

Background

1

The setting up of your organisation's standard building notifications reduces the need for manual entry in the **Required Notifications** page during building consent assessment and development approval, and ensures building notification wording is consistently used.

Access to the Saved Building Notifications option

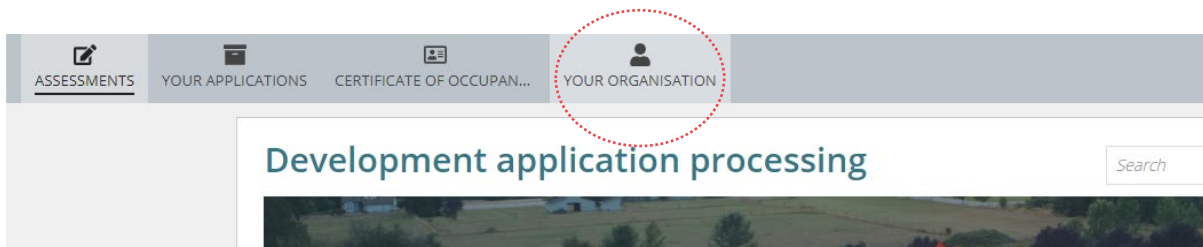
Currently, the 'Saved Building Notifications' option is only available for councils; including councils belonging to a Regional Assessment Panel (RAP).

Who can setup and maintain the standard building notifications?

Nominated staff member(s) within each organisation are assigned to the 'Organisation Administrator' role, which has access to maintain details of the organisations, staff members' online account access, standard conditions and notes, and details of the standard building notifications (includes individual and groups).

How do I know if I am an Organisation Administrator?

An organisation administrator's dashboard ribbon will display the 'Your Organisation' option.



Included instructions

- Access Saved Building Notifications
- Create a reusable notification
- Create a reusable notification group
- Edit a reusable notification
- Add and sort group notification
- Delete a reusable notification
- Remove notification from a group

Related Instructions

- [Assess a building consent](#)
- [Issue a development approval](#)

How to...

Setup and maintain reusable building notifications and groups

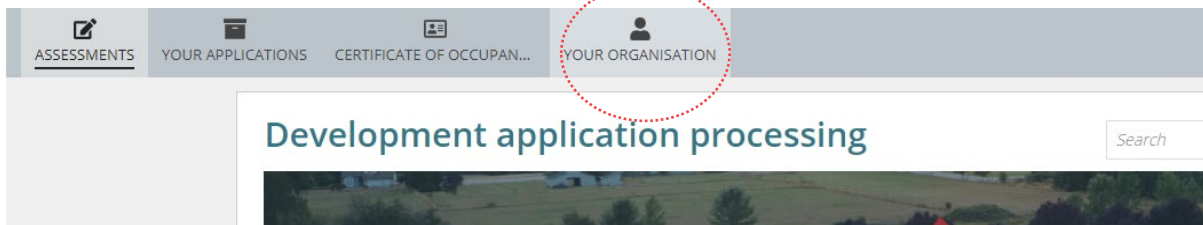


Access Saved Building Notifications

Information

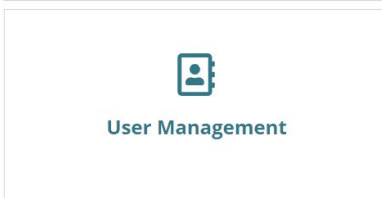
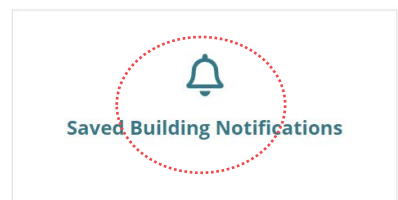
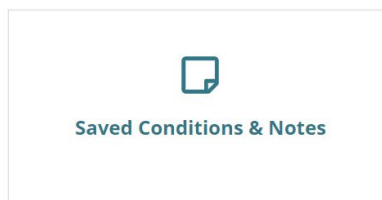
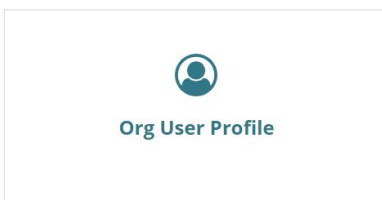
A newly created building notification or building notification group is immediately available from an in-progress assessment or development approval.

