

Change in philosophy around the handling of amendments

In the current system, applications for amendment are handled as 'sub-applications' to a main application with an Issued Building Consent. This works well for single amendments but creates issues when there are multiple amendment applications on a project. In these situations, multiple amendments are 'bundled' together into a single Building Consent. Based on feedback from councils, this is not the correct way to handle amendments. As a result, we are making changes so that amendments can be treated as independent applications, that can each be progressed separately.

Changes will be specific to a project and its subsequent amendments. Once enabled, these changes will apply to new applications going forward, and any of their amendment applications will exhibit the new behaviour. Existing projects that have no amendments, or that have only one amendment application, will also be converted. However, existing projects that have 2 or more amendments will operate as they did prior to these changes.

We hope that these changes will enable council to more quickly process amendments. We recognise that this has been a problem in Alpha for some time and believe that these will make the experience better for everyone.

The changes are described below. Throughout this document, where each amendment application has its own vetting checklist completed independently, the project is termed 'Vetting per Amendment' enabled. Where each amendment application has its own processing checklist completed independently, the project is termed 'Processing per Amendment' enabled.

Processing per Amendment

The intent of these changes for consents that are 'Processing per Amendment' enabled, is to enable each amendment application to have its own timeclock, set of RFI's, and Form 5. In the current system there is insufficient separation between these functions. This new functionality can work with or without the changes we made previously for 'Vetting per Amendment' enabled projects.

Importing amendment applications

Now when importing amendment applications, each application has a separate timeclock. The complexity of the amendment will still need to be selected as part of the import process. This cannot exceed but can match the complexity of the original consent. This means that an R2 Building Consent cannot have an amendment at R3 or higher but may have amendments at R2 or R1 complexity.

Menu App Vet VRFI DC RMA PIM Process RFI BC CS Inspect IR CCC Communication File Notes (5) Billing Files

Application Number: BC2012345715 - 22 Amendment Avenue | Complexity: R1 | CCC Clock

Please specify the MAIN construction type of this project after the amendment: Edit This Building Name: Amendment 1 View Amendment Application

⚠ The complexity of the Amendment cannot be higher than the complexity of the original BC. Complexities higher than the original BC have been hidden

R1 and R2 Complexity: Minor Plumbing and Drainage Work

R1 to C2 Complexity: Marquee

R1 Complexity: Sewer Connection

R1 to R3 Complexity: Liquid Fuel Burning Appliance only

R1 to R3 Complexity: Radiator with Auxiliary Heat Source only

R1 to R3 Complexity: Solid Fuel Burning Appliance only

R1 and R2 Complexity: Minor Plumbing and Drainage Work

This checklist is created to accommodate simple plumbing and drainage projects involving minor internal plumbing, drainage and / or storm water work. Examples include: adding a new fixture, laying a new drain, connecting to a new storm water outlet, installing a septic tank.

Note: The complexity for these type of projects has been set as a (R1 - R2) to accommodate projects within this range. It is incumbent on the processor to ensure that their competency is commensurate with the complexity of the project.

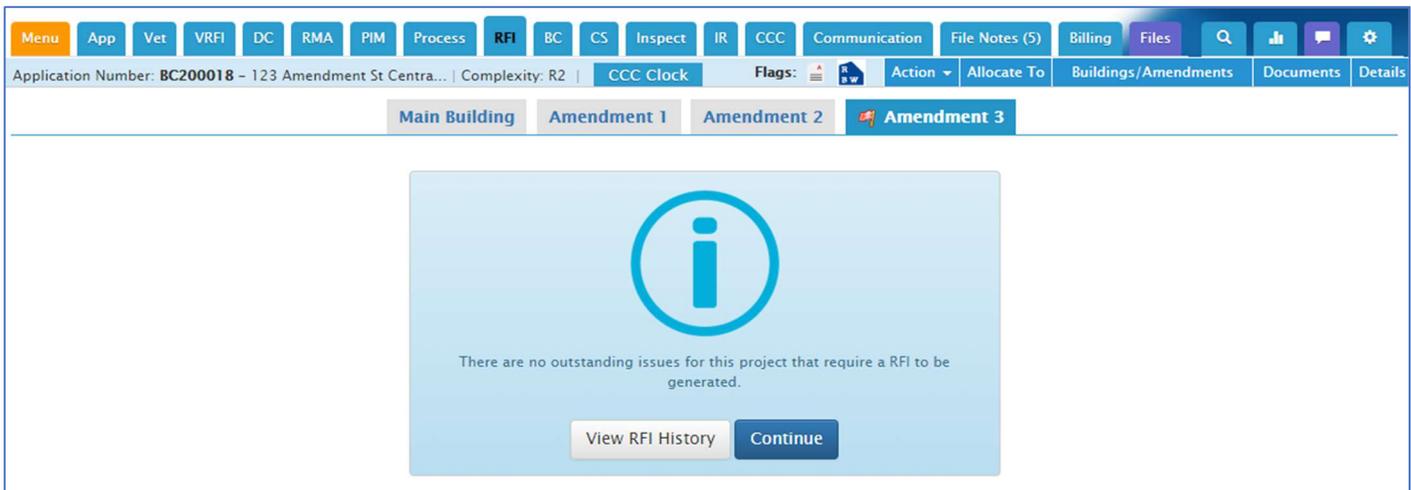
As per regulations, the timeclock starts from the date and time the application is submitted. If 'Vetting per Amendment' is enabled, the timeclock will be impacted by any vetting that occurs. Amendments can be imported or manually created in any order. I.e. there is no requirement to import amendments in the order they arrive.

