

Quick Reference Guide to Apply for a Determination

Determinations customers can use this guide to understand how to apply for a determination through the determinations online application form.

Contents

Quick Reference Guide to Apply for a Determination	1
Sign in via RealMe	1
Accept the privacy statement	1
Complete the application form	1
FAQ	2
1. What happens after I submit the form?	2
2. What if I can't access the online application form?	2
3. Can I apply for a determination online using a tablet or mobile phone?	2
4. What type of documents can I attach to my application?	2
Apply for a determination	3
Getting started	3
View a saved application	5
Submit your application	6
Getting a copy of your application	6

Sign in via RealMe

To access the application form, you will need to sign in via RealMe. RealMe has a guide on their website: realme.govt.nz

The RealMe login provides us with an identity and replaces the need for a signature.

Please note the recommended browser for using the online application form is Google Chrome. The online application form and RealMe do not work well in Internet Explorer.

Accept the privacy statement

You will need to accept the privacy statement in the application to progress through the form.

Complete the application form

To complete the application form, fill in all the required fields, attach all documents relating to the determination application, and confirm that the information is true and correct.

Please note the form will be saved when you click on the “Next” button. There is a security time-out – this will log you out of the online application form after **20 minutes** of no activity.

FAQ

1. What happens after I submit the form?

On submission, you will be given the reference number to make payment, as well as the option to print the application to PDF* or as a physical copy to send to the other parties to the determination. Applicants are required ([under section 178\(2\) of the Building Act 2004](#)) to send a copy of the application and any supporting documentation to each of the other parties named in, or affected by, the application. The determinations team will begin reviewing your application once payment has been received.

*Instructions on how to print to PDF are on pages 7 and 8 of this document.

2. What if I can't access the online application form?

Please contact the MBIE Service Centre on 0800 242 243, or you can download a copy of the application form as a PDF on our website: building.govt.nz

3. Can I apply for a determination online using a tablet or mobile phone?

Yes, you can. As you progress through the online form, you'll need to attach documents to support your application, so make sure that you can access these documents from the device you're using.

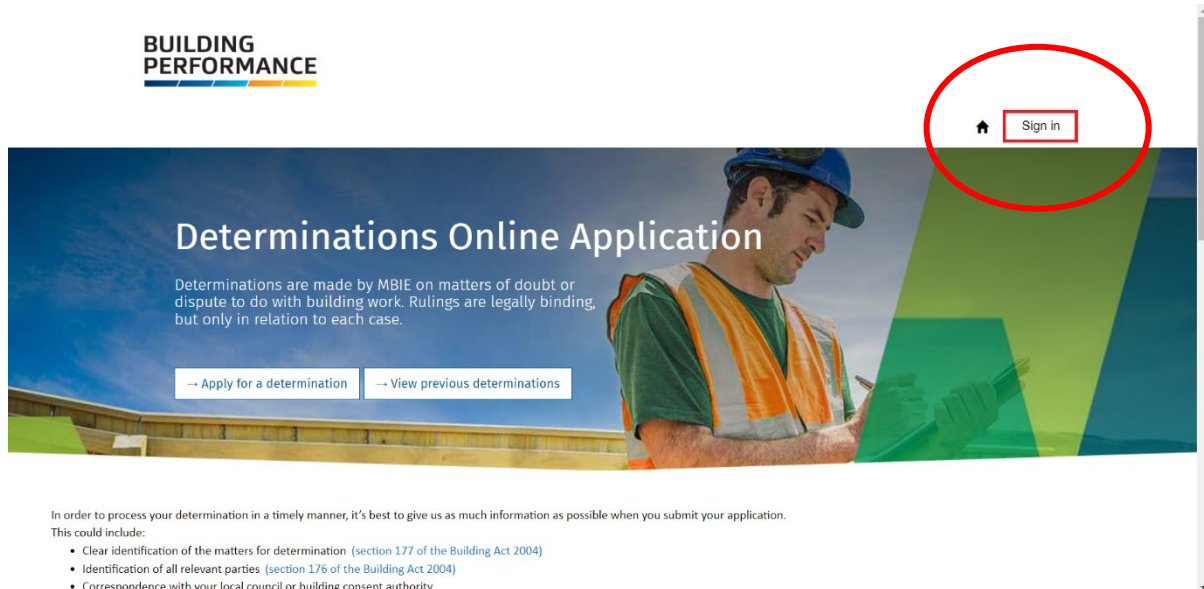
4. What type of documents can I attach to my application?