1. Click on **YOUR ORGANISATION** within the Assessment dashboard.



2. Click on **Saved Building Notifications** to commence the initial setup or show pre-existing building notifications.

Development application processing



Create a reusable notification

The **Predefined Building Notifications** page shows two sections 'Notifications' for creating individual reusable building notifications and 'Groups' for creating a building notification group made up of individual reusable notifications.

1. Click **CREATE A REUSABLE BUILDING NOTIFICATION**.

Predefined Building Notifications

Notifications

Title	Required Stage	Sort		
No items available				

CREATE A REUSABLE BUILDING NOTIFICATION

Groups

CREATE NEW GROUP

CANCEL

2. Complete the **Add New Predefined Building Notification** fields as follows:
 - **Notification Title** of the building notification. The field allows numbers and special characters.
 - **Required On** indicate Commencement or Completion notification
 - **Comment** is a field to record a comment. The comment is not visible to the assessor or the applicant.
3. Click on **SAVE** to complete.

Add New Predefined Building Notification

* **Notification Title**

* **Required On** Commencement Completion

Comment

0/400 characters

CANCEL

SAVE

The created building notification shows in the Notifications table.

4. Click on the Sort ↓ **Down** or ↑ **Up** arrows to re-position the notification as needed.

Notifications Display Order

The notification display order will match in the **Required Notifications** page within the 'Predefined Notifications' option.

Predefined Building Notifications

Notifications

Title	Required On	Sort		
Wet areas and waterproofing	Completion	↑ ↓	🗑️	Show/Edit
Firewalls	Completion	↑ ↓	🗑️	Show/Edit
External Wall Cladding	Completion	↑ ↓	🗑️	Show/Edit
Wall and Roof Framing	Completion	↑ ↓	🗑️	Show/Edit
Pouring of Concrete Footings	Completion	↑ ↓	🗑️	Show/Edit
Permanent swimming pool safety barrier (and safety feature)	Completion	↑ ↓	🗑️	Show/Edit

6 items

[CREATE A REUSABLE BUILDING NOTIFICATION](#)

Create a reusable notification group

A notification group allows assessors to add multiple building notifications in one-go versus adding individually. Prior to creating a building notification group the individual reusable building notifications must be created.

1. Click **CREATE NEW GROUP**.

Predefined Building Notifications

Notifications

Title	Required On	Sort		
Wet areas and waterproofing	Completion	↑ ↓	🗑️	Show/Edit
Firewalls	Completion	↑ ↓	🗑️	Show/Edit
External Wall Cladding	Completion	↑ ↓	🗑️	Show/Edit
Wall and Roof Framing	Completion	↑ ↓	🗑️	Show/Edit
Pouring of Concrete Footings	Completion	↑ ↓	🗑️	Show/Edit
Permanent swimming pool safety barrier (and safety feature)	Completion	↑ ↓	🗑️	Show/Edit

6 items

CREATE A REUSABLE BUILDING NOTIFICATION

Groups

CREATE NEW GROUP

CANCEL

2. Enter a **Group Name** that is meaningful to end users. Maximum of 100 characters.

New Building Notifications Group

Group Name *

New Dwelling

12/100

Notifications *

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/>	Notification	Comment	Required On
--------------------------	--------------	---------	-------------

3. Click on the individual building notifications in the order to be included in the group.
4. Click **SUBMIT** to complete.

New Building Notifications Group

Group Name*

New Dwelling

12/100

Notifications*

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/> Notification	Comment	Required On
<input checked="" type="checkbox"/> Wet areas and waterproofing		Completion
<input checked="" type="checkbox"/> Firewalls		Completion
<input checked="" type="checkbox"/> External Wall Cladding		Completion
<input checked="" type="checkbox"/> Wall and Roof Framing		Completion
<input checked="" type="checkbox"/> Pouring of Concrete Footings		Completion
<input type="checkbox"/> Permanent swimming pool safety barrier (and safety feature)		Completion

6 items

Notifications Order

1. Firewalls
2. External Wall Cladding
3. Wall and Roof Framing
4. Pouring of Concrete Footings
5. Wet areas and waterproofing

CANCEL

SUBMIT

The building notification group shows under the **Groups** option and shows the number of notifications within the group, e.g. (5).

Groups

New Dwelling (5)



CREATE NEW GROUP

CANCEL

Sort the Group Notifications

Groups Display Order

The Groups display order will match in the **Required Notifications** page within the 'Predefined Notification Groups' option.

