



**MARLBOROUGH  
DISTRICT COUNCIL**

# Resource Consents - Application User Guide

**Version 1.0**

## Document History

Version	Name	Date	Notes
1	Anna Eatherley (Manager Resource Consents)	15/01/2018	Approved with RESC Application release 21 March 2018.

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# 1. User Roles and Access

The access rights you have to the Resource Consents application system are determined by the role(s) granted to you by the System Administrator, these are determined by your email login when you first register for the service.

As a public logged in user you will have a single role (Agent / Applicant). The table below highlights how we define roles and what level of access roles have within the service.

As a note Council Staff and Council Administrator users will also be granted the Council Data-Entry role.

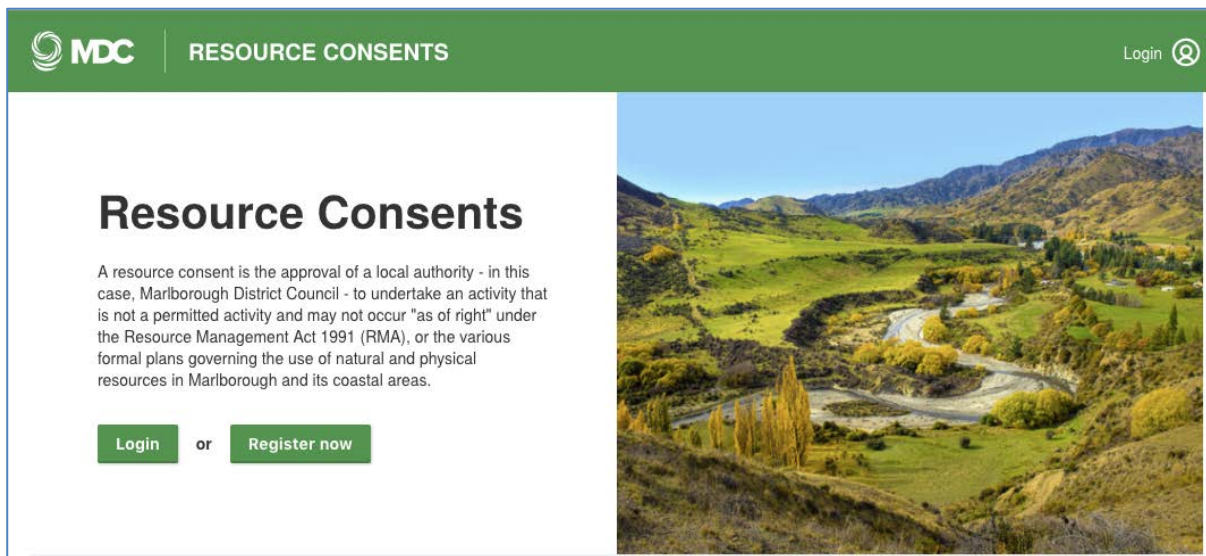
Role	How Defined	Access
Public (Authenticated logged in user)	Public users of the application. This is not technically a role; it is simply the absence of any other roles (whilst being logged in).  A public user can only see applications that they created.  A public user may be an Agent.	<ul style="list-style-type: none"><li>• Can view applications they created</li><li>• Can submit applications they created</li><li>• Can edit applications they created, prior to submission</li><li>• Can amend a submitted application</li><li>• Can re-submit an amended application</li><li>• Can export own application</li></ul>
Council Staff		<ul style="list-style-type: none"><li>• Cannot view applications in draft states</li><li>• Can view submitted applications created by any user</li><li>• Can search for applications</li><li>• Can export any applications</li></ul>

## 2. Authenticated Public User - User Guide

This section describes the basic usage of the Resource Consents website, from the perspective of a public user (including an Agent) that wishes to enter one or more resource consent application

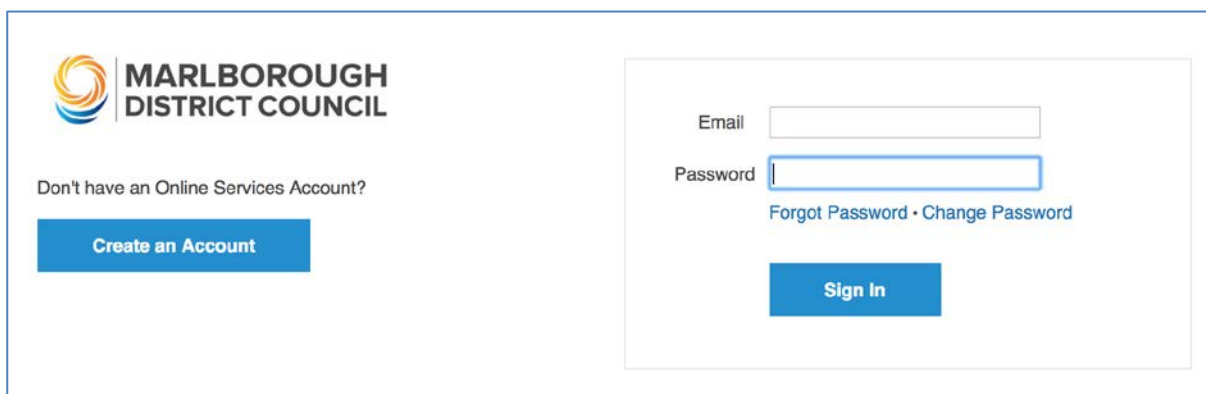
### 2.1 Login and Dashboard

The home page is [resourceconsents.marlborough.govt.nz](https://resourceconsents.marlborough.govt.nz), this gives non-logged in users a summary of the site and links to login (for users that have already registered) or register (for those who have not used this or any related Council online services previously).



You will need a Marlborough Online Services Account to log in. To receive Council Staff or Council Administrator access you must register using your marlborough.govt.nz email address.