Most common file types can be uploaded, including Word, Excel, PDF, images, emails and videos. The maximum file size is 20MB per file. If you have large documents to attach, email determinations@mbie.govt.nz and we can advise another way to send files to us.

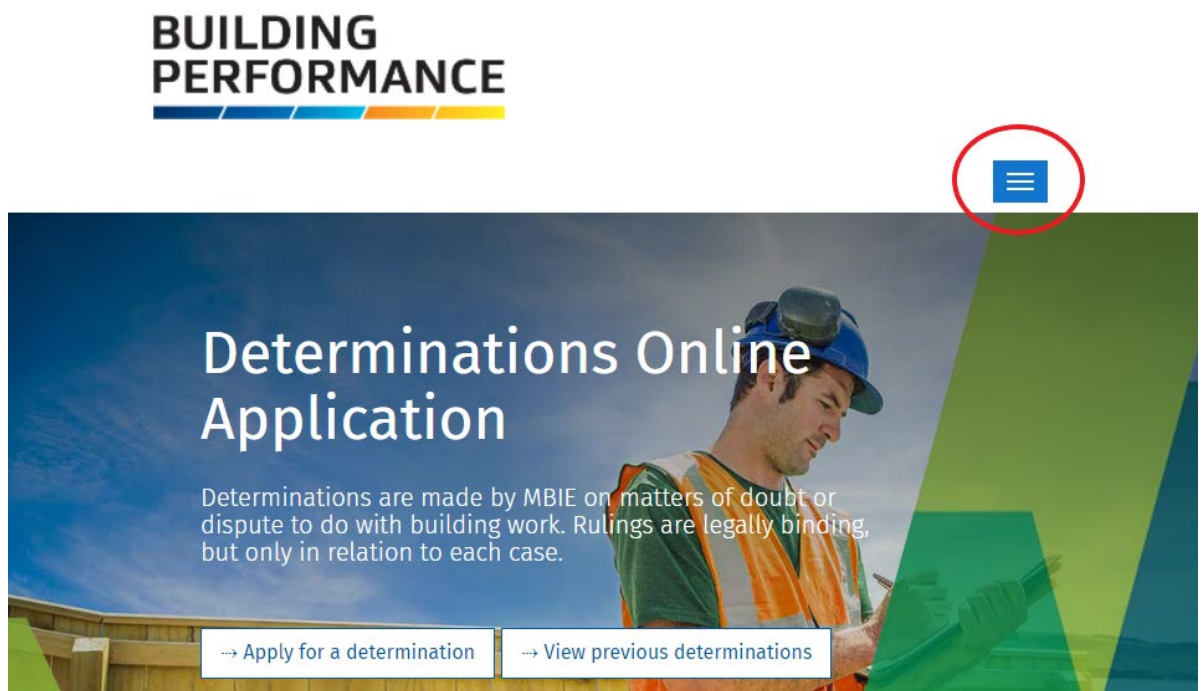
Apply for a determination

Getting started

Click the “Sign in” button to access the determinations application forms and follow the steps to login:

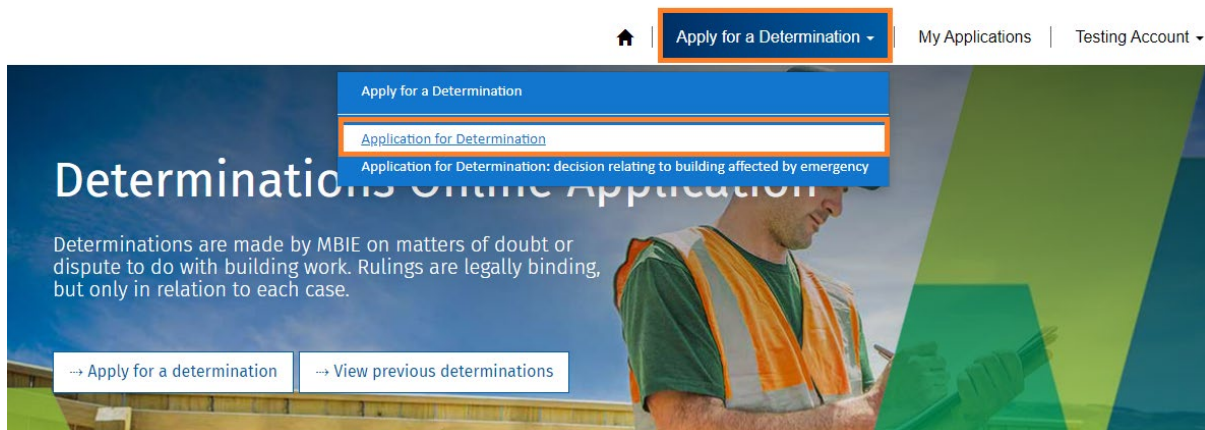


Please note if you are using a tablet or mobile phone, you’ll need to click the menu icon first, then the “Sign In” button will appear:

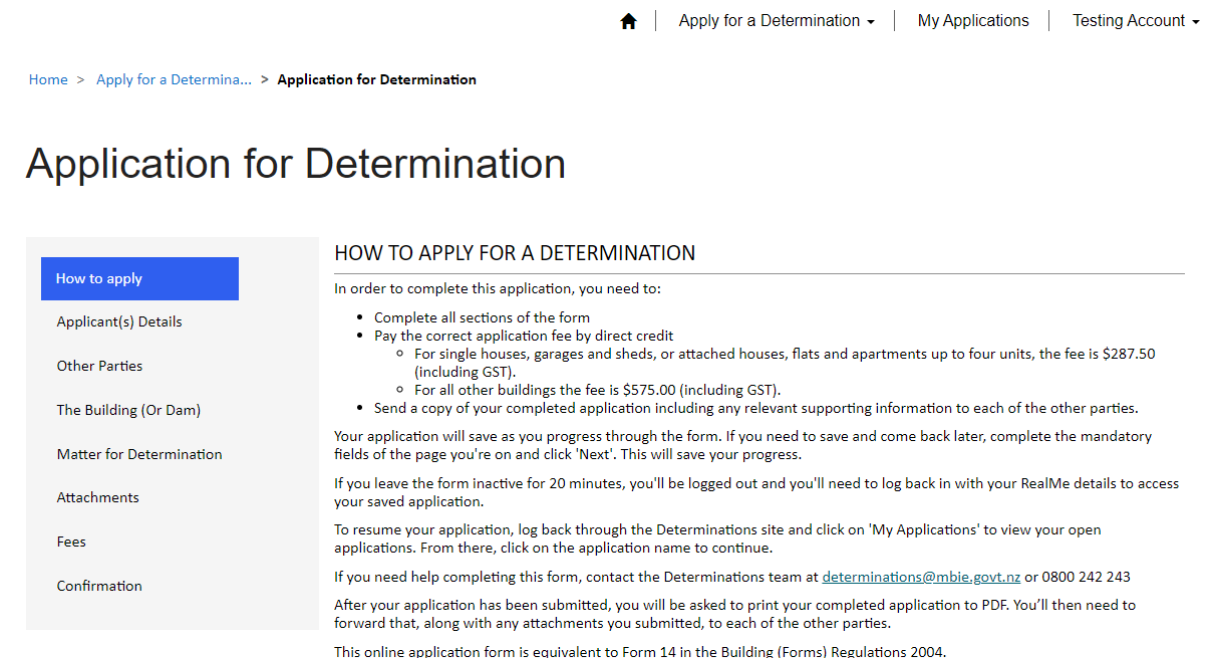


Click “Apply for a Determination” and select which form applies to you:

- **Application for Determination** is for most scenarios.
- **Application for Determination: decision relating to building affected by emergency** is for determinations that relate to a decision relating to a building affected by emergency and when a designation under [section 133BC](#) is in place.



Fill in the application form as indicated:



The grey box on the left shows your progress through each of the pages of the application form. Your application will save your progress when you click the “Next” button at the bottom of each page.

Need help?