- Expand the group heading to view the notifications.
- Click **EDIT GROUP**.

Groups

New Dwelling (5)	
Notification	Required On
Firewalls	Completion
External Wall Cladding	Completion
Wall and Roof Framing	Completion
Pouring of Concrete Footings	Completion
Wet areas and waterproofing	Completion
5 items	
<input type="button" value="EDIT GROUP"/> <input type="button" value="DELETE GROUP"/>	

- Click on the Sort ↓ **Down** or ↑ **Up** arrows in the **Current Notification** table to reposition the notification as needed.
- Click **SUBMIT** to save changes.

Edit Building Notifications Group - New Dwelling

Include Notifications

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/>	Notification	Comment	Required On
<input checked="" type="checkbox"/>	Wet areas and waterproofing		Completion
<input checked="" type="checkbox"/>	Firewalls		Completion
<input checked="" type="checkbox"/>	External Wall Cladding		Completion
<input checked="" type="checkbox"/>	Wall and Roof Framing		Completion
<input checked="" type="checkbox"/>	Pouring of Concrete Footings		Completion
<input type="checkbox"/>	Permanent swimming pool safety barrier (and safety feature)		Completion
6 items			

Current Notifications

Customise the group notifications order of display and/or removal from the group.

Notification	Required On	Sort	
Pouring of Concrete Footings	Completion	↓	<input type="button" value=""/>
Wall and Roof Framing	Completion	↑ ↓	<input type="button" value=""/>
Firewalls	Completion	↑ ↓	<input type="button" value=""/>
Wet areas and waterproofing	Completion	↑ ↓	<input type="button" value=""/>
External Wall Cladding	Completion	↑	<input type="button" value=""/>
5 items			

Edit a reusable notification

Changes made to a building notification will not update the building notification within a building consent or development approval under assessment/in progress or decision issued.

1. Complete [Access Saved Building Notifications](#).
2. Click **Show/Edit** against the notification being maintained.

Predefined Building Notifications

Notifications

Title	Required On	Sort		
Wet areas and waterproofing	Completion	↑ ↓	🗑️	Show/Edit
Firewalls	Completion	↑ ↓	🗑️	Show/Edit
External Wall Cladding	Completion	↑ ↓	🗑️	Show/Edit
Wall and Roof Framing	Completion	↑ ↓	🗑️	Show/Edit
Pouring of Concrete Footings	Completion	↑ ↓	🗑️	Show/Edit
Permanent swimming pool safety barrier (and safety feature)	Completion	↑ ↓	🗑️	Show/Edit

6 items

[CREATE A REUSABLE BUILDING NOTIFICATION](#)

The **Modify Predefined Building Notification** page shows with the notification fields editable, Title, Requirement Stage and Notification.

Modify Predefined Building Notification

* **Notification Title**

* **Required On** Commencement Completion

Comment

0/400 characters

[CANCEL](#) [SAVE](#)

3. Make the required modifications, e.g. removed 'construction' from the title.
4. Click **SAVE** to complete.

Modify Predefined Building Notification

* Notification Title

* Required On Commencement Completion

Comment

0/400 characters

The modification is reflected in **Notifications**, including the notification within the **Groups** building notifications.

Predefined Building Notifications

Notifications

Title	Required On	Sort		
Wet areas and waterproofing	Completion	↑ ↓		Show/Edit
Firewalls	Completion	↑ ↓		Show/Edit
External Wall Cladding	Completion	↑ ↓		Show/Edit
Wall and Roof Framing	Completion	↑ ↓		Show/Edit
Pouring of Concrete Footings	Completion	↑ ↓		Show/Edit
Swimming pool safety features	Completion	↑ ↓		Show/Edit

6 items

[CREATE A REUSABLE BUILDING NOTIFICATION](#)

Add and sort group notifications

Adding a notification to a group does not automatically include the notification in the **Required Notifications** table when a building consent is under assessment or decision issued or development approval in progress or decision issued.

To include the notification in the Required Notifications table, add from the Predefined Notifications listing.

Similarly, when the group notifications order of display is changed, the update is reflected in the Group available from the building consent or development approval but does not update the notification order for group notifications included in the Required Notifications table.

1. Complete [Access Saved Building Notifications](#).
2. Expand the **Group** to add or modify notifications.
3. Click **EDIT GROUP**.

