

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.

The screenshot shows a web application interface for managing building consent amendments. At the top, there is a navigation bar with tabs for Menu, App, Vet, VRFI, DC, RMA, PIM, Process, RFI, BC, CS, Inspect, IR, CCC, Communication, File Notes (5), Billing, and Files. Below the navigation bar, the application number is displayed as BC2012345715 - 22 Amendment Avenue, with a complexity of R1. A 'CCC Clock' button is visible. The main content area is titled 'Please specify the MAIN construction type of this project after the amendment:'. It includes a search bar for 'Edit This Building Name: Amendment 1' and a 'View Amendment Application' button. A warning message states: 'The complexity of the Amendment cannot be higher than the complexity of the original BC. Complexities higher than the original BC have been hidden'. Below this, there are two panels. The left panel lists complexity levels: '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', and 'R1 to R3 Complexity: Solid Fuel Burning Appliance only'. The right panel shows a checklist for 'R1 and R2 Complexity: Minor Plumbing and Drainage Work', which includes a description of the checklist's purpose and a note about the complexity range.

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

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.

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


Processing Checklist – Amendment 1

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

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

Application Number: BC200018 – 123 Amendment St Centra... | Complexity: R2 | CCC Clock Flags: Action 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

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.

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

Application Number: BC2012345710 – 22 Amendment Ave | Complexity: R2 | CCC Clock Flags: Action Allocate To Documents Details

Main App BC Amendment 1 BC Amendment 2 BC Amendment 3 BC

Form 5: Building Consent

Form 5
Building consent - BC2012345710.A1
Section 51, Building Act 2004
The building
Street address of building: 22 Amendment Ave
Legal description of land where building is located: LOT 1 DP 65428

Preview

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.

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.

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

The screenshot shows the 'Request For Further Information - Section 48' interface. At the top, a navigation bar includes tabs for Menu, App, Vet, VRFI, DC, RMA, PIM, Process, RFI, BC, CS, Inspect, IR, CCC, Communication, File Notes (5), Billing, Files, and a search icon. Below this, the application number is BC200018 - 123 Amendment St Centra... and the complexity is R2. A red warning banner indicates 'RFI Not Finalised (A2)'. The 'CCC Clock' is visible. The main content area shows a draft letter dated 24 September 2020, addressed to Ben Smith at 43 Amendment Road, Terrace End, Palmerston North 4812. The letter text reads: 'Dear Sir or Madam, Request for further information on project information memorandum / building consent application - section 48'. A green 'Preview' button is located in the top right corner of the letter draft area.

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.

The screenshot shows the 'STATUTORY DAYS' table. The table has five columns: Label, Vetting, PIM, Processing, and CCC. The data rows are as follows:

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

To the right of the table, there is a list of items with 'Not Started' status: B2: Durability, C: Fire Safety, D: Access, E: Moisture, F: Safety, and G: Services.

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.

The screenshot shows the 'Set RFI Resolution Date & Time' dialog box. The title is 'Set RFI Resolution Date & Time'. Below the title, it says 'RFI #1 - Amendment 2'. The dialog features a calendar for September 2020. The date '25' is selected. To the right of the calendar, the time is set to '12 : 00' and the period is 'AM'. Below the calendar, there is a 'Notes' section with a text input field. The background of the dialog shows a summary of the RFI letter and a 'Show Resolved' button.

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.

Menu

App

Vet

VRFI

DC

RMA

PIM

Process

RFI

BC

CS

Inspect

IR

CCC

Communication

File Notes (9)

Billing

Files

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

Flags:

Action

Allocate To

Documents

Details

List of Amendment Applications

+ Create New Amendment Application

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																														Flags:		Action		Allocate To		Documents		Details							
Decision To Grant BC (Pending Payment):		BC200018 @ 24 September 2020 1:17 pm – Thursday																		Ben Smith		<div>Main Building</div> <div>Preconstruction meeting / Inspection</div> <div>Not Started</div> <div>Prepour</div> <div>Not Started</div> <div>Wastepipes</div> <div>Not Started</div> <div>Floor Slab</div> <div>Not Started</div> <div>Framing / Pre-wrap</div> <div>Not Started</div>																							
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.