If you are having trouble with this page, or need help completing this form, contact the Determinations team at determinations@mbie.govt.nz or 0800 242 243



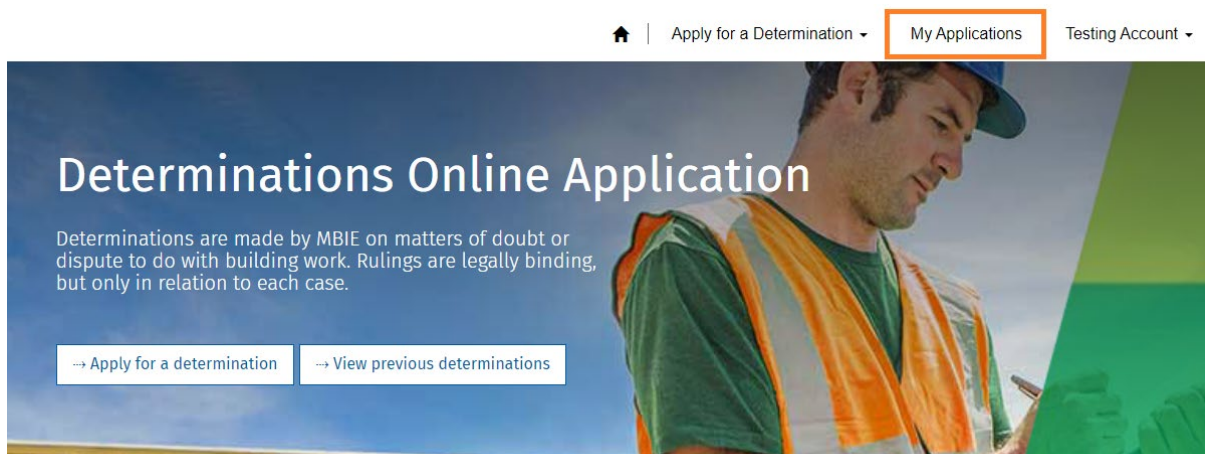
If you close the application before fully submitting it, your progress will be saved up until the last time that you clicked “Next”.

The page will give you an alert at the top of the page if you have missed a mandatory field. For example:

The screenshot shows a web application interface. On the left is a vertical navigation menu with items: "How to apply" (with a green checkmark), "Applicant(s) Details" (highlighted in blue), "Other Parties", "The Building (Or Dam)", "Matter for Determination", "Attachments", "Fees", and "Confirmation". The main content area has a pink error banner at the top stating: "The form could not be submitted for the following reasons: Street 1 is a required field. Please select at least 1 from the applicant is section". Below this is the "APPLICANT(S) DETAILS" section with a sub-header: "Please provide your (the applicant's) contact details, so we can contact you regarding the determination and provide you with correspondence and copies of the documents." There are three input fields: "Organisation" and "Contact person" are side-by-side, and "Title" is below them.

View a saved application

Click “My Applications” at the top of the page:



On the My Applications page, your saved application will be under Draft Applications. Click on the Application Name to continue working on it.

You will be taken to the first page of the application so you can review all the details entered.

[Home](#) > [My Applications](#)

My Applications

Draft Applications

Application Name	Application Number	Submitted On ↓	Application Status
15 Stout Street - DET001705	DET001705		In progress

Submit your application

Click the “Submit” button to send your application to the Determinations team.

After your application has been submitted, you will be able to print a PDF copy of your completed application. **Please note you are required ([under section 178\(2\) of the Building Act 2004](#)) to send the application and any supporting documentation to each of the other parties.**

Getting a copy of your application

Download and create a PDF document of your completed application.

You can print a PDF after you have submitted your application by clicking on the link in the text:

Application Submitted

Thank you for your application.

Your application number is: DET001765

Click the link below to access a copy of the application you've just submitted. After you've clicked the below link, then click the blue 'Print' button which looks like this:

You will then have the option to:

1. Save the application as a PDF document to email to the other parties, or
2. Print the document to either post to the other parties, or scan and email it to the other parties.

[Access your submitted application](#)

You will receive an email within the next 24 hours to confirm that we've received your application and instructions on how to pay the fee (if you have not done so already).

Please remember you are required ([under section 178\(2\) of the Building Act](#)) to send a copy of the application and any supporting documentation to each of the other parties named in, or affected by, the application. All parties can send a written response to the Ministry setting out their views on the matter in dispute, and they will send you a copy. The Determinations team will be in contact with you to progress your application.