Processing Time Clock Start Date:	BC200018 @21 September 2020 12:00 am - Monday BC200018.A1 @ 23 September 2020 12:00 am - Wednesday BC200018.A2 @ 22 September 2020 12:00 am - Tuesday BC200018.A3 @ 24 September 2020 12:00 am - Thursday	H. Energy	Not Started
		Pools	Not Started
		Heating	Not Started

After selecting the complexity, a new tab is created under processing for the amendment as is current behaviour. The name and status of each amendment will now display above the processing checklist.



Each amendment will have its own tab under the RFI tab. This same is the behaviour for 'Vetting per Amendment'.



Form 5s are created for each amendment under the BC tab. Each of these Form 5s is linked to an amendment application. The name and status of each amendment is shown above the Form 5.



This means that each amendment application will have a single Form 5 associated with it. This is a change from the current behaviour where a single Form 5 can span multiple amendments. Changing the name of an amendment from the default "Amendment x" will also reflect across all the tabs.

RFI's on amendments

Separation of RFI's and Form 5s means that the timeclock for each amendment can be stopped and started independently. Failing a question on a processing checklist for an amendment will now *only* add an RFI question to the RFI letter for that amendment.

Application Number: BC2012345710 - 22 Amendment Ave | Complexity: R2 | RFI Not Finalised (A2) | CCC Clock | Flags: [Icons] | Action | Allocate To | Buildings/Amendments | Documents | Details

Main Building PRO Amendment 1 PRO Amendment 2 PRO Amendment 3 PRO

Processing Checklist – Amendment 2

ACT ON	PRELIM ON	B1: STRUCTURE ON	B2: DURABILITY ON	C: FIRE SAFETY ON	D: ACCESS ON	E: MOISTURE ON	F: SAFETY ON	G: SERVICES ON	H: ENERGY ON
DETACHED GARAGE NO SERVICES ON	DETACHED GARAGE with SERVICES ON	RETAINING WALL ON	HEATING ON	POOLS ON	SOLAR ON				

In these examples, a question has been failed in the processing checklist for Amendment 2. The red “RFI Not Finalised” warning only applies to A2. In the RFI tab, Amendment 1 has no RFI Issues.

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | RFI Not Finalised (A2) | CCC Clock | Allocate To | Buildings/Amendments | Documents | Details

Main Building Amendment 1 Amendment 2 Amendment 3



There are no outstanding issues for this project that require a RFI to be generated.

[View RFI History](#) [Continue](#)

When switching to Amendment 2 the draft RFI letter is present with the RFI question from Amendment 2 processing.

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | RFI Not Finalised (A2) | CCC Clock

Main Building | Amendment 1 | **Amendment 2** | Amendment 3

Request For Further Information – Section 48

24 September 2020 Preview

Ben Smith
43 Amendment Road
Terrace End
Palmerston North 4812

Dear Sir or Madam,

Request for further information on project information memorandum / building consent application - section 48

Finalising an RFI stops the clock on that amendment. Other amendment timeclocks will continue to tick until there is an RFI, or a Decision to Grant on the associated amendment.