The screenshot shows a software interface with a top navigation bar containing tabs: Menu, App, Vet, VRFI, DC, RMA, PIM, Process, RFI, BC, CS, Inspect, IR, CCC, Communication, File Notes (9), Billing, Files, and a search icon. Below the navigation bar, a header bar displays 'Application Number: BC200018 - 123 Amendment St Centra...' and 'Complexity: R2'. The main content area is titled 'Building work' and contains the text: 'The following building work is authorised by this building consent: Replace kitchen, reclad part of east elevation, add extension for new bathroom' and 'Amendment 4: Relocate window and new internal partition for wc'. On the right side of the main content area, there are tabs for 'Flags', 'Action', 'Allocate To', 'Documents', and 'Details'.

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.

The screenshot shows a software interface with a top navigation bar containing tabs: Process, RFI, BC, CS, Inspect, IR, CCC, Communication, and File. Below the navigation bar, a header bar displays 'entra...' and 'Complexity: R2'. The main content area is titled 'Main Building' and 'Amendment 2'. On the right side of the main content area, there is a dropdown menu with the following items: Construction Monitoring, Advice Notes, Conditions, Manage Code Clauses, Inspection Questions List, Manage Required Documents, Add or Manage Blocks, LBP / Site Contacts, MOC / CS / Waiver / Modification, BRANZ Map, and Trapeze PDF Combiner. The main content area also displays a grid of icons for 'STRUCTURE', 'B2: DURABILITY', 'C:', 'TOOLS', and 'HEATING'.

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.


Menu
App
Vet
VRFI
DC
RMA
PIM
Process
RFI
BC
CS
Inspect
IR
CCC
Communication
File Notes (6)
Billing
Files
Search
Charts
Messages
Settings

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | CCC Clock
Flags:
Action
Allocate To
Documents
Details

Original BC
Amendment BC 2
Amendment BC 3

Form 5: Building Consent

Form 5
Building consent - BC200018.A3
Section 51, Building Act 2004



The building

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

Menu
App
Vet
VRFI
DC
RMA
PIM
Process
RFI
BC
CS
Inspect
IR
CCC
Communication
File Notes (6)
Billing
Files
Search
Bar Chart
Messages
Settings

Application Number: BC200018 - 123 Amendment St Centra... | Complexity: R2 | CCC Clock
Flags:
Action
Allocate To
Documents
Details

There are active blocks: BC Issue (Awaiting Invoice) Click here to view

Original BC
Amendment BC 2
Amendment BC 3

Form 5: Building Consent

Form 5
Building consent - BC200018.A2
Section 51, Building Act 2004
The building

Preview

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.

Menu
App
Vet
VRFI
DC
RMA
PIM
Process
RFI
BC
CS
Inspect
IR
CCC
Communication
File Notes (9)
Billing
Files
Search
Share
Comment
Settings

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

Flags:
Action
Allocate To
Documents
Details

Decision To Grant BC (Pending Payment):	BC200018 @ 24 September 2020 1:17 pm - Thursday	Ben Smith	Footings	Not Started
	BC200018.A3 (2 Amendment/s) @ 25 September 2020 12:05 pm - Friday	Ben Smith	Wastepipes	Not Started
	BC200018.A2 (0 Amendment/s) @ 25 September 2020 3:43 pm - Friday	Ben Smith	Floor Slab	Not Started
BC Granted / Issued:	BC200018 @ 24 September 2020 1:19 pm - Thursday	Ben Smith	Garage Slab	Not Started
	BC200018.A2 @ 25 September 2020 3:44 pm - Friday	Ben Smith	External Tanking	Not Started
	BC200018.A3 @ 28 September 2020 3:47 pm - Monday	Ben Smith	Sub-floor Framing	Not Started

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.

My time
Processing BC
Start a meeting / call
Ben

My Timesheet

☒ Summary
☐ Detailed (today's only)

Mon 25th Jan

Project	Activity
BC2012345713	Processing BC
BC2012345713.A2	Processing BC

Fri 22nd Jan

Project	Activity
BC2012345713	Idle
BC2012345713	Processing PIM

Thu 21st Jan

Project	Activity
BC2012345713.A1	Issuing VRFI

Edit a time sheet entry

Project
examples: 170012, ES52123, 910123
BC2012345713

Main App / Amendment
Amendment 2 (A2)

Main Building (Main App)
Amendment 1 (A1)
Amendment 2 (A2)

Edit minutes
15

Comments

Save

Minutes	Actions
6	edit
18	edit
	+ add

Minutes	Actions
21	edit
29	edit
	+ add

Minutes	Actions
6	edit
	+ add