Guide to using AlphaOne

In this guide

How to find the AlphaOne portal

AlphaOne is the online consent application system used at Selwyn District Council – and can be accessed from our council website (**www.selwyn.govt.nz**) via the Forms & Checklists page under Building.
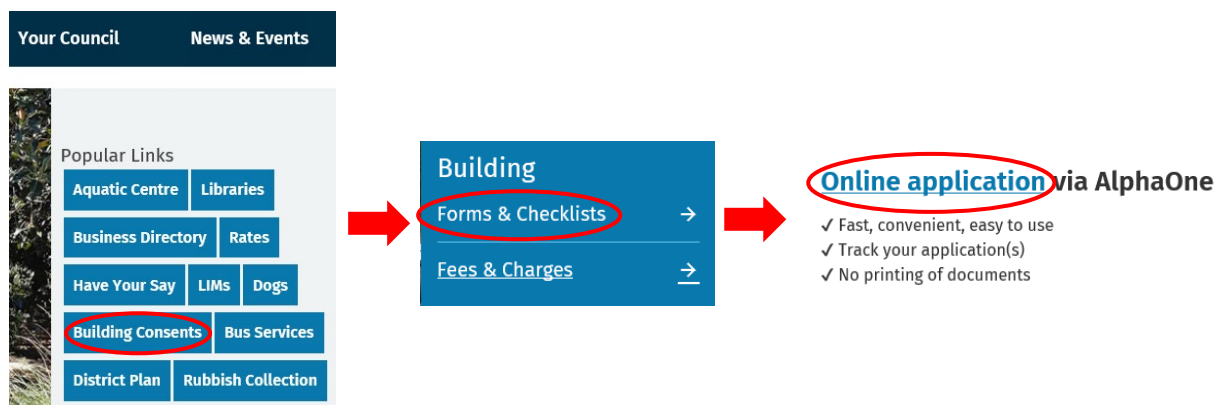
Why use AlphaOne?

AlphaOne is an all-encompassing system that you can use from start to finish of your build project – from lodging an application through to applying for your code compliance certificate.

The user-friendly front page interface allows you to

- see the real time status of your consent at all stages
- review and respond to vetting and processing RFI's
- submit amendments
- view inspection reports
- submit code compliance certificate applications
- view and upload documents for vetting, processing & code compliance certification at any time
- view users with access to the consent.

First time user?

Click on **Sign Up** and follow the easy step-by-step instructions to set up an account.

You will need to remember your user name and password for future use.

Login

Selwyn District Council Building Consent Online Application System

Email address

Password

Sign in

Sign Up • Why Sign Up? • Forgot Password? • Need Help?

Privacy Policy • Terms of Use

Using AlphaOne

1. Once you have logged in you will see the below options:

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

2. Select what you want to do – eg apply for BC or CCC, upload documents.

Supporting documents for applications

To help make processing your consent more efficient please provide:

- all minimum information – details of this are available on our website under Applying for Approvals/Information Required,

- only what is needed – ie only the relevant page(s) of the manufacturers' document (not the full product brochure), and

- the correct information for each file attachment in your application – eg

To upload your document:

- click on the blue **Action** button, and

- select **Upload Documents.**

This opens up a new window where you can select the type of document and attach your file.

BC201369

What's needed in which file?

See our information on supply required documents at inspection on our website for what's required and how to supply your documents.
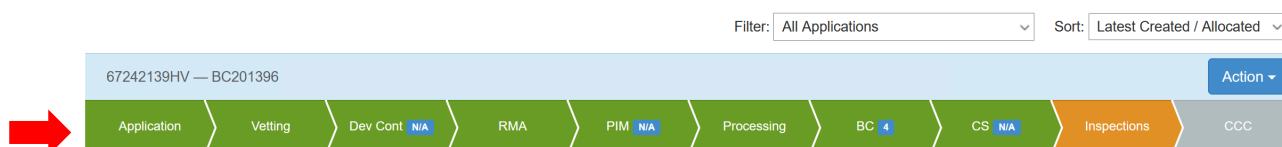
What's the status of my building consent?

