



QUICK REFERENCE GUIDE

Using Objective Build for the first time

Using Objective Build for the first time should be simple. Just follow the steps in this guide.

NZ.OBJECTIVE.COM

The screenshot shows the Objective BUILD web interface. At the top, there are navigation arrows and the Objective BUILD logo. A button for '+ New application' is visible in the top right. The main heading is 'What application will you be lodging today?'. Below this, there are three options:

- New application**: New projects that are not related to an existing consent. Building Consent, Project Information Memorandum, Solid Fuel Burner, Exemption or Certificate of Acceptance.
- Amendment to an existing consent**: Modification to an existing building consent. Amendment to a Building Consent or Solid Fuel Burner Consent.
- Supporting application**: Supporting application related to an existing consent. Code Compliance Certificate, Certificate for Public Use, Extension of Time.

A 'Cancel' button is located at the bottom left of the selection area. Overlaid on the right is a mobile app interface showing the status of an application with ID 222033. The status is 'Assessment Completed' as of 13 Jun 2023. A progress bar shows the following stages:

- Consent Lodged: Completed · 13 Jun
- Processing: Completed · 13 Jun
- Processing RFIs: Not started
- Consent Granted: Completed · 13 Jun
- Consent Issued: Completed · 13 Jun

Additional details from the mobile app:

- Started · 13 Jun
- Issue date: **13 Jun**
- Completed
- Assessment completed in 1 day
- Processing 1 day
- Suspended 0 days

Application details:

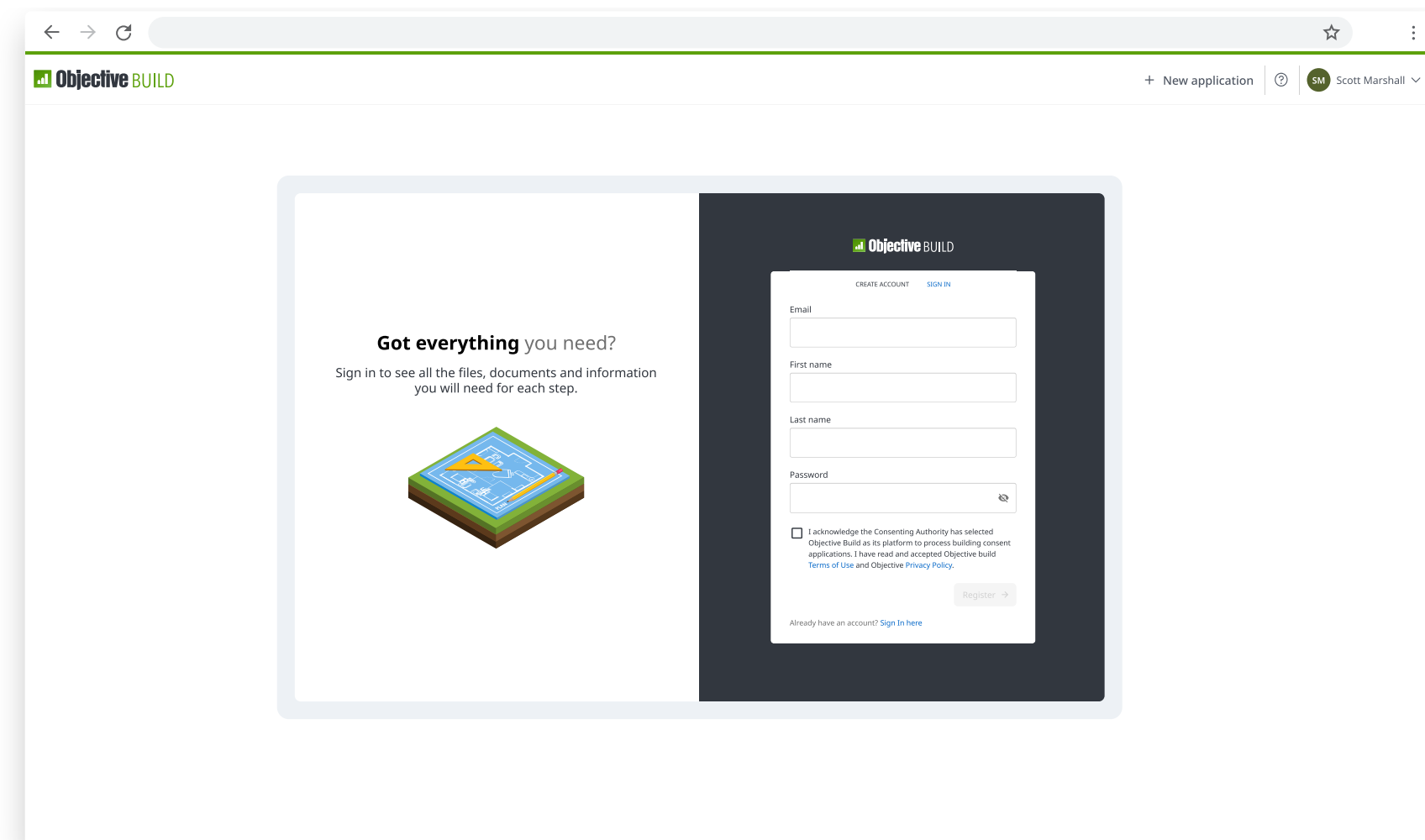
- Site address: 27 Victoria Avenue, Palmerston North 4410
- Project type: Residential

Remember, Objective Build is a single login across all councils

– so if you're already using Objective Build for another council, you'll be able to apply for consents across all councils using Objective Build with one login.