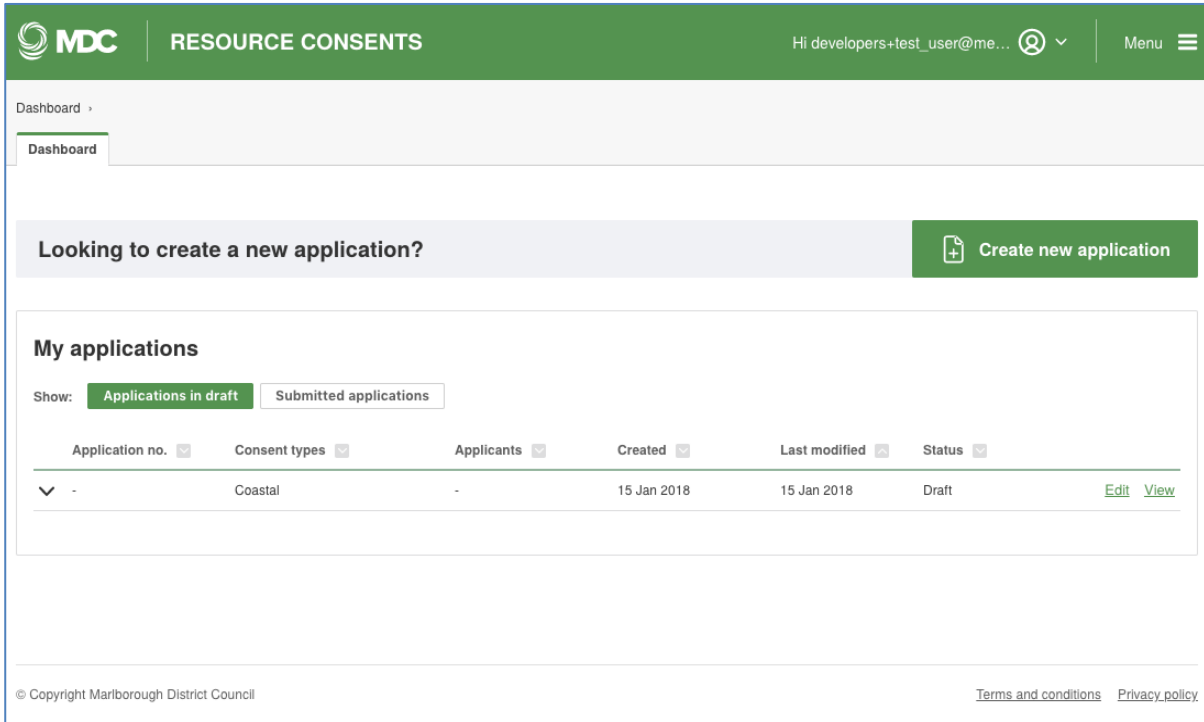
If you don't have an Online Services Account click **Register now** to create one. You will be presented with the screen shown below. Click on **Create an Account** and follow the prompts.



## 2.2 Dashboard

Your dashboard is your landing point after logging into the system, and shows any applications that you have previously created, both draft and submitted.

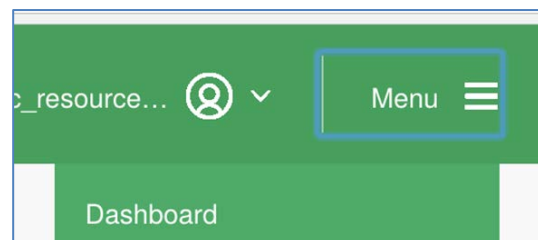
You can toggle between viewing **Applications in draft** and **Submitted applications** by clicking the appropriate buttons in the **My applications** panel.



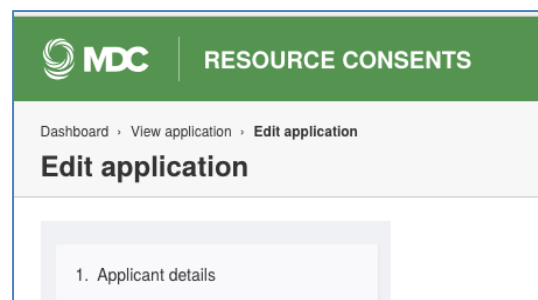
You can edit or view an existing application by clicking on the appropriate **edit** or **view** link at the right side of the summary information for each application.

You can create a new application by clicking on the **Create new application** button.

- The dashboard can also be accessed wherever you are in the application by clicking on the menu (on the top right of each page) and selecting "Dashboard".



- You can also return to the dashboard using the crumb-trail links that are present on the various application form screens:



## 2.3 Create New Application

To create a new application for a resource consent, click on the **Create new application** button on the dashboard tab. This will display a selection dialogue for you to choose the type of application you would like to create. Some of these are available for online entry and others will (currently) take you to the appropriate Council page to download the application form to print and fill-out offline. Over time, the offline application forms will be transitioned to online applications.

### Select application type

For more information on which application type to select, visit the [Marlborough District Council resource consents information section](#).

**Section 88 Resource Consent Application** Online

[Duty planner enquiry](#) or go to [eServices page](#)

[Section 127 Application \(Change or cancel consent conditions\)](#) or go to [eServices page](#)

[Section 221 Application \(Change or cancel consent notice conditions\)](#) or go to [eServices page](#)

To create a section 88 resource consent application, click on the **Application for Resource Consent (section 88)** link. The selection dialogue will close and the first page of the section 88 application form will be displayed.

MDC | RESOURCE CONSENTS | Hi developers+test\_user@me... | Menu

Dashboard >

## Edit application

- 1. Applicant details**
- 2. Property details
- 3. Proposed activity
- 4. Consent summary
- 5. Part 2 RMA
- 6. Statutory instruments
- 7. Additional information
- 8. Affected person approvals
- 9. Lodgement fee and declaration

### Applicant details

This workflow is designed so that agents and individuals can start a new application in draft, adding detail and making any amendments throughout the application as you progress.

The system captures specific detail that the act requires, some questions may not require a response depending upon your application type this has been provided for, additional to this you can load electronically supporting information that gives context to your application.

The workflow will visually indicate where Council expects data to be entered as a requirement of the application for consent. All required fields must be completed to enable the application to be submitted to Council.

Council has provided additional inline help, tool tips, and useful links to aid the individual completing the form. If you require additional advice over and above this please contact Council either by phone (03 520 7400) or via the duty planner service email ([dutyplanner@marlborough.govt.nz](mailto:dutyplanner@marlborough.govt.nz)).

**Application for Resource Consent**

Sections 88 and 145, Resource Management Act 1991

To

Marlborough District Council

I am an:

Applicant applying for Resource Consent

Agent applying on behalf of an applicant for Resource Consent

Applicant

[Return to view](#) [Save](#) [Save and continue](#)

The left-side of the page provides quick links to the individual sections of the form that need to be filled-in, with the currently selected form displayed in bold font. The right-side of the page contains the various questions that must be answered for the selected section. Sometimes fields will be conditionally displayed, based on selections you make to other questions.

Once you have finished entering a given section, either:

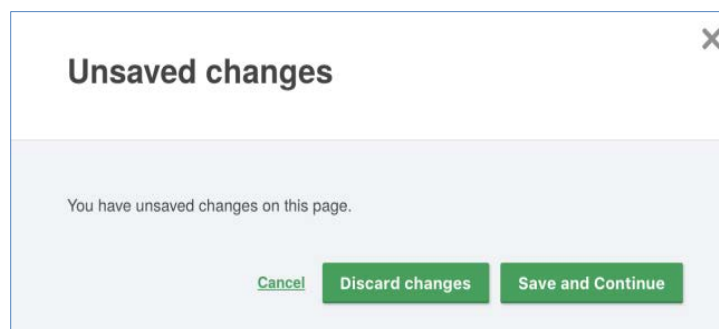
Click **Save**, which will store your draft data on Council's server and leave you on the current page.

