the Building Unit Administration Team will send you an email, either requesting further information before your consent can be accepted, or with an invoice for the consent. If you do not hear from someone within 48 hours, please ring 03 311 8906 (Building Unit Administration) to confirm we have received your application.