Groups

New Dwelling (5) >	
Swimming Pools (3) v	
Notification	Required On
Installation of Structural reinforcement	Completion
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion
<input type="button" value="EDIT GROUP"/> <input type="button" value="DELETE GROUP"/>	

The **Edit Building Notifications Group** page shows with the 'Include Notifications' and 'Current Notifications' for the group.

- Click on the checkbox against the notification/s to include.

Edit Building Notifications Group - Swimming Pools

Include Notifications

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/>	Notification	Comment	Required On
<input checked="" type="checkbox"/>	Installation of Structural reinforcement		Completion
<input type="checkbox"/>	Prior to filling of swimming pool		Commencement
<input checked="" type="checkbox"/>	Prior to filling swimming pool		Completion
<input type="checkbox"/>	Wet areas and waterproofing		Completion
<input type="checkbox"/>	Firewalls		Completion
<input type="checkbox"/>	External Wall Cladding		Completion
<input type="checkbox"/>	Wall and Roof Framing		Completion
<input type="checkbox"/>	Pouring of Concrete Footings		Completion
<input checked="" type="checkbox"/>	Swimming pool safety features		Completion

9 items

Current Notifications

Customise the group notifications order of display and/or removal from the group.

Notification	Required On	Sort	
Installation of Structural reinforcement	Completion	↓	
Prior to filling swimming pool	Completion	↑ ↓	
Swimming pool safety features	Completion	↑	

To remove the added notification from the current notifications, click on the checkbox against the notification to de-select.

- Click on the Sort ↓ **Down** or ↑ **Up** arrows to re-position the notification/s as needed.

Edit Building Notifications Group - Swimming Pools

Include Notifications

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/>	Notification	Comment	Required On
<input checked="" type="checkbox"/>	Installation of Structural reinforcement		Completion
<input checked="" type="checkbox"/>	Prior to filling of swimming pool		Commencement
<input checked="" type="checkbox"/>	Prior to filling swimming pool		Completion
<input type="checkbox"/>	Wet areas and waterproofing		Completion
<input type="checkbox"/>	Firewalls		Completion
<input type="checkbox"/>	External Wall Cladding		Completion
<input type="checkbox"/>	Wall and Roof Framing		Completion
<input type="checkbox"/>	Pouring of Concrete Footings		Completion
<input checked="" type="checkbox"/>	Swimming pool safety features		Completion

9 items

Current Notifications

Customise the group notifications order of display and/or removal from the group.

Notification	Required On	Sort	
<input checked="" type="checkbox"/> Installation of Structural reinforcement	Completion	↓	
<input checked="" type="checkbox"/> Prior to filling of swimming pool	Commencement	↑ ↓	
<input checked="" type="checkbox"/> Prior to filling swimming pool	Completion	↑ ↓	
Swimming pool safety features	Completion	↑	

CANCEL

SUBMIT

- Click **SUBMIT** to complete.

How to...

Setup and maintain reusable building notifications and groups



The **Predefined Building Notifications** page shows and expand the **Group** to view applied modifications.

Groups

New Dwelling (5) >

Swimming Pools (4) v

Notification	Required On
Installation of Structural reinforcement	Completion
Prior to filling of swimming pool	Commencement
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

[EDIT GROUP](#) [DELETE GROUP](#)










Delete a reusable notification

Deleting a notification does not remove the notification (when added) from the **Required Notifications** table when building consent is under assessment or decision issued or development approval in progress or with a decision issued.

1. Complete [Access Saved Building Notifications](#).
2. Click **Delete** (trash can icon) against the applicable notification.

Predefined Building Notifications

Notifications

Title	Required On	Sort		
Installation of Structural reinforcement	Completion	↑ ↓		Show/Edit
Prior to filling of swimming pool	Commencement	↑ ↓		Show/Edit
Prior to filling swimming pool	Completion	↑ ↓		Show/Edit
Wet areas and waterproofing	Completion	↑ ↓		Show/Edit
Firewalls	Completion	↑ ↓		Show/Edit
External Wall Cladding	Completion	↑ ↓		Show/Edit
Wall and Roof Framing	Completion	↑ ↓		Show/Edit
Pouring of Concrete Footings	Completion	↑ ↓		Show/Edit
Swimming pool safety features	Completion	↑ ↓		Show/Edit
				9 items

[CREATE A REUSABLE BUILDING NOTIFICATION](#)

The notification is deleted immediately, with a message confirming removal from **Group/s** (as applicable).