1. Registering for Objective Build

You will receive an email advising you to set up an Objective Build account. If not, head to build.objective.com to and click 'Register' for an account.



Make sure you use the **SAME** email address you were using previously, as this is how you will see the consents that were in progress within your old portal.

nz.objective.com/build

Once you verify your email, you should see your dashboard with all active consents migrated across. Head to the profile tab to make sure all of your details are correct, and change where needed.

You will want to make sure your profile is up to date, once this is complete, you can also set up or join an organisation. To see how to do this step-by-step [click here](#).

To view an on-demand webinar session to take you through the fundamentals of Objective Build [click here](#).

2. Getting ongoing support

If you run into any issues setting up your Objective Build account, you can always contact our support team, who are available Monday to Friday from 8am to 6pm.



INTRODUCING OBJECTIVE BUILD

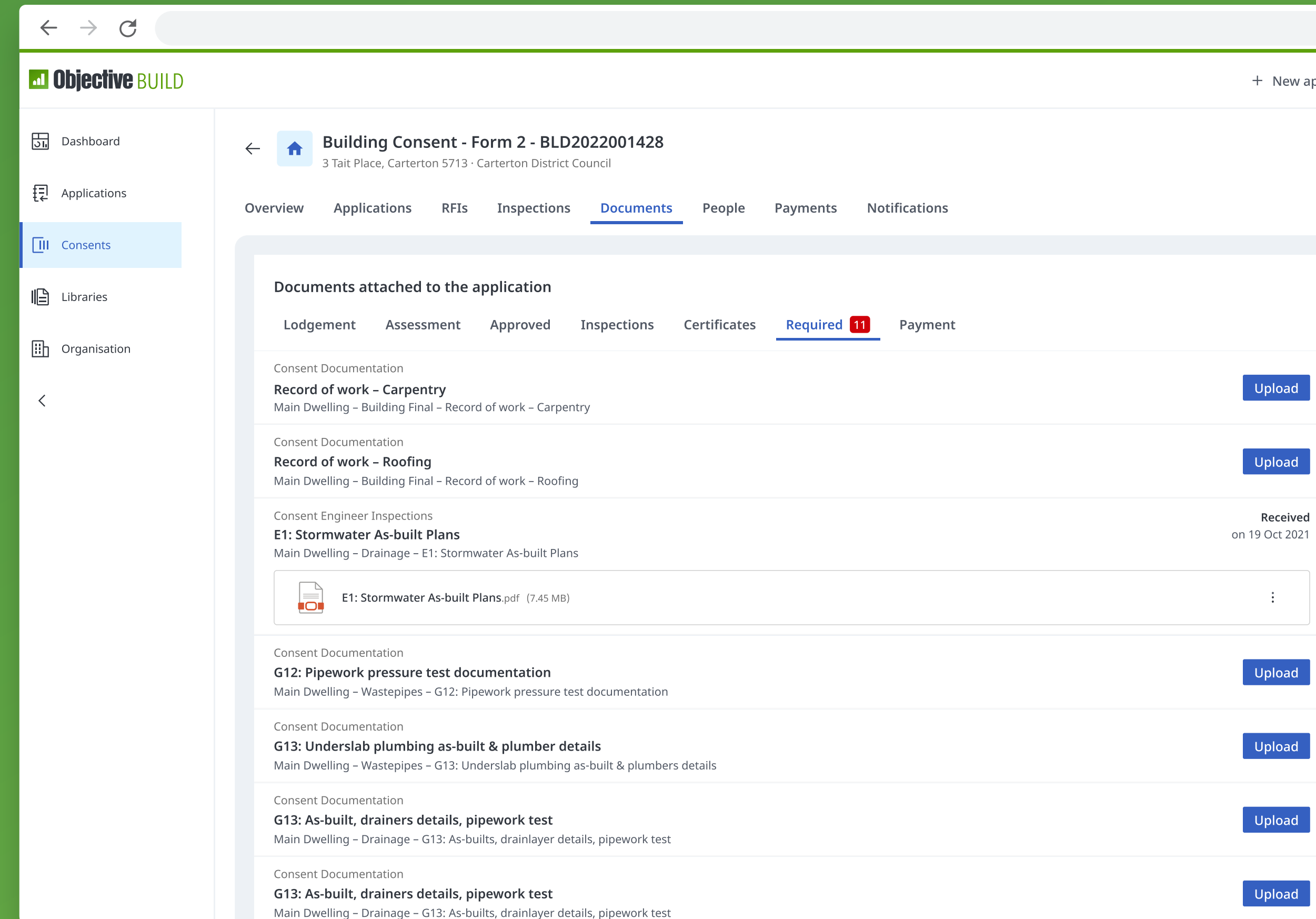
An effective building application management platform, helping the construction sector and local government thrive.

Making it easier for architects, designers and builders to obtain approvals for buildings and developments.

Injecting consistency, transparency, quality and efficiency into the building application and assessment process will help create high-quality buildings, support housing construction and drive social and economic outcomes for their communities.

HELP CENTRE

There are hundreds of benefits to Objective Build. To see more of what you can do take a look at our help centre for video tutorials of our favourite features.



If you have any questions at all, our support team are around to help. Just email build.support@objective.com or call **0800 024 508**. They're available Monday to Friday 8am to 6pm.