



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.

Contents

[Communication from Fire and Emergency New Zealand](#)

[Timelines](#)

[Getting help](#)

[Incomplete applications](#)

[Declined applications](#)

[Resubmit manual application forms](#)

[Resubmit an online application](#)

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.



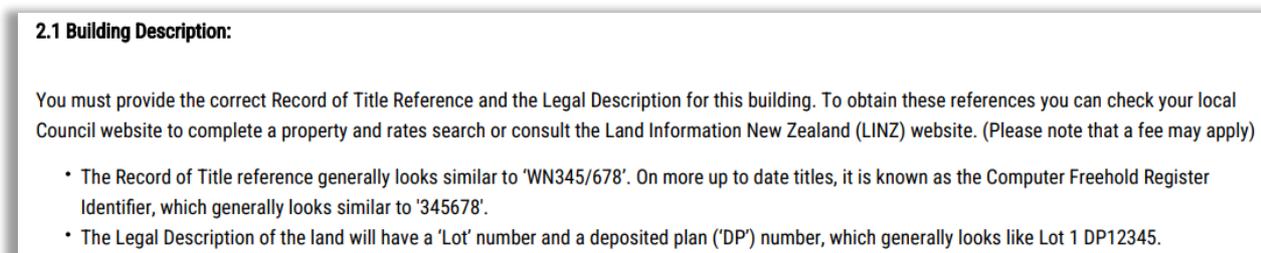
Declined applications

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.



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...

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

- > 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

Case status PENDING-RESUBMISSION

Building structure An existing building

Reference number EV-462062-2

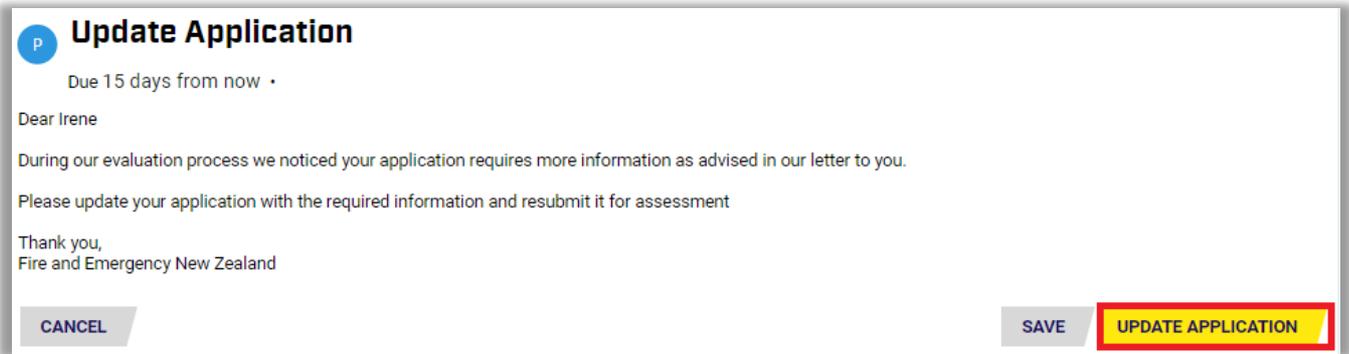
Version 2

Application type Resubmission

Owner PublicUserPU100A

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

7. Click **Update Application**.



Update Application
Due 15 days from now ·

Dear Irene

During our evaluation process we noticed your application requires more information as advised in our letter to you.

Please update your application with the required information and resubmit it for assessment

