



# ONLINE BUILDING CONSENTS CHEAT SHEET

You can apply for your building consent online, don't worry it's easy!

Follow these simple steps and we'll have you breaking ground in no time.

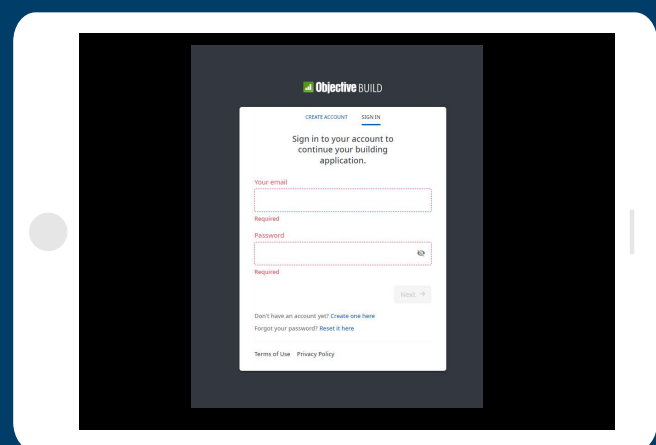
## 1. LODGE YOUR APPLICATION

Start by visiting [waipadc.govt.nz/buildingconsents](http://waipadc.govt.nz/buildingconsents) to lodge your application.

Make sure you have handy:

- proof of ownership
- sufficient plans
- specifications and/or manufacturers literature

**\*and don't forget to complete all sections on your application form in Objective Build.**



Customer portal login screen

## 2. VETTING

We'll do a quick check to make sure that your application is complete, you'll be notified if any further information is required. You can keep an eye on progress via your customer portal.

## 3. INVOICE

Once your application has been vetted by Council, we'll upload an invoice to your customer portal. You can pay this online at [waipadc.govt.nz/payit](https://waipadc.govt.nz/payit), at the counter or by internet banking. Payment must be cleared before your consent can be issued to you.

## 4. PROCESSING

Our processors will assess your project against the NZ Building Code and make sure it is safe and compliant. You can track the status of your consent at any time in your customer portal or via the Objective Build mobile app which is available to iOS users.

Scan the QR Code to download the Objective Build app from the Apple App Store.

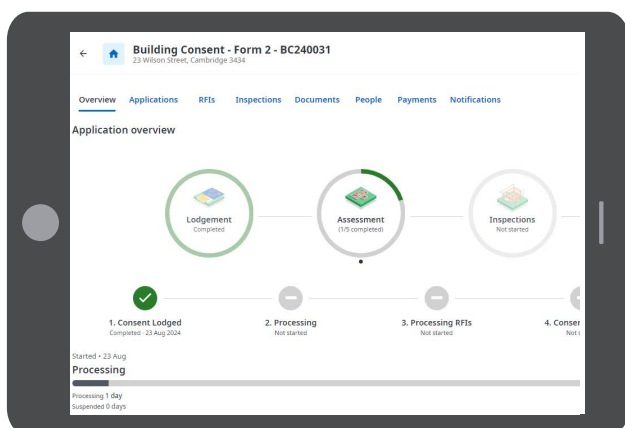


## 5. POSSIBLE RFI (further info request)

Sometimes we need a few more details, you'll be notified if an RFI is issued. The clock will be paused until we have all of the details from you. You can respond directly through your customer portal!

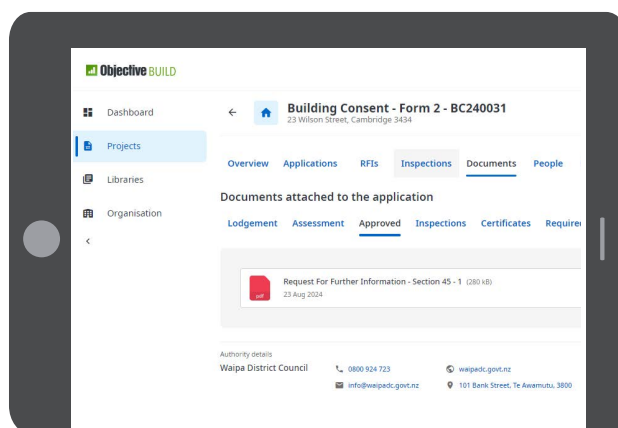
## 6. GRANT AND ISSUE

Make sure your fees are paid to make this a quick and easy process. You'll be notified when your Building Consent is issued and you can access your approved documentation via your customer portal.



The status tracker viewed from customer portal

GET STUCK? GIVE US A CALL ON 0800 924 723  
or email [info@waipadc.govt.nz](mailto:info@waipadc.govt.nz)



Application documents screen – view all of your consent documentation

## 7. INSPECTIONS

Your required inspections will be listed on your building consent, give our friendly customer support team a call to make a booking. You'll receive an inspection report after each site inspections which are available to view via your customer portal.

## 8. ISSUE CCC

Once we've received and checked all of your required documents, we'll be in touch if there are any further fees and to book your final inspection. Once all building work has passed, we can issue your Code Compliance Certificate (CCC).