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | CCC Clock

STATUTORY DAYS

Label	Vetting	PIM	Processing	CCC
BC200018	3	0	3	0
BC200018.A1	1	0	2	0
BC200018.A2	2	0	2	0
BC200018.A3	0	0	1	0

- B2: Durability Not Started
- C: Fire Safety Not Started
- D: Access Not Started
- E: Moisture Not Started
- F: Safety Not Started
- G: Services Not Started

The process of resolving RFI's is unchanged. When all the questions on an RFI letter are changed to a Pass or N/A the red "RFI Stat Time" warning will appear. Clicking the warning opens the dialog to set the resolution time. If there are multiple RFI's to resolve they will all appear in the list. RFI's are labelled with the amendment they correspond to. Enter the date and time the information was received, and the relevant amendment timeclock will restart.

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | **RFI Stat Time (A2)** | CCC Clock

Set RFI Resolution Date & Time

RFI #1 - Amendment 2

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

12 : 00 AM

Notes

Revision: 1

Withdrawing and Refusing amendments

You can also Withdraw or Refuse an amendment application without impacting other applications. This is pre-existing functionality but is now linked to the timeclock of that specific amendment. Amendment 1 has been refused in the following examples.

ID	Name	Complexity	Type	Cost	Description	Lodged Date	Created By	Date Created	Status	Action
363	Application for Amendment 1 (refused)	R2	R2 Complexity: Detached Dwelling	NZD 10,000.00	Relocate 3 windows	23 Sep 2020	BS	24 Sep 2020 13:25	Refused	Action
364	Application for Amendment 2	R2	R2 Complexity: Detached Dwelling	NZD 7,000.00	Implement Retaining ...	22 Sep 2020	BS	24 Sep 2020 13:27	Active	Action
365	Application for Amendment 3	R2	R2 Complexity: Detached Dwelling	NZD 22,000.00	Remove wall between ...	24 Sep 2020	BS	24 Sep 2020 16:40	Active	Action

This is reflected in the Application Summary. This removes that amendment application from the Processing, RFI, and BC tabs.

Menu	App	Vet	VRFI	DC	RMA	PIM	Process	RFI	BC	CS	Inspect	IR	CCC	Communication	File Notes (5)	Billing	Files	Q	+	+	+	+
Application Number: BC200018 - 123 Amendment St Centra... Complexity: R2 CCC Clock																						
Decision To Grant BC (Pending Payment):		BC200018 @ 24 September 2020 1:17 pm - Thursday										Ben Smith		Main Building Preconstruction meeting / Inspection <input type="button" value="Not Started"/> Prepour <input type="button" value="Not Started"/> Wastepipes <input type="button" value="Not Started"/> Floor Slab <input type="button" value="Not Started"/> Framing / Pre-wrap <input type="button" value="Not Started"/>								
BC Granted / Issued:		BC200018 @ 24 September 2020 1:19 pm - Thursday										Ben Smith										
Amendment Application Received:		Amendment 2 @ 24 September 2020 1:26 pm - Thursday										Ben Smith										
		Amendment 3 @ 24 September 2020 4:40 pm - Thursday										Ben Smith										
Amendment Application Refused:		Amendment 1 @ 25 September 2020 11:51 am - Friday										Ben Smith										

Amendment Form 5s

To ensure that incorrect information does not end up in the wrong amendment Form 5, only the information from previously Issued Building Consents appears alongside the information of the amendment you are viewing. This section describes these changes.