1. You can view progress of a consent under **My Applications.** The chevron bar is colour coded for each stage of your application:
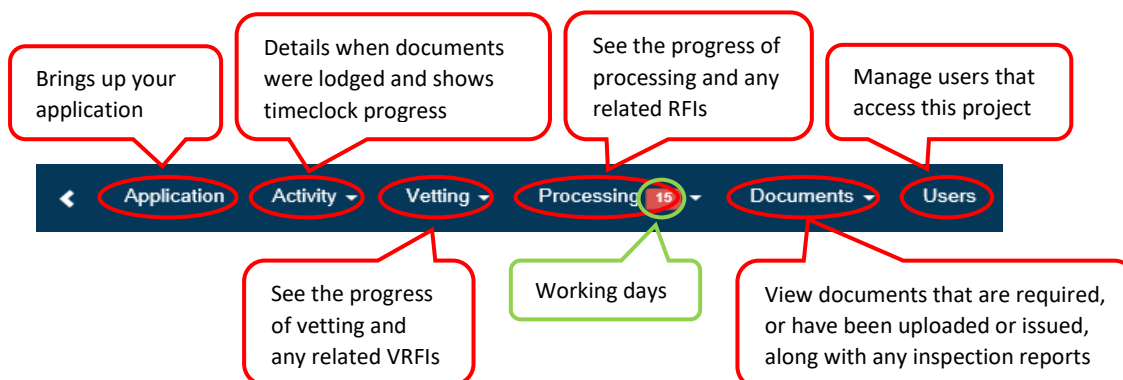
    - Grey = not started

    - Yellow = in progress

    - Red = on hold/RFI

    - Green = completed

2. Select the project you want more detail on by clicking anywhere on the progress line.

My Applications

Filter: All Applications   Sort: Latest Created / Allocated

67242139HV — BC201396   Action ▾

Application | Vetting | Dev Cont N/A | RMA | PIM N/A | Processing | BC 4 | CS N/A | Inspections | CCC

3. This will bring up the following detail for the particular project you selected:

Brings up your application

Details when documents were lodged and shows timeclock progress

See the progress of processing and any related RFIs

Manage users that access this project

◄ Application   Activity ▾   Vetting ▾   Processing 15 ▾   Documents ▾   Users

See the progress of vetting and any related VRFIs

Working days

View documents that are required, or have been uploaded or issued, along with any inspection reports

How to download your approved building consent documents

You will receive an email letting you know that your documents are now available for downloading from the customer portal after payment of your consent has been confirmed.

This email will have the following instructions:

1. Enter the following link into your internet web browser – https://consents-sdc.abcs.co.nz.

2. **Sign in** to the customer portal.

3. Click on the BC section of the **My Applications** progress bar.

My Applications

Filter: [All Applications]   Sort: [Latest Created / Allocated]

67242139HV – BC201396   [Action ▾]

| Application | Vetting | Dev Cont N/A | RMA | PIM N/A | Processing | BC 4 | CS N/A | Inspections | CCC |

Locate the relevant BC number

Click on the BC progress bar

4. Click on **Documents** on the blue menu bar – select **View Documents Issued**.

| ◀ | Application | Activity ▾ | Vetting ▾ | Processing ▾ | Inspection Report | Amendments | CCC App | Documents ▾ | Users |

View Lodged Documents
Upload Required Documents
View Documents Issued

BC201396 -

File Name	Revision	Date Created
Inspection Report	3	27 July 2020 1:22 pm - Monday
Inspection Report	2	23 July 2020 2:32 pm - Thursday
Inspection Report	1	17 July 2020 10:23 am - Friday
201396BC.pdf	N/A	15 July 2020 12:12 pm - Wednesday
201396_SD_20200714.pdf	N/A	15 July 2020 12:12 pm - Wednesday
201396_SP_20200714.pdf	N/A	15 July 2020 12:12 pm - Wednesday
201396_PL_20200714.pdf	N/A	15 July 2020 12:12 pm - Wednesday
Form 4: Certificate attached to PIM	1	14 July 2020 12:12 pm - Tuesday
Request For Further Information	1	10 July 2020 2:49 pm - Friday
Request For Further Information - Vetting	1	3 July 2020 3:12 pm - Friday

Files will appear in this list

5. Click on **building consent documentation** – select **Save File**.

Opening 201396BC.pdf   ✕

You have chosen to open:

📄 **201396BC.pdf**
    which is: Portable Document Format (13.7 KB)
    from: https://consents.selwyn.govt.nz

What should Firefox do with this file?
○ Open with Firefox
○ Open with [Adobe Acrobat (default) ▾]
◉ Save File

[OK]   [Cancel]

6. Select where you would like to save this documentation to, and then click on **Save**.

Your files will be downloaded and available for use.

Uploading required documents

Supplying your required documents via AlphaOne is simple and efficient:

- you can submit the required documents listed on your building consent as you go (ie at the earliest opportunity)

- the documents are readily available to the inspector to check before inspection

- it allows your code compliance certificate to be issued more efficiently.

All required documents **must** be uploaded before you apply for your code compliance certificate.