The current page will, however, have been updated to show any validation errors, such as missing fields.

**Whilst the page can be saved with invalid data, it is not possible to submit your application until all validation errors have been cleared.**

Click **Save and continue**, which will store your draft data on Council's server and move you onto the next section of the form, which will be the next section shown on the left side.

- To jump forward or backward to a different form section, you can click on the relevant section on the left.
- If you are editing a form and you try to move to another section of the application (or another area of the Resource Consents website), you will be presented with the following option:



- If you choose **cancel**, you will be returned to the form you were editing. Selecting **Discard changes** will navigate to the other section, discarding any changes you have made to the current form. If you choose to **Save and continue**, your changes to the current form will be saved and you will be moved to the other section that you had clicked on.



## 2.4 Understanding validation messages

When you click **Save** on any given form, the system will validate the information you have entered. Validations specify the format of some fields (such as email addresses), and which fields - or combinations of fields - are required in order to submit the application. Sometimes a field will only be required based on your selection on another question.

Validation messages are usually shown directly above the data entry field to which they apply (in the example below, you can see a message associated with the surname field). Where a message is associated with a group of fields, the message will generally be at the top of the group to avoid cluttering the form.

### Applicant

When entering Partnerships into the system, each partner should be recorded as an individual.

When entering Company Details into the system please ensure your company name and company number as it is recorded on the [companies register](#) is used.

When entering Trust details for an [unincorporated trust](#) please ensure you add all trustee details as any resource consent granted will be in the name of the trustees not the name of the trust.

If the trust is an Incorporated Charitable Trust Board a resource consent maybe issued in the name of your trust, please enter the details of the officer holding the authority to make the application.

#### Applicant details

Type

Individual  Company  Trust

#### Individual's details

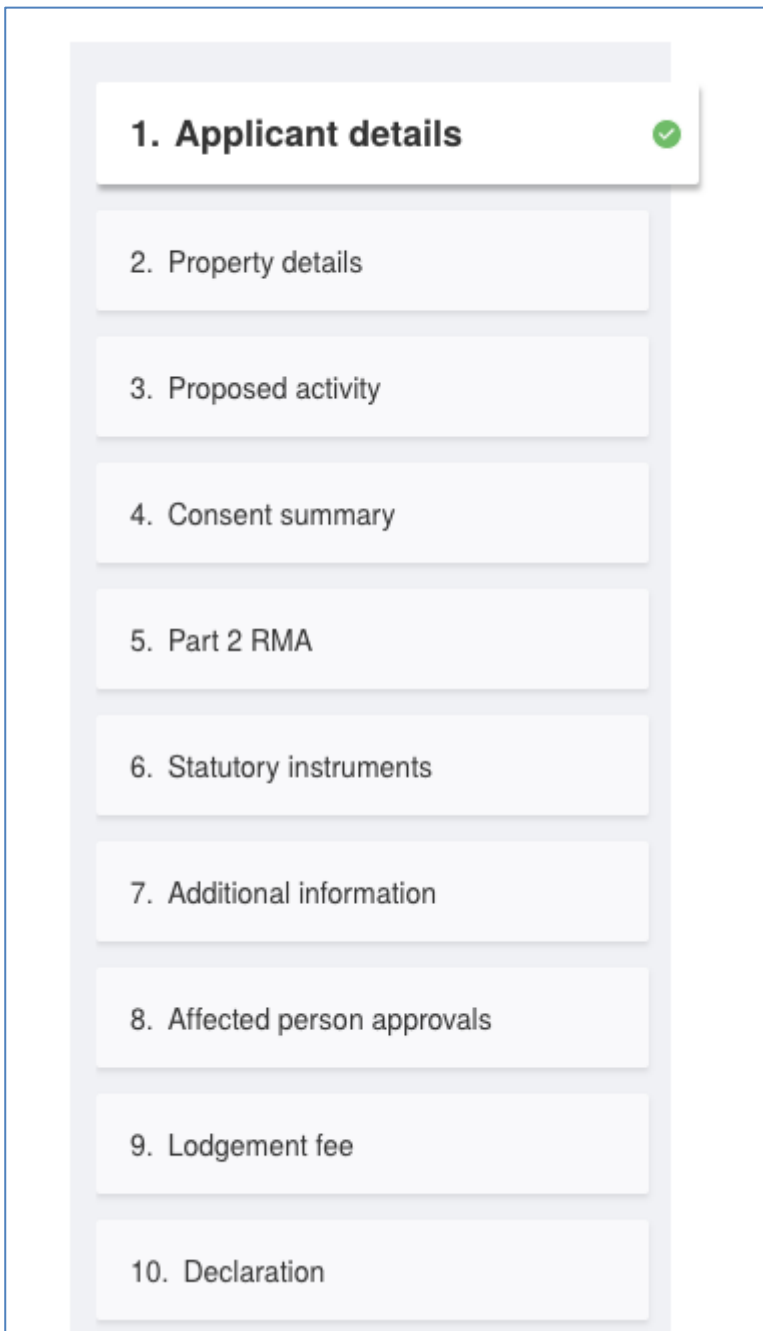
First name

Surname

**This field is required.**

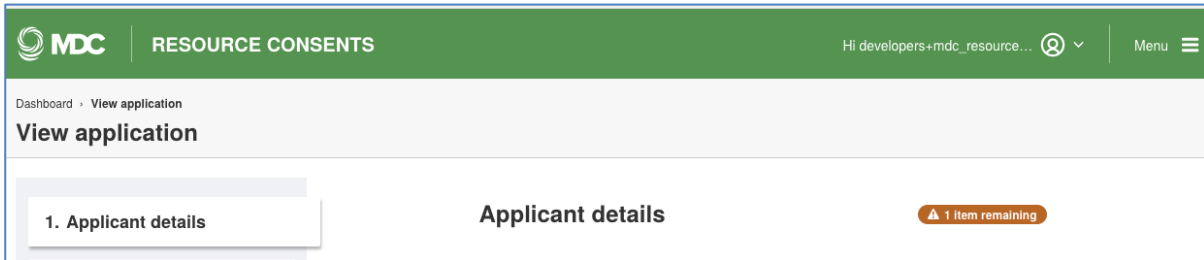
- If you click **Save and continue** on a form, the validations will be performed, but you won't see the validation messages until the next time you navigate back to that form.
- While you can save your form with errors (such as missing information), you cannot submit an application for processing until your application is complete and error-free.

As you complete each section, you will see a green tick against the section in the navigation sidebar on the left. This tick will only show when all required fields have been entered, and those fields do not contain errors. This sidebar is displayed in both view and edit modes.