Description of work

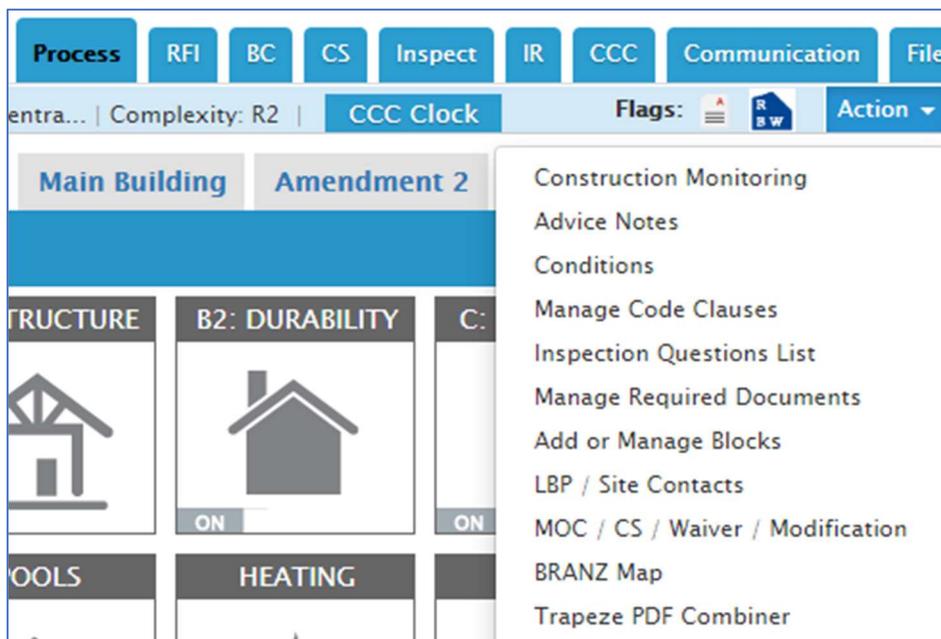
The description of work will no longer pull from the description of work of the entire project. On an amendment Form 5, the description of work will be a combination of the description of work from the *last Issued Building Consent*, plus, the description of work of the current amendment.



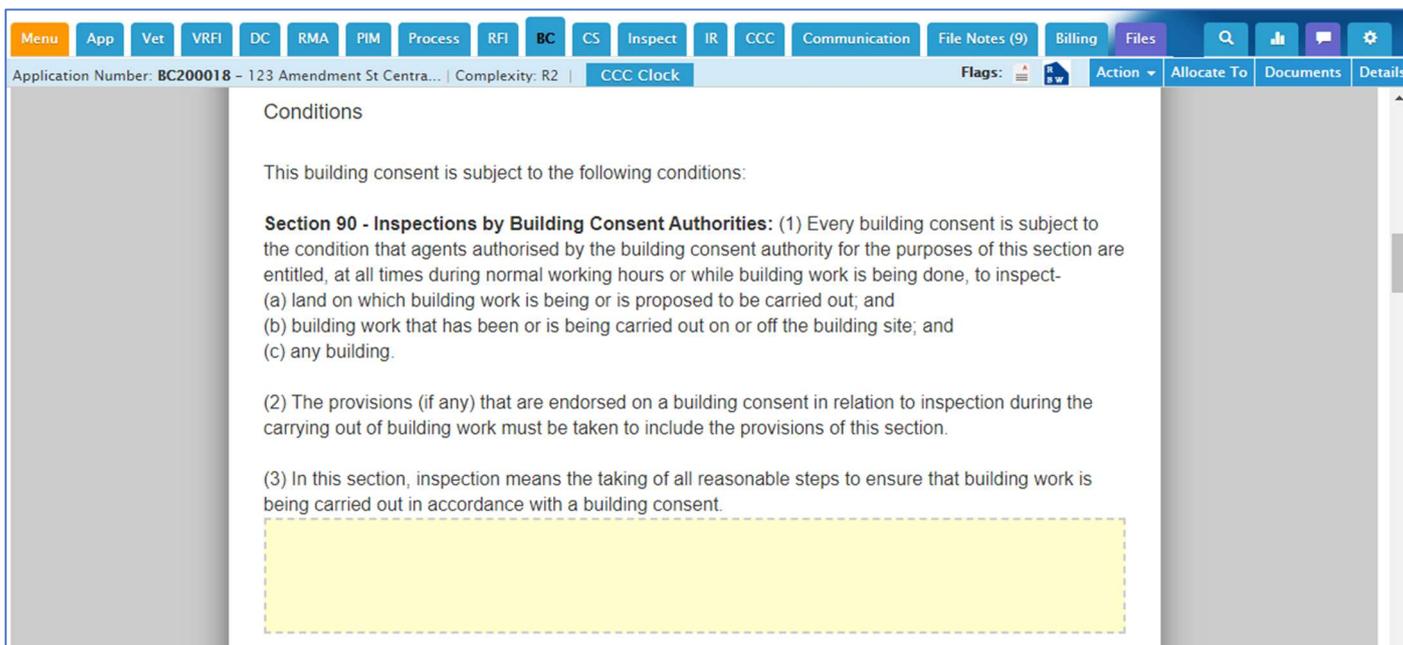
As the wording suggests, the *last Issued Building Consent* is the Building Consent that was most recently Issued on a project. This could be the Original Building Consent, or any subsequent Amendment Building Consent.

