

How to submit further information for a building consent application online

Are you a registered to use Dunedin City Council online services? To respond to a further information request from Building Services or provide additional information online you need to be a registered user, and nominated stakeholder (which means you are associated with the application e.g. applicant, owner, agent, contact, professional etc).

If you are not a registered user sign up [here](#). For new registrations an email will be sent confirming your account is ready for use.

If you are not a nominated stakeholder contact the Building Services Administration team on 03 477 4000 or email building@dcc.govt.nz to discuss options.

To submit information online relating to a building consent application follow these steps:

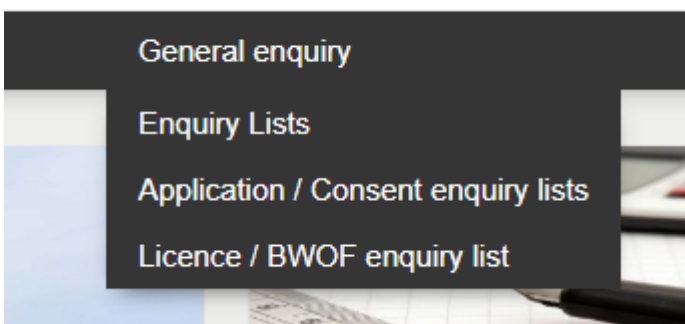
1. Go to the [homepage](#)
2. Sign in



3. Click on *General enquiry* from the menu



4. Select *Enquiry Lists* from the drop down menu



- Select the *ePathway General Enquiry – Applications* list and click on the down arrow. Select *My active building consents* then *Next*

Select Enquiry List

Below is a list of the Enquiries that are available for you to request. Please make a selection and click the Next button to continue.

ePathway General Enquiry - Applications

Home Applications Requests General enquiry Contact us

Select Enquiry List

Below is a list of the Enquiries that are available for you to request. Please make a selection and click the Next button to continue.

ePathway General Enquiry - Applications

	Description	Instructions
<input type="radio"/>	Building consent list	Lists building consent applications that are in process or issued that do not yet have a code compliance certificate.
<input type="radio"/>	Project information memorandum (PIM) list	Lists PIMs that are in process or issued.
<input checked="" type="radio"/>	My active building consents	Lists building consent applications that are in process or issued that do not yet have a code compliance certificate, for which you are a stakeholder.
<input type="radio"/>	My active applications other than building consent	Lists applications that are not yet issued or completed, for which you are a stakeholder.
<input type="radio"/>	My applications requiring further information	Lists applications requiring a response to a further information request, for which you are a stakeholder.
<input type="radio"/>	My code compliance certificates - issued & refused	Lists code compliance certificate applications issued or refused, for which you are a stakeholder.

- Applications in which you are a stakeholder will display at the end of the page. Click on the applicable Application number

Lists applications in process, or issued consents (from 1 January 2012) in which you are a stakeholder (e.g. owner, agent, contact), that do not have a CCC.


[Download](#)

Application no. ↕	Application type ↕	Application date ↕	Application location	Application description ↕	Current status ↕
ABA-1900-999	Building Consent	1/01/2013	50 The Octagon Dunedin	Test	BC Issued

- Scroll to the end of the details and click *Submit Response*



- The *Application Response Summary* screen will display. Click the applicable action

Action	Issued	Due By	You Responded	Document
Click here to Respond to this Request for Further Information	18/12/2023	17/03/2024		
Click here to Supply Further Information				

9. To submit a further Information response, complete the applicable fields as below and click Next. You can add more attachments.

Application Response

Please supply the details requested below.

Further Information Required [View document](#)

Type Response to Further Information Request

Details Requested items addressed, see attached.

Attachment Choose File Example further information response.pdf

Attachment Description Revised floor plan

Attachment Choose File Example further information response.pdf

Attachment Description Revised bracing schedule

Attachment Choose File No file chosen

10. The *Confirm Your Application Response* page will display. Click Next or Previous if you need to add more details

Confirm Your Application Response

Below are some of the details of your Application Response Registration. Click the Next button to confirm the Application Response details have been completed correctly.

Response Type Further Information (RFI or customer initiated)

ID	Type	Details	Attachment	Attachment Description
1	Response to Further Information Request	Requested items addressed, see attached.	<input type="checkbox"/>	(Has 2 attachments)

Previous
Next

You can continue to add further responses or close out. An email notification will appear in your email inbox. If you continue to experience difficulties please contact the Building Services administration team on 03 477 4000.