

Resubmitting an Evacuation Scheme Application

Use this guide to help you resubmit an evacuation scheme application that requires more information or has not been approved.

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Introduction

Communication from Fire and Emergency New Zealand (Fire and Emergency)

You will receive a letter attached to an email from Fire and Emergency New Zealand if we:

- need additional document(s) and/or more information,
- have declined your evacuation scheme application.

Timelines

You have 20 working days from the date of the letter to make the required changes and resubmit your application for approval.

We have 20 working days from the date you resubmitted your updated application, to process it.

Getting help

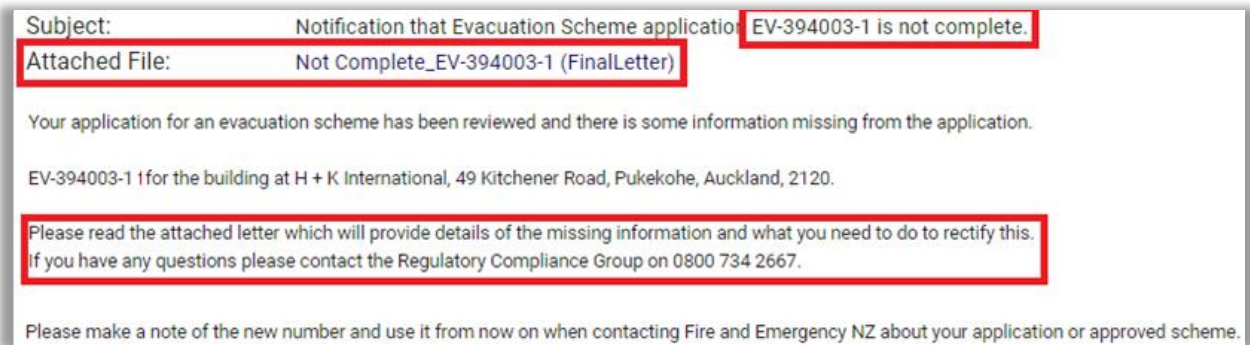
If you can't resubmit your updated application within 20 working days, contact the RCG with your application reference number, to discuss your options, either:

- email: rcg@fireandemergency.nz
- phone: 0800 REG COMP (0800 734 2667).

Fire and Emergency Communications with Applicants

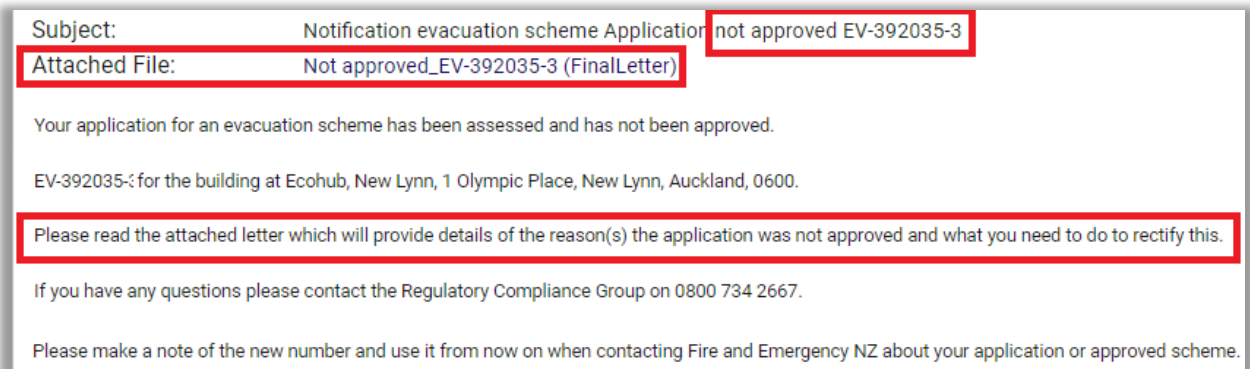
Incomplete applications

You receive an email with the subject, *Notification evacuation scheme Application not complete* (with an application reference number), if you need to provide more information. The letter attachment provides details about the additional information required.



Declined applications

You receive an email with the subject, *Notification evacuation scheme Application not approved* (with an application reference number), if your application is declined. The letter attachment provides the reason(s) and what you need to do to complete your application.



Example of our communication for a declined application

The screenshot below is an example of the information we provide with declined applications.

2.1 Building Description:

You must provide the correct Record of Title Reference and the Legal Description for this building. To obtain these references you can check your local Council website to complete a property and rates search or consult the Land Information New Zealand (LINZ) website. (Please note that a fee may apply)

- The Record of Title reference generally looks similar to 'WN345/678'. On more up to date titles, it is known as the Computer Freehold Register Identifier, which generally looks similar to '345678'.
- The Legal Description of the land will have a 'Lot' number and a deposited plan ('DP') number, which generally looks like Lot 1 DP12345.