## 2.4.1. Items remaining

As you fill out your application forms, the system will keep track of how many questions still need to be answered (or are invalid) **in each section that you have started**. This information will be displayed at the top of each form when in view mode.

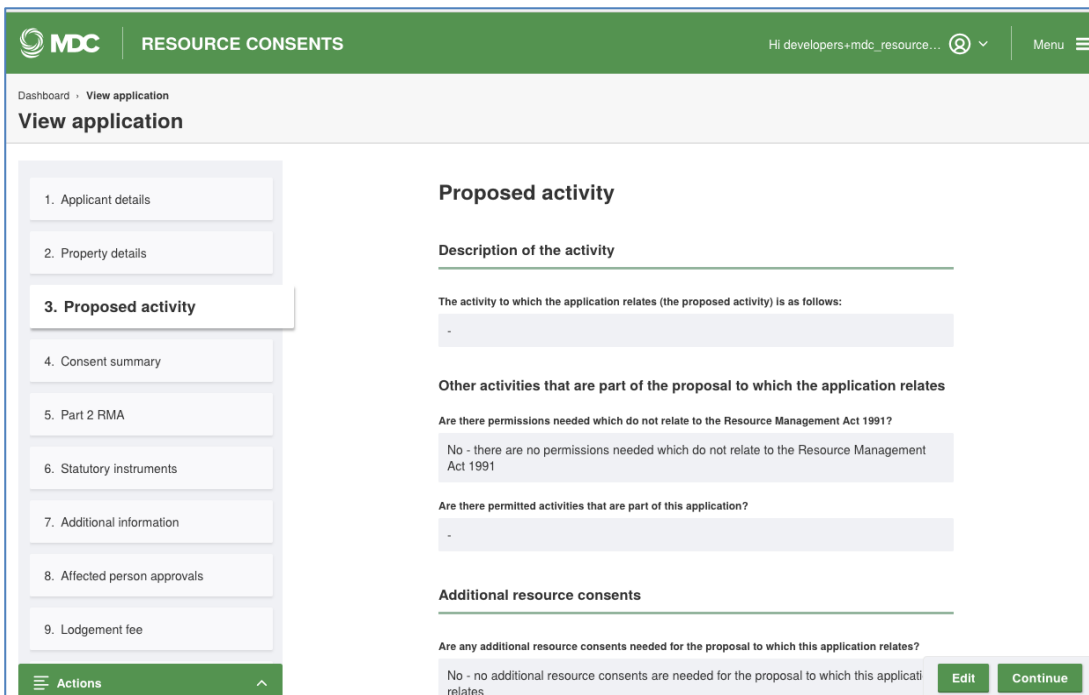


- Items remaining information is only available on each form after you have clicked on **Save** or **Save and continue** at least once.

## 2.5 Switching between View and Edit Modes

As you work through the forms, clicking **Save and continue** at the end of each, you will be presented with the next Edit form. However, the system also has a view mode (which is essentially how the form will look printed).

When viewing an application, you can switch to edit mode by clicking the **Edit** button on the bottom-right of the page (as shown below).



Alternatively, when editing an application, you can return to the view mode by clicking on the **Return to view** link, also on the bottom-right of the page (shown below).

Dashboard > View application > Edit application

## Edit application

- Applicant details
- Property details
- Proposed activity**
- Consent summary
- Part 2 RMA
- Statutory instruments
- Additional information
- Affected person approvals
- Lodgement fee
- Declaration

### Proposed activity

#### Description of the activity

The activity to which the application relates (the proposed activity) is as follows:

**B I U** | | | | | | | | | | | Format

Characters: 0/2000

#### Other activities that are part of the proposal to which the application relates

Describe the other activities that are part of the proposal to which the application relates. For any activities that are permitted activities explain, how the activity complies with the requirements, conditions, and permissions fit the permitted activity so that a resource consent is not required for that activity under section 87A(1) of the Resource Management Act 1991.

Are these permissions needed which do not relate to the Resource

[Return to view](#) [Save](#) [Save and continue](#)

- If you click **Return to view** on an edit page where you have unsaved changes, you will be required to discard or save your changes, as described in section 4.3

## 2.6 Editing Rich-text fields

Many of the questions captured in the application forms allow you to enter rich text. An example is the **Site Description**, shown below

### Site description

Describe the site including:  
Its natural and physical characteristics and any adjacent uses that may be relevant to the consideration of the application




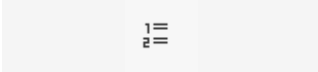



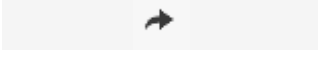

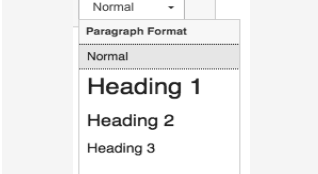
#### Description of the site at which the activity is to occur



**B I U** | | | | | | | | | | | Normal

Small rectangular paddock, on the south side of **Littles Road**, just east of mile 5.

body p Characters: 68/2000

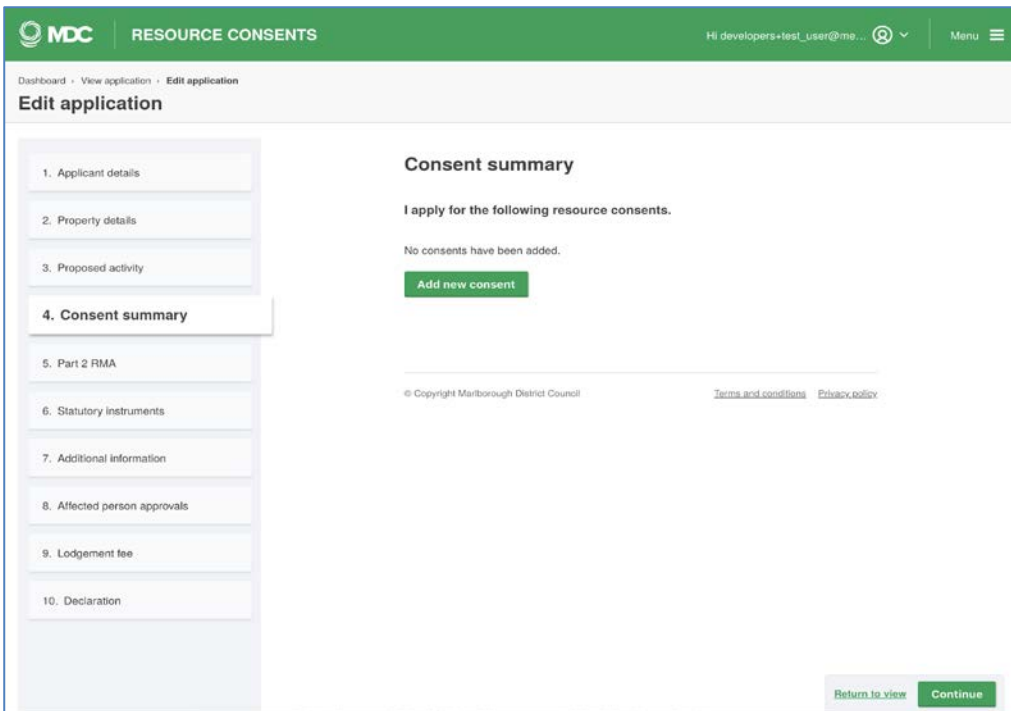
The editor control buttons perform the following functions. You can either select an existing area of text to apply formatting to, or you can click the appropriate formatting button and then type your text.

