Uploading required documents into AlphaOne

1. Save the document to your computer/device
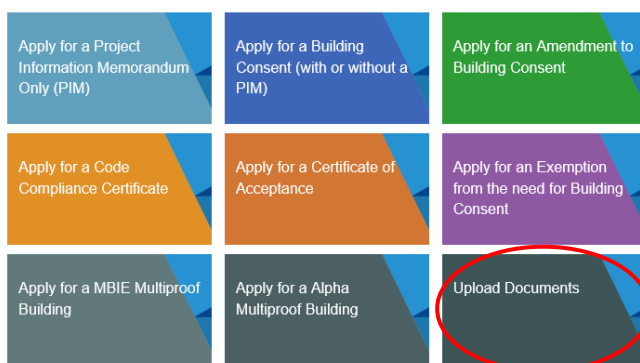
   The document needs to be saved as a **pdf file** - e.g.

   - BCnumber_asbuiltdp_YYYYMMDD.pdf

   - BCnumber_trusscertificate_YYYYMMDD.pdf

   - BCnumber_PS4raftslab_YYYYMMDD.pdf

2. Log into AlphaOne

3. Click on upload documents

4. Use the search function to find the building consent – enter the consent number and click on Go

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	
BC191008	7 Kelly Close, Lincoln, New Zealand Lincoln 7672	Select

6. Select the document that you want to upload and click on attach file

BC191008 — 7 Kelly Close, Lincoln, New Zealand Lincoln 7672

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	
Form 6a - LBP record of building work - Foundations (Floor Slab)					+ Attach File
Form 6a - LBP record of building work - Carpentry (Framing / Pre-wrap)					+ Attach File
Form 6a - LBP record of building work - Brick and blocklaying (Half High Brick)					+ Attach File
Form 6a - LBP record of building work - Roofing (Final)					+ Attach File
Form 6 - CCC application (Final)					+ Attach File
B1: Truss certification (Framing / Pre-wrap)					+ Attach File
C: Solid fuel heater - Installers Declaration (Final)					+ Attach File
E2: Wall cladding - Product & installer warranties (Final)					+ Attach File
E2: Roof cladding - Product & installer warranties (Final)					+ Attach File
E3: Internal waterproofing membrane product & installer warranties (Internal Membrane)					+ 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
191008_asbuiltdp_20191125.pdf	235.43kB	Sandra Mccormick	25 Nov 2019 11:46:45	Accepted on 9 Dec 2019 16:03:32	...

NOTE: If the document you want to upload is not displayed then upload to miscellaneous documents (ensure the document has a meaningful name e.g. engineers PS4).

7. Locate and upload the document that has been saved to your computer/device

8. You can view the document by clicking on the filename after it has been uploaded

G13: As-builts, drainlayer details, pipework test (Drainage)					+ Attach File
191008_asbuiltdp_20191125.pdf	235.43kB	Sandra Mccormick	25 Nov 2019 11:46:45	Accepted on 9 Dec 2019 16:03:32	...

Advantages of uploading documents this way

- Easy to see the document has been provided
- Required documents are scanned to the correct place
- Each required document will be removed from outstanding documents on your inspection notices once uploaded

If you're unsure whether you are uploading the required document to the correct place, or the document is not showing in the required document list, please contact us on contactus@selwyn.govt.nz or 0800 SELWYN.