Advice Notes and Conditions

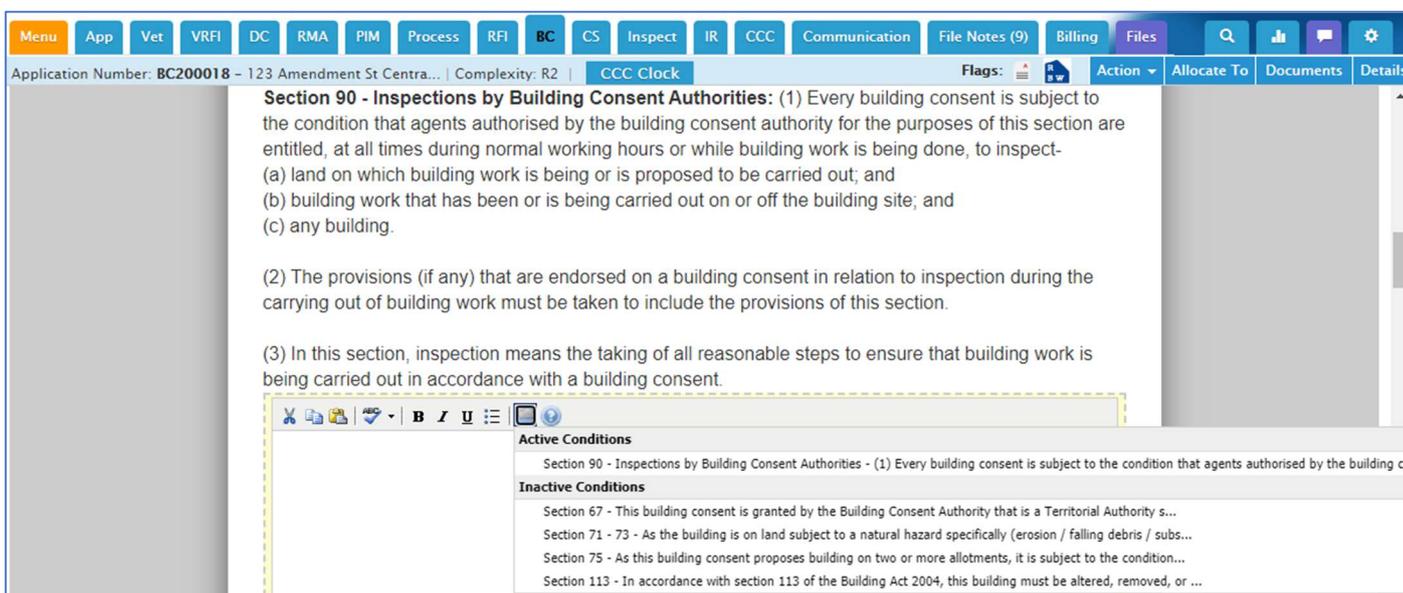
Advice Notes and Conditions will continue to be project wide. Conditions will continue to be added by passing the relevant questions in processing. Both Advice Notes and Conditions will continue to be primarily controlled by the Action Menu Items.



We will be making a change to remove the Advice Notes and Conditions from the editable text fields on the BC. They will be listed outside the editable text field, which will be empty by default. The Advice Notes and Conditions on the BC will always reflect what is selected in the Action Menu Items.



The editable text field will still have smart links to enable you to quickly insert Advice Notes and Conditions on demand. This change is to enable changes Conditions and Advice Notes to be passed between amendment Form 5s.