	Toggle between normal and bold type
	Toggle between normal and italic type
	Toggle between underlined and normal type
	Numbered list
	Bulleted list
	Cut the selected text (Ctrl-X / Cmd-X)
	Undo
	Redo
	Switch to full-screen
	Choose a paragraph style

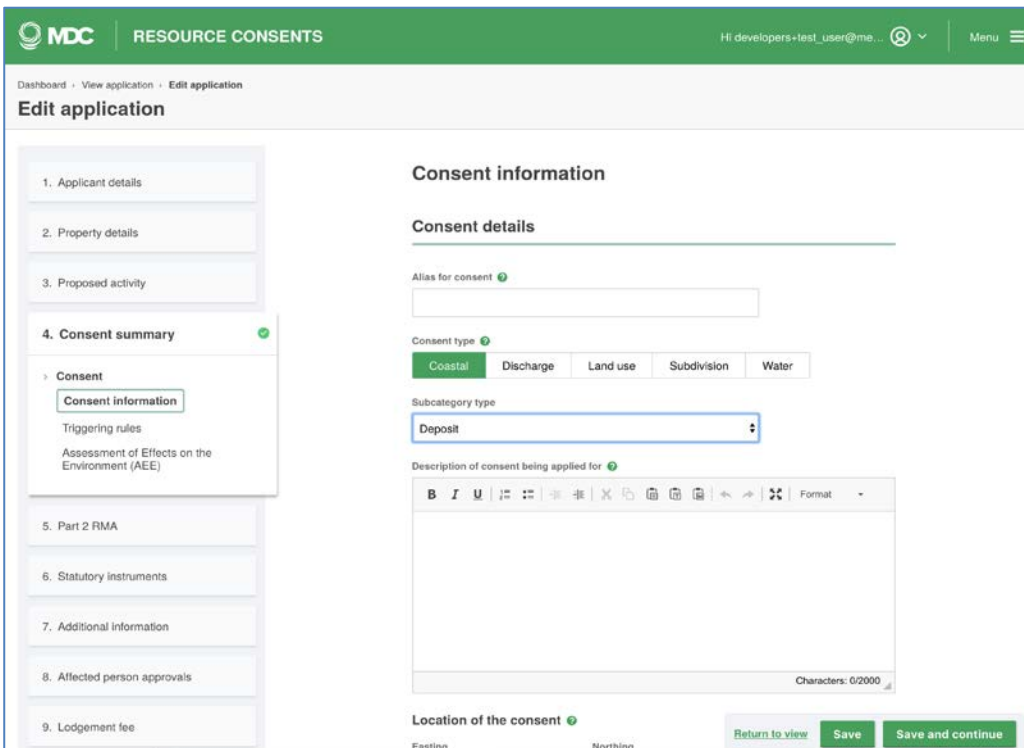
- You can switch to full screen editing by pressing the  button. This will expand the rich-text field you are working in to utilise the entire browser window. This is really useful when entering a lot of information.  
Clicking the  button a second time will close full-screen mode and return you to the form.
- You can paste from another application by typing Ctrl-V (Windows) or Cmd-V (Apple). **If you are pasting content from Microsoft-Word, not all of the formatting will necessarily be transferred.** In particular, the rich-text editor does not support tables or images.
- You can tell if a field allows rich-text, because it will have various controls to allow you to format the content along the top of the field. If there are no such controls present, then this indicates that the field will only allow plain text entry.

## 2.7 Add a consent to an application

A section 88 application must have the details of at least one consent type that you are applying for. As you “Save and Continue” through the form, you will arrive at the Consent Summary form. You can also jump directly to this form by clicking on the “Consent summary” link on the left hand side.



Click on “**Add new consent**”. This will add a blank consent and display the Consent Information form for you to enter the details of the consent you are applying for. Note that the sidebar on the left now shows the new consent, along with each of the sections that needs to be filled out.



As with the other forms, you simply need to work through each page filling in the requested information and clicking **Save and continue** when you have finished each section. As with the other forms, you can miss fields out and come back to them later, but you will not be able to submit an application unless all the required fields have been filled out.

Note that the available options for the **Subcategory type** will change, depending on which **Consent type** you choose.

## 2.8 Uploading digital files to an application

One or more of the forms that you fill out may require you to provide additional information in the form of an uploaded file. A good example is the **Plans and technical reports** section under **7. Additional information**.

### Plans and technical reports

---

A site plan must be included in the technical documents for your application.

I attach the following further information required to be included in this application by the district plan, the regional plan, the Resource Management Act 1991, or any regulations made under that Act:

#### Document

**Report type**

Geotechnical report

**Report title**

Geotechnical report 12/01/2017

**Author**

Graham Duncan

**External reference**

2323423

**Keywords (separate each by a comma)**

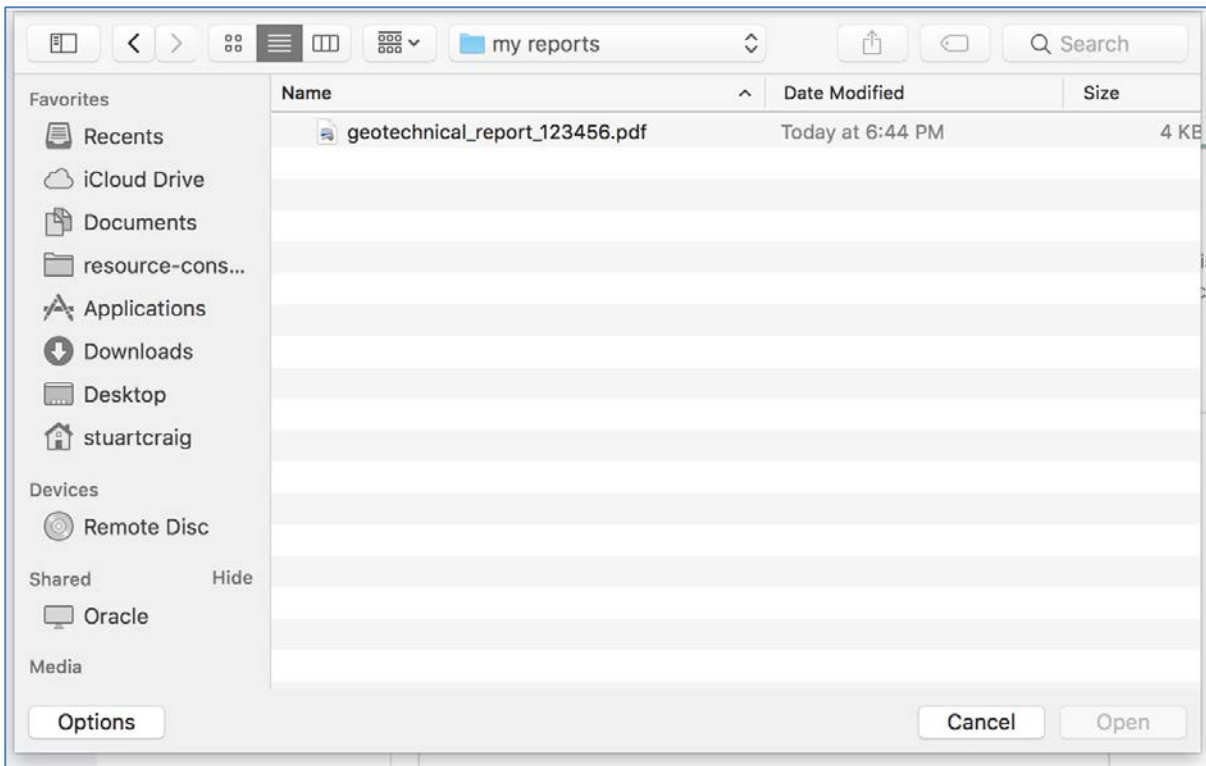
geotech, final, acme

**Choose file**

**Choose file** No file chosen

**Add another document**

Enter the fields that describe the file you are uploading, then click on **Choose file**. This will open a file selector, which will enable you to choose the appropriate file. The file selector may not look exactly like the illustration below, as different computers and devices will display this in their own way.





Once you select the file you want to upload (typically by double-clicking or single-clicking and then clicking **Open**), the file will be uploaded, and the screen will update accordingly.

**Document**

**Report type**

Geotechnical report

**Report title**

Geotechnical report 12/01/2017

**Author**

Graham Duncan


**External reference**

2323423

**Keywords (separate each by a comma)**

geotech, final, acme

**Choose file**

 geotechnical\_report\_123456.pdf (75 kB) [Delete](#)

**Add another document**

At this point, you can add additional documents/files by clicking on the **Add another document** button.

You can also delete a file by clicking on the **Delete** link next to the file name.

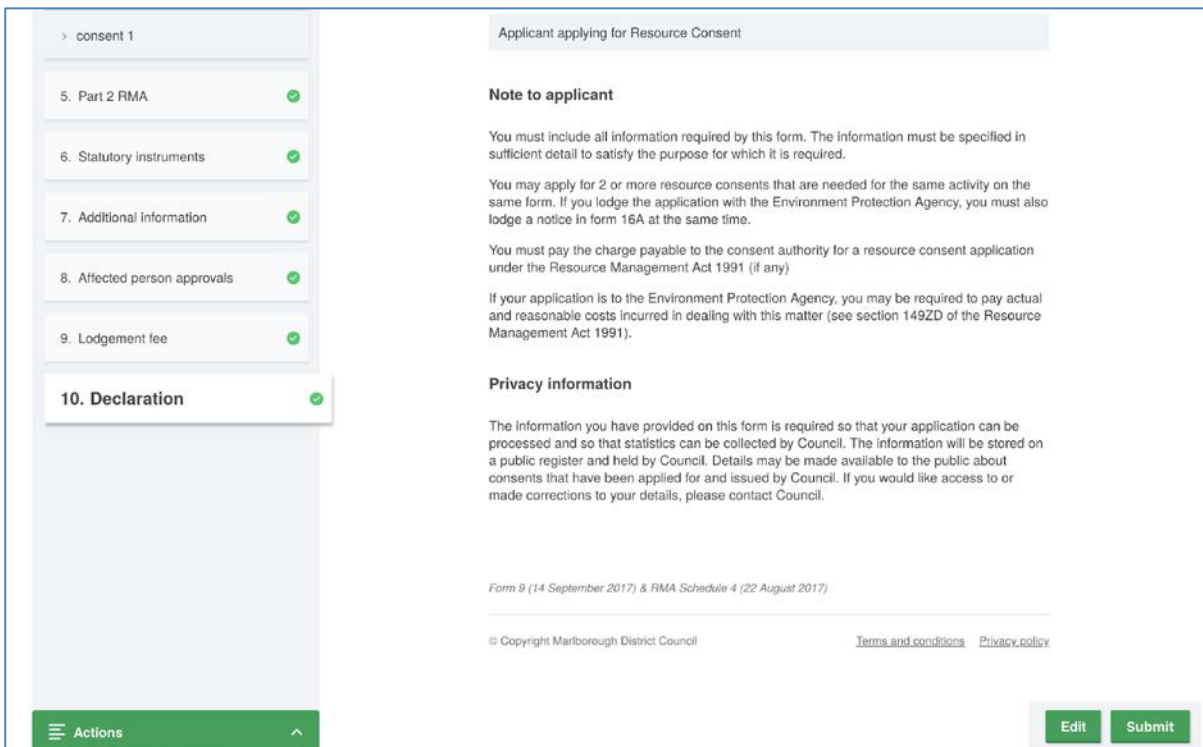
- At this point, your uploaded files have only been loaded into a temporary space. In order to complete the upload process, you must save the form using either the **Save** or **Save and continue** buttons. At this point your files will be safely stored in your application. You can remove them at any time prior to submission using the **Delete** link.

## 2.9 Submit an application

Once you have filled out all of the required fields on your application (which must contain at least one consent), then you can submit the application to Council for processing.