1. Save the document to your computer/device as a **pdf file –** keeping file names as short as possible – eg

    - BCnumber_asbuiltdp_YYYYMMDD.pdf

    - BCnumber_PS4raftslab_YYYYMMDD.pdf

    - BCnumber_Electrical_YYYYMMDD.pdf

2. **Sign in** to the customer portal.

3. Click on **Upload Documents.**
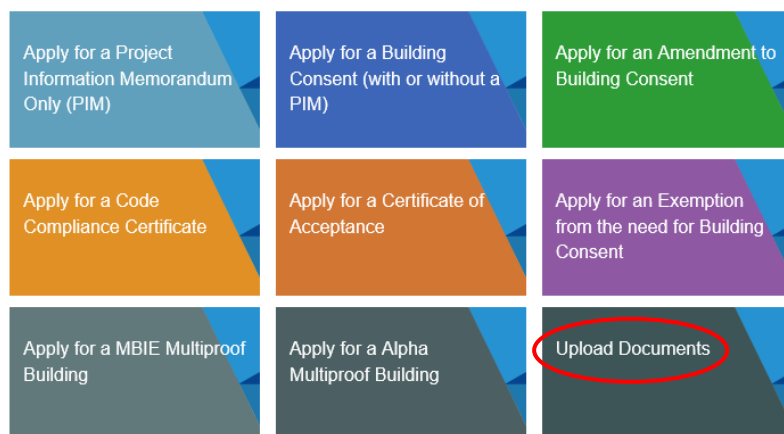
4. Use **Search** to find the building consent – enter the consent number and click on **Go**.

Upload Supporting Documents		
	Search 201396	Go

Please select the application that you wish to add documents to:

Ref. Number	Site Address	

5. **Select** the building consent that you want to add documents to.

Please select the application that you wish to add documents to:

Ref. Number	Site Address	
BC201396	10	Select

This will take you to a new window.

6. **Select** the document that you want to upload – then click on **Attach File**.

   NOTE:

   - Documents **must** be in PDF format.

   - All documents must reference the correct building consent number and site address.

   - Ensure all required form fields are completed.

   - If the document you want to upload is not displayed then upload to miscellaneous documents (ensure the document has a meaningful name – eg engineers PS4).

   - The text in brackets after the document type lists the inspection stage at which we are expecting to receive the document.

BC201396

Note: As soon as you have uploaded a file, it will be available to the Council.
Allowed document type is PDF format only and maximum file size of 1.0GB.

📁 Main Building					
Filename	**File Size**	**Uploaded By**	**Date Uploaded**	**Result**	
E3: Internal Waterproofing Membrane Product PS3 (Internal Membrane)					➕ Attach File
Form 6a - LBP record of building work - Foundations (Floor Slab)					➕ Attach File
Form 6a - LBP record of building work - Carpentry (Final)					➕ Attach File
Form 6a - LBP record of building work - Brick and blocklaying (Preline)					➕ Attach File
Form 6a - LBP record of building work - Roofing (Preline)					➕ Attach File
Form 6 - CCC application (Final)					➕ Attach File
B1: Truss certification (Framing / Pre-wrap)					➕ Attach File
E1: Stormwater drain leakage test and as-built plans (Drainage)					➕ Attach File
G9: Energy works certificate (Final)					➕ Attach File
G12: Pipework pressure test documentation (Preline)					➕ Attach File
G13: As-builts, drainlayer details, pipework test (Drainage)					➕ Attach File
Miscellaneous documents					➕ Attach File
Minor variations					➕ Attach File

7. **Locate and upload** the document that has been saved to your computer/device – **double click** on it.

8. The document will automatically load up into the portal and be visible to both you and us

    - you will also be able to see when we have reviewed and accepted your documents.

9. Click on the **filename** after it has been uploaded if you want to check or view the document yourself.

201396 asbuiltdp 20200727.pdf	235.43kB			Accepted on	...

10. When applying for your code compliance certificate (CCC):

    • check that all information submitted at BC stage is still current for the CCC – eg legal description, owner name and contact details, title, etc, and

    • update any changes and provide a new record of title as relevant with your CCC application.

Advantages of uploading your documents on AlphaOne

    • Easy for you to see the document has been provided.

    • Required documents are saved to the correct place making it easy for you to track what you have already provided or may still need to supply.

    • Each required document will be removed from outstanding documents on your inspection notices once reviewed and signed off by the inspector.

If you need help with using AlphaOne, or need access to a consent that you're working on, please contact us on contactus@selwyn.govt.nz or 0800 SELWYN (0800 735 996).