Thank you,
Fire and Emergency New Zealand

CANCEL SAVE **UPDATE APPLICATION**

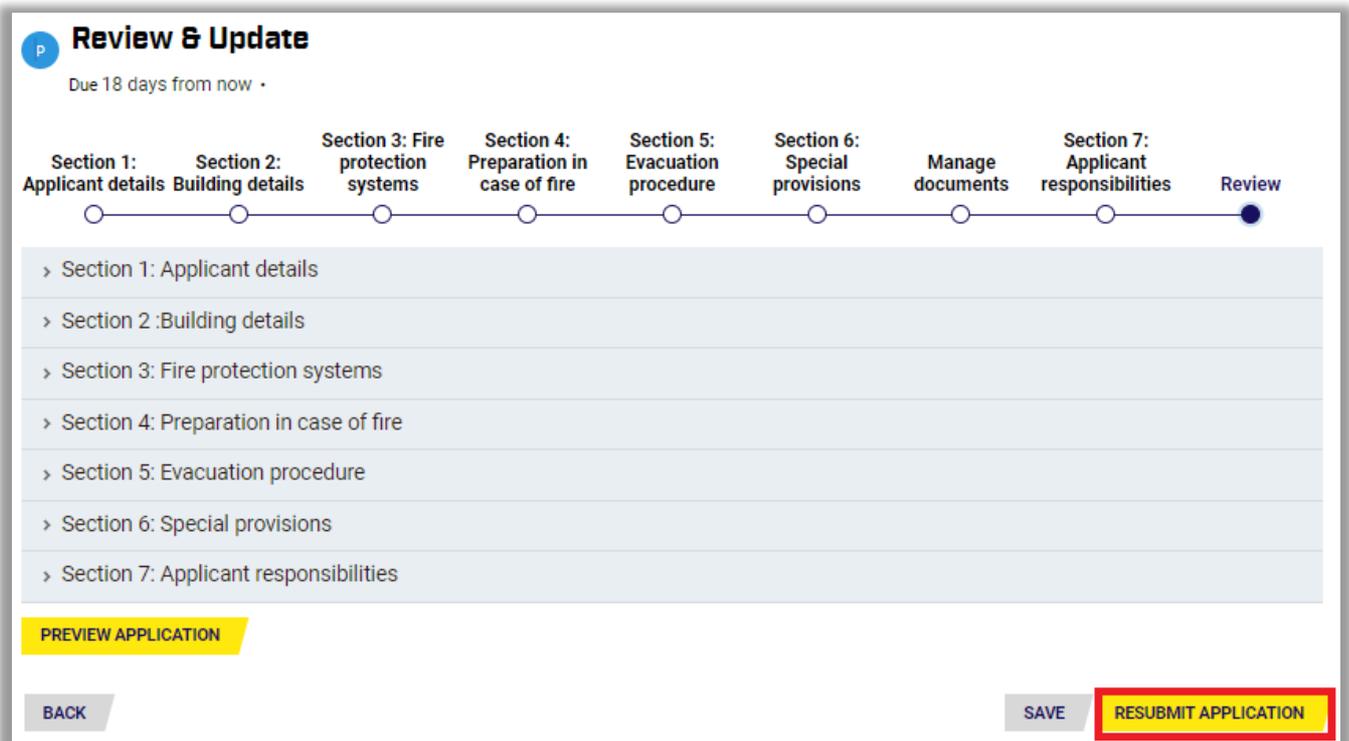
Result: The application form opens and is now editable.

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.



Review & Update
Due 18 days from now ·

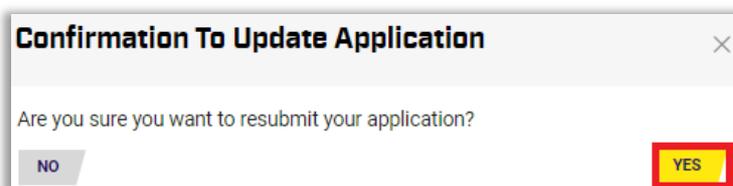
Section 1: Applicant details Section 2: Building details Section 3: Fire protection systems Section 4: Preparation in case of fire Section 5: Evacuation procedure Section 6: Special provisions Manage documents Section 7: Applicant responsibilities Review

> 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

PREVIEW APPLICATION

BACK SAVE **RESUBMIT APPLICATION**

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

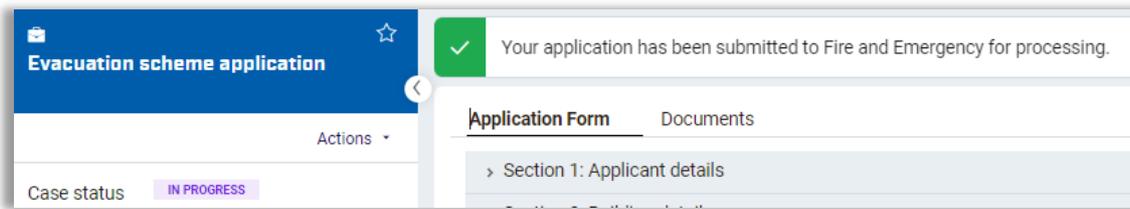


Confirmation To Update Application ×

Are you sure you want to resubmit your application?

NO YES

10. Click **Yes**.



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.