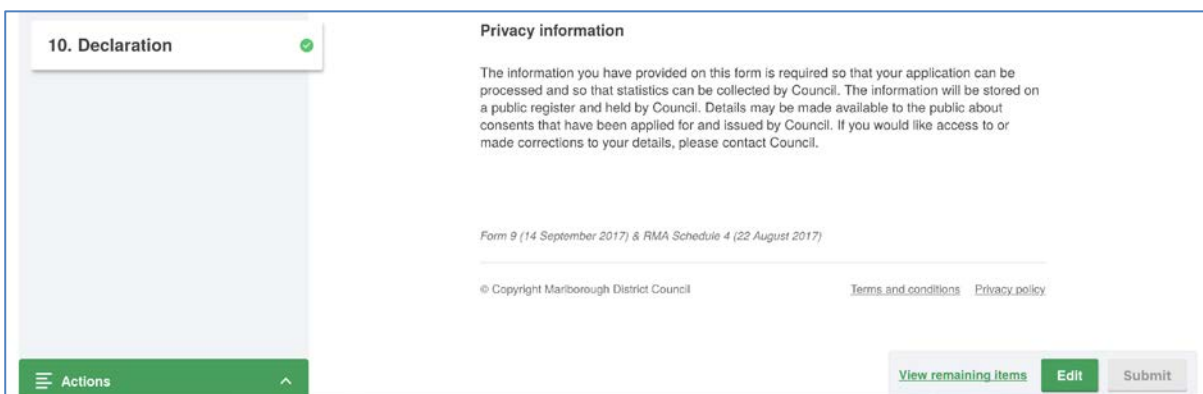
The submit button is located at the bottom of the **View application** page, in the **10. Declaration** section. The View application page will automatically be displayed when you click Save and review on the final form of the application (**10. Declaration**). Alternatively, you can also access it by clicking on the **View** link next to the draft on the dashboard, or by clicking on the **View application** link in the crumb trail at the top of the screen, whilst editing the application.

- You should read through this page and verify that you are happy that your application is correct before proceeding.



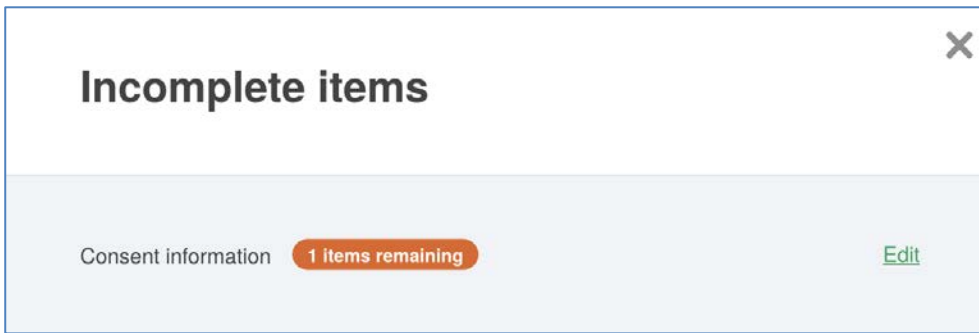
The screenshot shows a web application interface for submitting an application. On the left, a sidebar lists sections 5 through 10, with '10. Declaration' highlighted in green and marked with a checkmark. The main content area is titled 'Applicant applying for Resource Consent' and contains a 'Note to applicant' section with three paragraphs of text. Below this is a 'Privacy information' section with a paragraph of text. At the bottom of the main content area, there is a footer with the text 'Form 9 (14 September 2017) & RMA Schedule 4 (22 August 2017)', '© Copyright Marlborough District Council', and links for 'Terms and conditions' and 'Privacy policy'. At the bottom right of the page, there are two buttons: 'Edit' and 'Submit'. The 'Submit' button is highlighted in green, indicating it is active.

The submit button will only be available if the form has been fully completed and passes validation tests. If not, then the submit button will be disabled, and you will be presented with a **View remaining items** link.

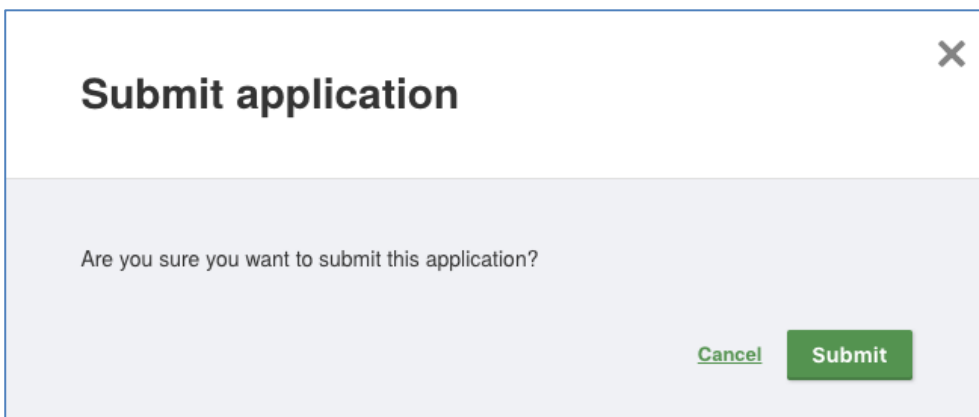


The screenshot shows the same web application interface as the previous one, but with the 'Submit' button disabled and a 'View remaining items' link visible. The '10. Declaration' section is still highlighted in the sidebar. The main content area shows the 'Privacy information' section. At the bottom right of the page, there are three buttons: 'View remaining items', 'Edit', and 'Submit'. The 'View remaining items' button is highlighted in green, indicating it is active. The 'Submit' button is greyed out, indicating it is disabled.

In this case, you should click on the **View remaining items** link, which will display a dialogue listing the sections that have not yet been satisfactorily completed, along with an **edit** link to jump directly to the section.



Once your application passes all the tests, you can click the **Submit** button. This will display a confirmation dialogue:



At this point, you can change your mind and cancel by clicking on the Cancel link or clicking "X". Otherwise, to continue, click **Submit**.

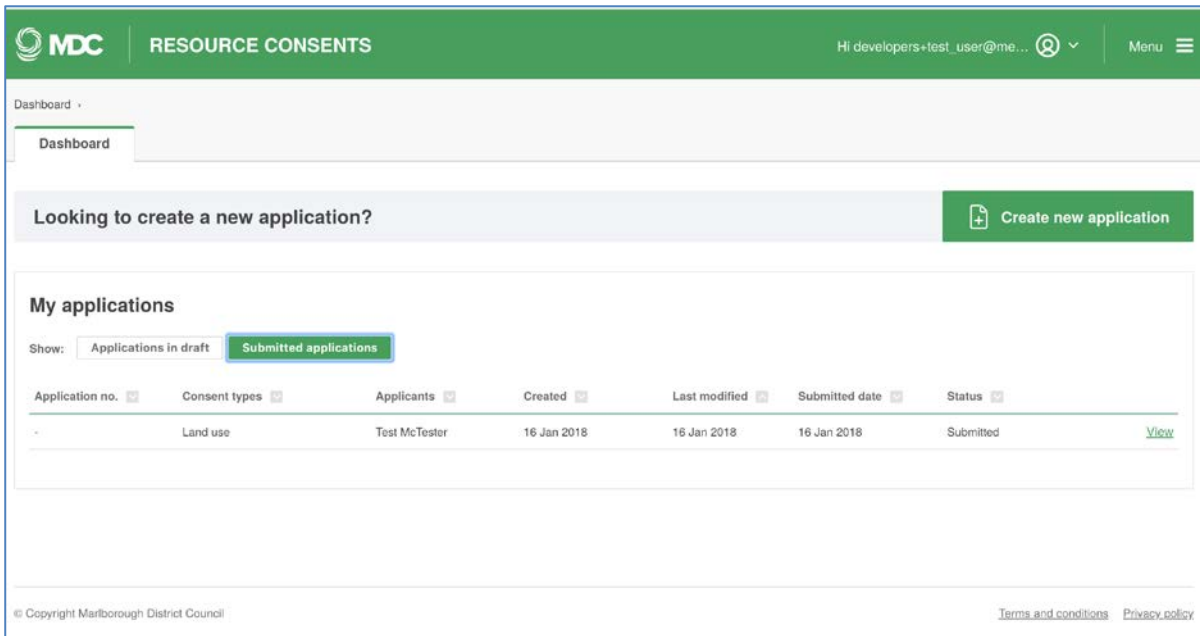
Once submitted, you will be returned to the dashboard page. Your application will now be displayed in the **Submitted applications** section, rather than **Applications in draft**.