Resubmit an online application

Step(s) to access, then change your online application

1. Read the letter to identify what we need you to change, or the additional document(s) and/or information we require.
Note: Make a note of the application's reference number displayed in the email subject line.
2. Gather the additional document(s) and/or information, as required.
3. Click [Login with RealMe](#) on the **Evacuation Schemes Ngā Mahere Putanga** screen and log in to RealMe.
Result: Your **Evacuation Schemes** homepage displays.

Evacuation Schemes Ngā Mahere Putanga

Having an approved evacuation scheme provides your building with protection for tenants and the building itself, is a competitive display of investment in fire safety and allows for the safe, prompt, and efficient evacuation of the building.

Welcome **PublicUserAHPU100!**

[APPLY FOR A SCHEME](#) [SUBMIT A TRIAL OR TRAINING REPORT](#)

My Evacuation Schemes [My Trial / Training Activities](#) [My Templates](#)

Pending-Resubmission (Awaiting My Action) **New (Not Yet Submitted)** **In Progress (Awaiting FENZ Review)** **Approved**

Search...

Group Fields Density Refresh

Reference Number	Application Type	Building Address	City	Status	Date Created	Due Date
EV-462062-2	Resubmission	IRENE's test building, 4, G...	Foxton	Pending-Resubmission	06-09-2024	04-10-2024
EV-463051-2	Resubmission	Sporton warehouse, 16A,...	Hamilton	Pending-Resubmission	10-09-2024	08-10-2024
EV-462087-3	Resubmission	Retesting Bugs, 16A, Gall...	Hamilton	Pending-Resubmission	13-09-2024	11-10-2024

Previous 1/2

4. Identify your application in the list that displays in the **My Evacuation Schemes** section and select the **Pending-Resubmission** tile.
Note: Use your reference number to ensure you select the correct application (if there is more than one in the list).
5. Click the reference number hyperlink for the application that needs updating.
Result: The application form displays with a **To Do** box at the top to **Update Application**.
6. Click the **Go** button.

Evacuation scheme application

To Do

Update Application
Please click Go button to update your application

GO

Application Form **Documents**

Case status: **PENDING-RESUBMISSION**

Building structure: An existing building

Reference number: EV-462062-2

Version: 2

Application type: Resubmission

Owner: PublicUserPU100A

Section 1: Applicant details

Section 2: Building details

Section 3: Fire protection systems

Section 4: Preparation in case of fire

Section 5: Evacuation procedure

Section 6: Special provisions

Section 7: Applicant responsibilities

Result: The **Update Application** notice displays.

7. Click **Update Application**.

Result: The application form opens and is now editable.

8. Navigate to the relevant section of your application, where you need to make changes or provide more information.

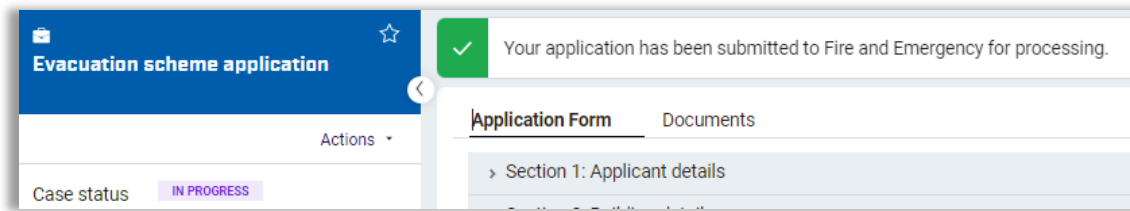
To edit fields and upload or delete supporting documents, see the quick reference guide: [fireandemergency.nz/businesses-and-landlords/evacuation-schemes/](https://www.fireandemergency.nz/businesses-and-landlords/evacuation-schemes/) > [Guides, forms and examples](#) > Quick reference guides > **Completing and submitting an online evacuation scheme application**.

Note: The application is ready for resubmission once all changes have been made, the declaration box is ticked, and the application has been reviewed.

9. Click **Resubmit Application** button.

Result: The **Confirmation to Update Application** is displayed.

10. Click **Yes**.



The screenshot shows a web interface for an 'Evacuation scheme application'. On the left, a blue sidebar contains the title 'Evacuation scheme application' with a star icon, a back arrow, and a 'Case status' section showing 'IN PROGRESS'. The main content area has a green checkmark icon and a message: 'Your application has been submitted to Fire and Emergency for processing.' Below this, there are tabs for 'Application Form' and 'Documents'. Under the 'Application Form' tab, there is a section titled 'Section 1: Applicant details' with a right-pointing arrow.

Result: Confirmation message is displayed confirming that the application was submitted successfully. A confirmation email will be sent to the Nominated Contact Person.

Note: The process to update and resubmit your online application is the same as completing a new online application.