Inspections and Required Documents

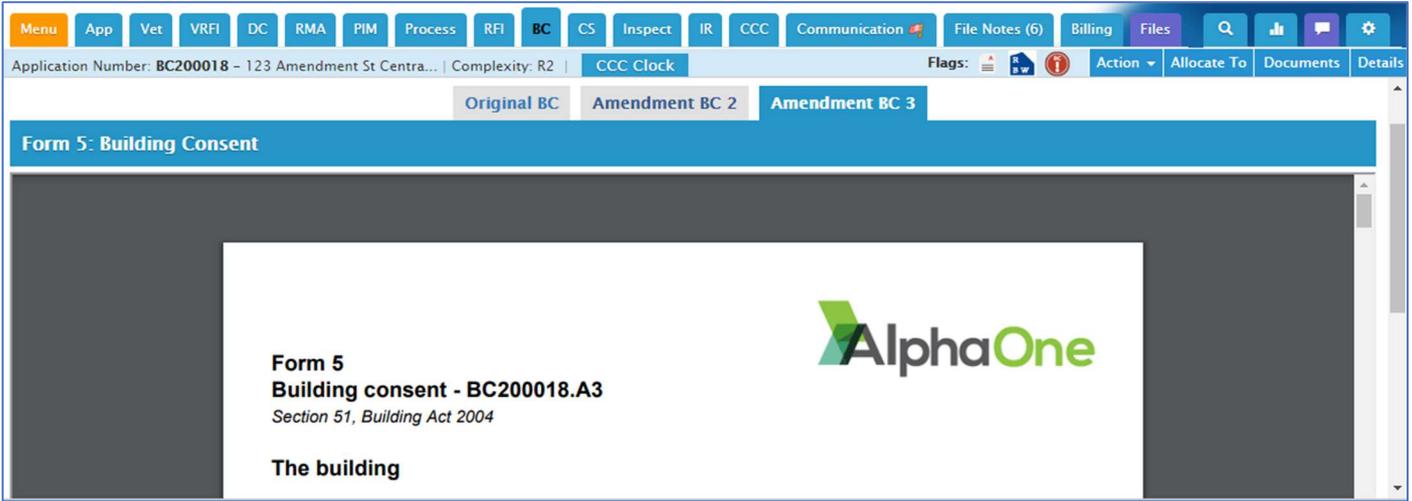
Inspections and Required Documents are triggered by processing questions before being finalised by BCO's. If an Inspection or Required Document has been triggered by a question in another amendment processing checklist it will not show on the amendment Form 5 being viewed until the Form 5 that triggered it is Issued. It will then be added to all subsequent Form 5s.

Construction Monitoring and Compliance Schedules

There will be no change to these sections of the Form 5

Decision to Grant and Grant & Issue on amendments

The separated timeclocks also enable council to make a Decision to Grant, and Grant & Issue amendments in any order. In the examples that follow, Amendment 3 has had a Decision to Grant before Amendment 2 has completed processing. Amendment 1 is withdrawn.



Amendment BC 2 is still in draft, but there is no requirement to Decision to Grant Amendment 2 before Council Grants & Issues Amendment 3.



Amendments can have Decisions and be Granted & Issued in any order. In the example below Amendment 3 had a Decision, followed by a Decision on Amendment 2, followed by Grant & Issue of Amendment 2, and finally Amendment 3 was Granted & Issued.

Decision Type	Amendment ID	Date	Time	User
Decision To Grant BC (Pending Payment):	BC200018	@ 24 September 2020	1:17 pm - Thursday	Ben Smith
	BC200018.A3 (2 Amendment/s)	@ 25 September 2020	12:05 pm - Friday	Ben Smith
	BC200018.A2 (0 Amendment/s)	@ 25 September 2020	3:43 pm - Friday	Ben Smith
BC Granted / Issued:	BC200018	@ 24 September 2020	1:19 pm - Thursday	Ben Smith
	BC200018.A2	@ 25 September 2020	3:44 pm - Friday	Ben Smith
	BC200018.A3	@ 28 September 2020	3:47 pm - Monday	Ben Smith

The screenshot also shows a list of construction items on the right side of the interface, each with a 'Not Started' status button:

- Wastepipes
- Floor Slab
- Garage Slab
- External Tanking
- Sub-floor Framing

Issuing Amendment Form 5s

As per the current behaviour, the Form 5 is updated when Issued. This removes the watermark and sets the Issue Date. This behaviour will continue to occur but will be much more widely applied to Amendment Form 5s. Because amendments may be issued in a different order than the decisions are made the information on the Form 5 cannot be static.

Specifically, the Description of Work, Conditions, Advice Notes, Inspections list, and Required Documents list may change. Please note that the order in which they are issued depends on the Issue Date rather than the 'A' subscript. As stated previously in this document, there is no requirement in Alpha to Grant & Issue Amendments in the order they arrive. The latest Form 5 replaces all others and has the latest Issue Date.

Invoicing and Blocks

Blocks will still be added automatically or added and removed manually. There are 2 block types that are impacted by this, BC Issue blocks, and Inspection Blocks.

BC Issue blocks

For 'Processing per Amendment' enabled jobs, BC Issue Blocks can now be able to be applied to and removed from specific amendments. All other blocks will continue to apply to the entire project and are not amendment specific.