- Once you have submitted your application, you will be sent an email with a link to a downloadable PDF version of the application.

## 2.10 Amending a submitted application

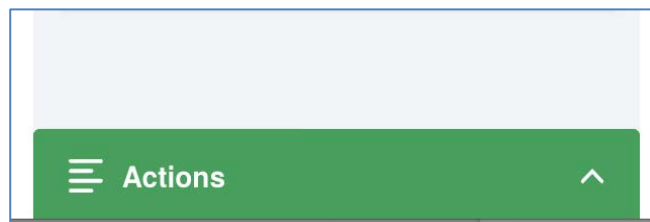
If, after submitting an application, but before it has completed processing, you need to amend the application (perhaps your requirements have changed or you made a mistake filling in the form).

Find the application via your dashboard. It will be under the **Submitted applications** section.



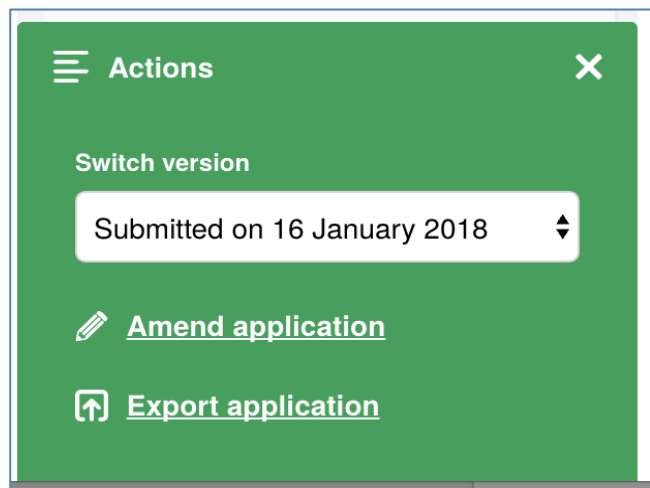
The screenshot shows the MDC Resource Consents dashboard. At the top, there is a green header with the MDC logo and the text "RESOURCE CONSENTS". On the right side of the header, it says "Hi developers+test\_user@me..." and "Menu". Below the header, there is a "Dashboard" section with a "Looking to create a new application?" prompt and a "Create new application" button. The main section is titled "My applications" and has two tabs: "Applications in draft" and "Submitted applications". Below the tabs is a table with the following columns: Application no., Consent types, Applicants, Created, Last modified, Submitted date, and Status. The table contains one row with the following data: Application no. -, Consent types Land use, Applicants Test McTester, Created 16 Jan 2018, Last modified 16 Jan 2018, Submitted date 16 Jan 2018, and Status Submitted. There is a "View" link at the end of the row. At the bottom of the page, there is a copyright notice for Marlborough District Council and links for "Terms and conditions" and "Privacy policy".

Click on **View** to open the application in view mode. In the bottom left of the page, you will see an **Actions** menu.



Click anywhere on the **Actions** menu to open it.

Click on the **Amend application** link. This will move the application back into Draft status (although the version you have previously submitted will still be visible under the **Submitted applications** section of the dashboard). The application will be displayed in Edit mode for you to make your changes. You can continue to update it until you resubmit.



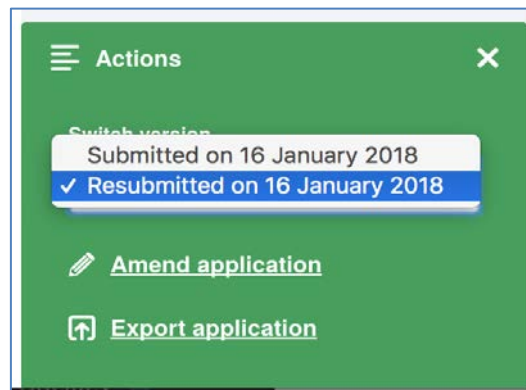
## 2.11 Re-submitting an Amended application

- Once you have finished making amendments to an application, as described in the previous section, you will need to resubmit it, in order that your changes are visible to Council.

Resubmission is essentially exactly the same process as your initial submission, as described in section 4.8. The only difference is that the relevant wording on buttons and messages will be **resubmit**, rather than **submit**.

## 2.12 Viewing different versions of a Submitted application

If you have re-submitted an application, you are able to access the previous versions. The dashboard will always show you the details for the most recent version, and clicking on the **view** link will open that version. However, once open, the **Actions** menu can be used to switch to an earlier version.



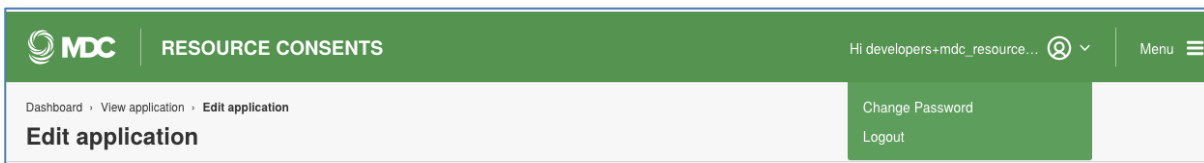
## 2.13 Logging out

When you have finished using the system, it is recommended that you either close your browser or log-off (especially if you are using a shared computer). The logout option is available from the heading bar of the screen.



Click on  to access the menu.

Select **Logout** from the menu.



## 3. Responsiveness

The online application system is designed for use on mobile and smaller screen sizes, the system is designed with this in mind and will respond to your screen dimensions, all functionality will remain the same, it may view in a slightly different arrangement than if you were using a desktop screen.