After you've saved the PDF document of your completed application, you can then return to the home page to submit another application, or log out of the portal and close the window.

Or, if you closed the window, you can log back in using RealMe and go to My Applications. Under Submitted Applications, click on the Application Name of the one you want to view:

🏠 | Apply for a Determination ▾ **My Applications** Testing Account ▾

[Home](#) > **My Applications**

My Applications

Draft Applications

Application Name	Application Number	Submitted On ↓	Application Status
There are no records to display.			

Submitted Applications

Application Name	Application Number	Submitted On ↓
15 Stout Street - DET001705	DET001705	26/01/2022

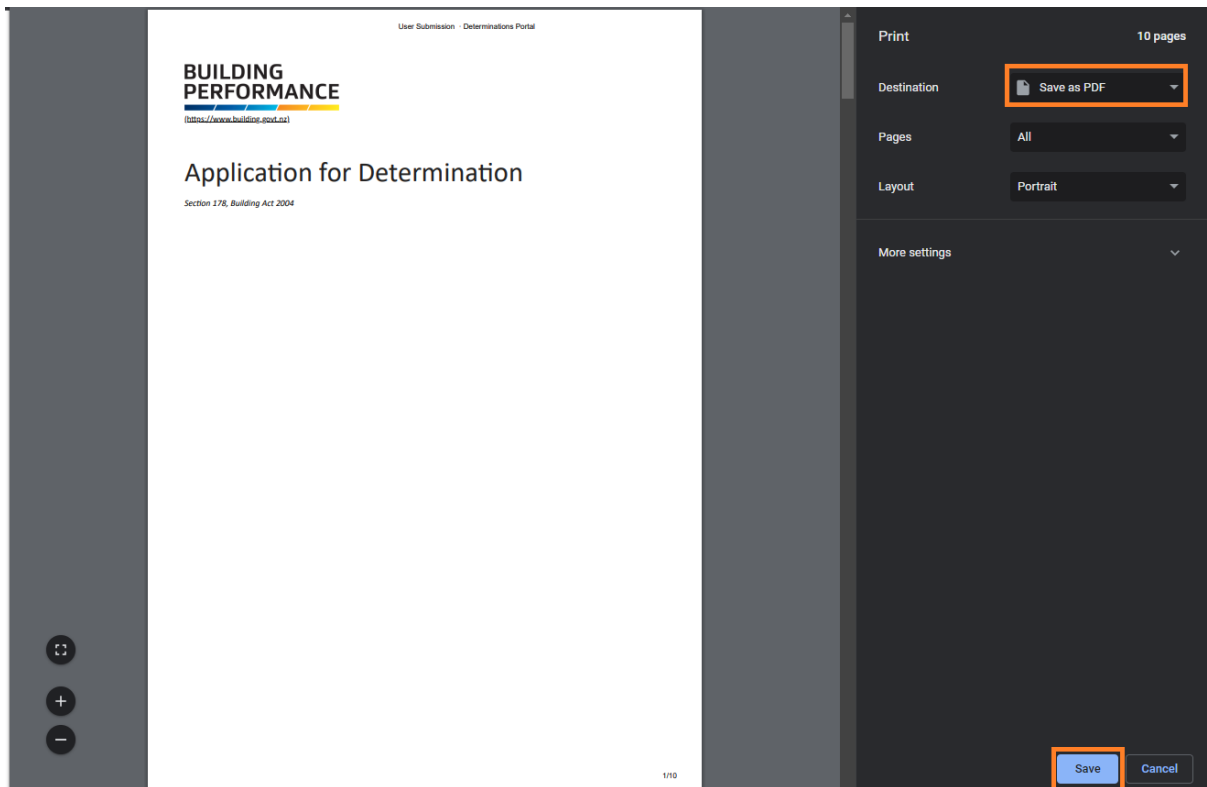
To download the PDF, click the blue “Print” button:

15 Stout Street - DET001705

APPLICANT(S) DETAILS **Print**

You will be presented with a print preview. Click on the print destination, then select PDF to save the file as a PDF.

Click “Save” to choose a location to save the document:



You can now attach the PDF to an email along with any supporting documentation to send to the other parties to the determination. You can also print the form to paper if you wish.