[CREATE A REUSABLE BUILDING NOTIFICATION](#)

 The 'Installation of Structural reinforcement' notification has been removed from groups: Swimming Pools

Groups

New Dwelling (5) >	
Swimming Pools (3) ▾	
Notification	Required On
Prior to filling of swimming pool	Commencement
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion
EDIT GROUP DELETE GROUP	

Remove notification from a group

Removing a notification from a group does not remove the notification (when added) from the **Required Notifications** table when building consent is under assessment or decision issued or development approval in progress or with a decision issued.

1. Complete [Access Saved Building Notifications](#).
2. Expand the **Group** containing the notification to be removed.
3. Click **EDIT GROUP**.

Groups

New Dwelling (5) >

Swimming Pools (3) v

Notification	Required On
Prior to filling of swimming pool	Commencement
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

EDIT GROUP DELETE GROUP

The **Edit Building Notifications Group** page shows with the 'Include Notifications' and 'Current Notifications' for the group.

4. Click **Delete** (trash can icon) against the notification.

Edit Building Notifications Group - Swimming Pools

Include Notifications

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/>	Notification	Comment	Required On
<input checked="" type="checkbox"/>	Prior to filling of swimming pool		Commencement
<input checked="" type="checkbox"/>	Prior to filling swimming pool		Completion
<input type="checkbox"/>	Wet areas and waterproofing		Completion
<input type="checkbox"/>	Firewalls		Completion
<input type="checkbox"/>	External Wall Cladding		Completion
<input type="checkbox"/>	Wall and Roof Framing		Completion
<input type="checkbox"/>	Pouring of Concrete Footings		Completion
<input checked="" type="checkbox"/>	Swimming pool safety features		Completion

8 items

Current Notifications

Customise the group notifications order of display and/or removal from the group.

Notification	Required On	Sort	
Prior to filling of swimming pool	Commencement	↓	<input checked="" type="checkbox"/>
Prior to filling swimming pool	Completion	↑ ↓	<input type="checkbox"/>
Swimming pool safety features	Completion	↑	<input type="checkbox"/>

CANCEL

SUBMIT

The notification is removed from the **Group's** current notifications and enabled in the include notifications listing.

- Sort the remaining current notifications, as required.
- Click **SUBMIT** to complete.

Edit Building Notifications Group - Swimming Pools

Include Notifications

Select the notifications you wish to add to this group, you can add more reusable notifications in the previous page.

<input type="checkbox"/> Notification	Comment	Required On
<input type="checkbox"/> Prior to filling of swimming pool		Commencement
<input checked="" type="checkbox"/> Prior to filling swimming pool		Completion
<input type="checkbox"/> Wet areas and waterproofing		Completion
<input type="checkbox"/> Firewalls		Completion
<input type="checkbox"/> External Wall Cladding		Completion
<input type="checkbox"/> Wall and Roof Framing		Completion
<input type="checkbox"/> Pouring of Concrete Footings		Completion
<input checked="" type="checkbox"/> Swimming pool safety features		Completion

8 items

Current Notifications

Customise the group notifications order of display and/or removal from the group.

Notification	Required On	Sort	
Prior to filling swimming pool	Completion	↓	🗑️
Swimming pool safety features	Completion	↑	🗑️

CANCEL

SUBMIT

The **Predefined Building Notifications** page shows and expand the **Group** to view applied modifications.

Groups

New Dwelling (5) >

Swimming Pools (2) ▾

Notification	Required On
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

EDIT GROUP
DELETE GROUP

CREATE NEW GROUP

Delete a notification group

Deleting a notification from a group does not remove the notifications (when added) from the **Required Notifications** table when building consent is under assessment or decision issued or development approval in progress or with a decision issued.

1. Complete [Access Saved Building Notifications](#).
2. Expand the **Group** to be removed.
3. Click **DELETE GROUP**.

Groups

New Dwelling (5) >

Swimming Pools (2) v

Notification	Required On
Prior to filling swimming pool	Completion
Swimming pool safety features	Completion

EDIT GROUP
DELETE GROUP

[CREATE NEW GROUP](#)

4. Click **DELETE** to confirm.

Delete Group?

Are you sure you want to delete this group? This process cannot be undone.

[CANCEL](#)

[DELETE](#)

The group is removed from the **Groups** section.