Issue blocks restrict the ability to Issue a BC. Currently these are automatically applied when an amendment is decided. With 'Processing per Amendment' enabled projects, blocks will be applied to specific amendments. i.e. a BC Issue block for Amendment 1 will not restrict Amendment 2 from being Issued. This is shown below in the new BC / Amendment column. There can be multiple BC Issue Blocks that each apply to a different amendment.

Type	BC / Amendment	Sub Type	Reason for blocking
BC Issue Edit	Amendment 5	Awaiting Invoice	Invoice Due
BC Issue Edit	Amendment 4	Awaiting Invoice	Invoice Due
BC Issue Edit	Amendment 1	BC Refused	Refused
Inspections	All	Other	RMA has not been completed

Inspection blocks

The Inspection block adds a warning to the Booking Calendar when trying to book an inspection. This can be overridden at the discretion of the person making the inspection booking. The intent of this block is to ensure that people making inspection bookings are made aware that there is an amendment being processed.

Add a booking for today

Description: C2 Example Checklist

BC2012345700 - C2 Example Checklist

All further inspections for this project have been put on hold for the following reason(s):

Type	Sub Type	Reason for blocking
Inspections	Amendment	

[override](#)

Inspection Main Building Preconstruction meeting / Inspection (Not Started) - Default

Alpha can automatically manage these blocks with 2 existing configuration options. These have been available for some time and have been updated to work with the new amendments style.

If the *'BlockINSOnAmendmentImported'* configuration is enabled an Inspection block will be applied when an amendment application is imported. If there are multiple amendments active at the same time, this will be added when the first amendment is added.

If the *'UnblockINSAmendmentOnBCIssue'* configuration is enabled, this inspection block will be removed when all amendments on the project have a Decision to Grant. This means the block will persist while there are amendments without a Decision.

Time-tracking Changes

For councils that use the Time Tracker, this has now been expanded to track time against individual amendments when there are multiple on a project. Alpha will still ask you for the activity you are undertaking as it currently does. Based on this it will automatically track the time spent on that activity against the amendment you are viewing or working on.

SUMMARY OF BILLABLE TIME					
Form 5: Building Consent: from start to 20-Jan					
Billable Time					
Name	Issuing VRFI	Processing PIM	Processing BC	Other	
Ben Smith	0.03 mins	29.33 mins	6.17 mins	0.00 mins	
Total	0.03 mins	29.33 mins	6.17 mins	0.00 mins	
Form 5: Building Consent (A1): from 20-Jan (no decision)					
Billable Time					
Name	Issuing VRFI	Processing PIM	Processing BC	Other	
Ben Smith	5.70 mins	0.00 mins	0.00 mins	0.00 mins	
Total	5.70 mins	0.00 mins	0.00 mins	0.00 mins	
Form 5: Building Consent (A2): from 25-Jan (no decision)					
Billable Time					
Name	Issuing VRFI	Processing PIM	Processing BC	Other	
Ben Smith	0.00 mins	0.00 mins	8.87 mins	0.00 mins	
Total	0.00 mins	0.00 mins	8.87 mins	0.00 mins	

If time has been recorded against the incorrect amendment you can change this by editing the entry under *My time*. An extra field is now available to enable you to move the time between the Amendments on the project.

The screenshot shows the 'My Timesheet' interface with a modal dialog for editing a time sheet entry. The background shows a summary view of time entries for 'Mon 25th Jan', 'Fri 22nd Jan', and 'Thu 21st Jan'. The modal dialog is titled 'Edit a time sheet entry' and contains the following fields:

- Project:** A text input field with examples: 170012, ES52123, 910123. The current value is BC2012345713.
- Main App / Amendment:** A dropdown menu with options: 'Amendment 2 (A2)', 'Main Building (Main App)', 'Amendment 1 (A1)', and 'Amendment 2 (A2)' (highlighted).
- Edit minutes:** A text input field with the value 15.
- Comments:** A text area for adding notes.
- Save:** A button to save the changes.

The background timesheet shows the following entries:

Date	Project	Activity	Minutes	Actions
Mon 25th Jan	BC2012345713	Processing BC	6	edit
	BC2012345713.A2	Processing BC	18	edit, add
Fri 22nd Jan	BC2012345713	Idle	21	edit
	BC2012345713	Processing PIM	29	edit, add
Thu 21st Jan	BC2012345713.A1	Issuing VRFI	6	edit, add