

## How to complete and sign an electronic application form

Rotorua Lakes Council building consent application forms can now be filled out electronically. This streamlines the electronic application process and minimizes paper use.

To digitally fill and sign an application form, it is recommended that the form be opened with Adobe Acrobat Reader. This is free software available on PC, Mac, Android and iPhone devices and can be downloaded from the following links.



As soon as you download our application forms, ensure you save the form to your device first. Saving it to your device ensures you can utilize the filling and signing functions of the form.

The next step is to open the form in Adobe Acrobat reader. Once opened, you should see the form displayed on your device. Each form field can be filled in electronically including:

- Text fields
- Checkboxes
- Drop down lists
- Signature fields

The following image shows fillable fields highlighted in blue. Fields with a red border are required. If required fields are left blank, your application may be rejected.

# Form 2 SOLID FUEL HEATER

## APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT Section 33 or 45, Building Act 2004

**1. THE BUILDING** [if item is not applicable put N/A in the space]

Street address of building: \_\_\_\_\_

[If no street address – details of nearest intersection]: \_\_\_\_\_

Legal description of land where building is located: Lot \_\_\_\_\_ DP \_\_\_\_\_ Site area: \_\_\_\_\_ m<sup>2</sup>  
Sec \_\_\_\_\_ Block \_\_\_\_\_

Building name: \_\_\_\_\_ Valuation No: \_\_\_\_\_

Location of building within site/block number: [Include nearest street access] \_\_\_\_\_  
\_\_\_\_\_

Number of levels: [Above & below ground] \_\_\_\_\_  
\_\_\_\_\_

Level/Unit No: \_\_\_\_\_ Floor area: \_\_\_\_\_ (sq m) [Indicate area affected by the building work]

Current, lawfully established, use: **Detached dwelling** Year First Constructed: \_\_\_\_\_

[Add no. of occupants per level and per use if more than 1] \_\_\_\_\_

**Building owners or single use applications:** If you don't regularly complete application forms (for example you are the building owner doing one off renovations) you can complete the form from start to finish.

**Agents or multi use applications:** For professionals who complete application forms regularly, you can fill in form fields that may be consistent across multiple applications (i.e company details) and save the document as a template.

Electronic application forms can be emailed to the owner to complete and sign the fields relevant to them, saved and then sent back to the agent to complete lodgement.

### How to sign the application form

There are 3 ways you can sign the application form, you can choose how you want to sign using the dropdown box to the left of the signature field.

1. By uploading a scanned image of your signature
2. By applying a Digital ID (this is a more secure option for signing and is the preferred method)
3. For mobile devices, you can tap and hold the signature field to draw your signature.

## Setting up your unique digital ID on Windows

Before you sign your application form, you will need to setup a Digital Id which verifies your credentials and tracks changes made to the document.

Setting up your digital ID should only need to be done once, and any consecutive forms only require a password to be signed.

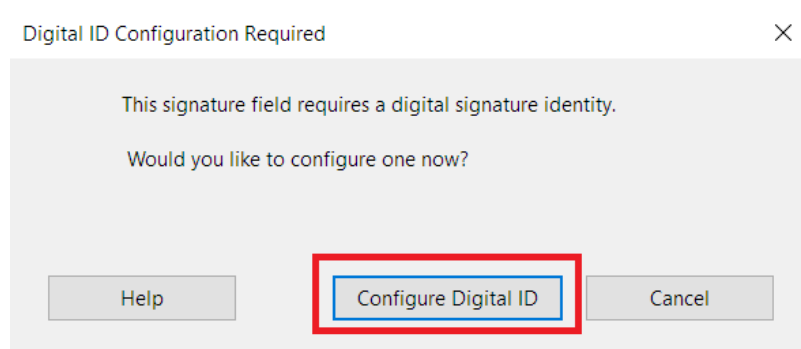
To start the process, ensure you have an electronic application form open in Adobe Acrobat Reader.

1. Find a signature field relevant to you and click on the signature field.

Signature:



A dialogue box should open and look like the following, select configure digital ID



2. Next, select create a new digital ID and select continue.

### Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

**Select the type of Digital ID:**

- Use a Signature Creation Device**  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file**  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

? Cancel Continue

3. Select save to file and click continue

### Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

**Select the destination of the new Digital ID:**

- Save to File**  
Save the Digital ID to a file in your computer
- Save to Windows Certificate Store**  
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

4. Enter your details into the dialogue box then click continue. Fields outlined in red are required fields.

**Create a self-signed Digital ID** [X]

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Smith"/>
Organizational Unit	<input type="text" value="Design Department"/>
Organization Name	<input type="text" value="Smith Corp"/>
Email Address	<input type="text" value="jsmith@smithcorp.com"/>
Country/Region	<input type="text" value="NZ - NEW ZEALAND"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

[?] [Back] [Continue]

5. Apply a password to your digital ID and click save. There is no password recovery option available, so ensure you remember it for next time or be prepared to have to create a new digital ID.

**Save the self-signed Digital ID to a file** [X]

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

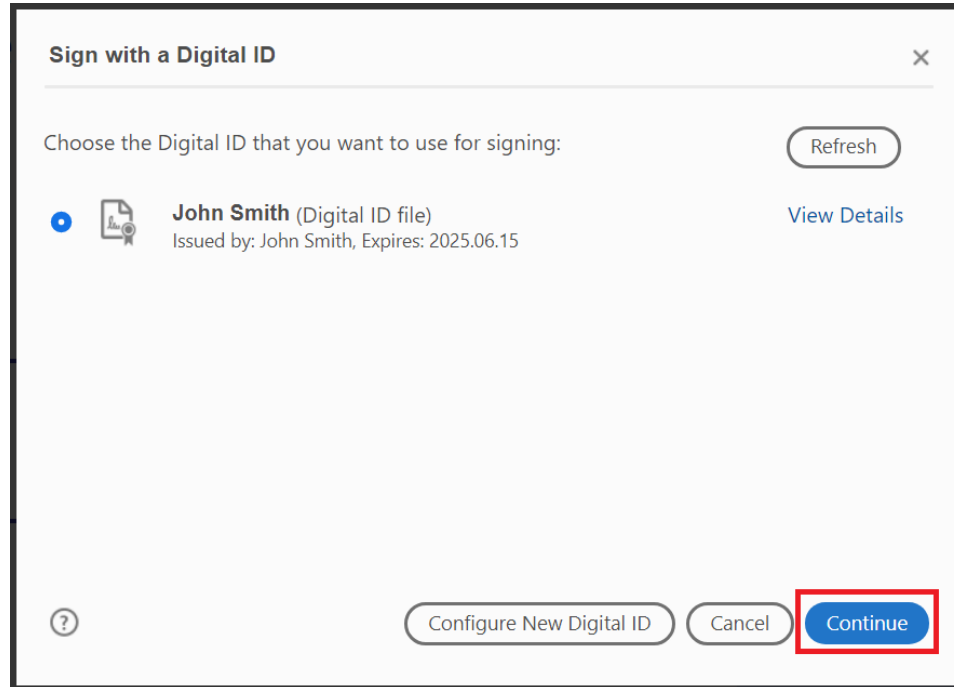
[Browse]

**Apply a password to protect the Digital ID:**

**Confirm the password:**

[?] [Back] [Save]

6. Next, select your newly created digital ID and click continue.



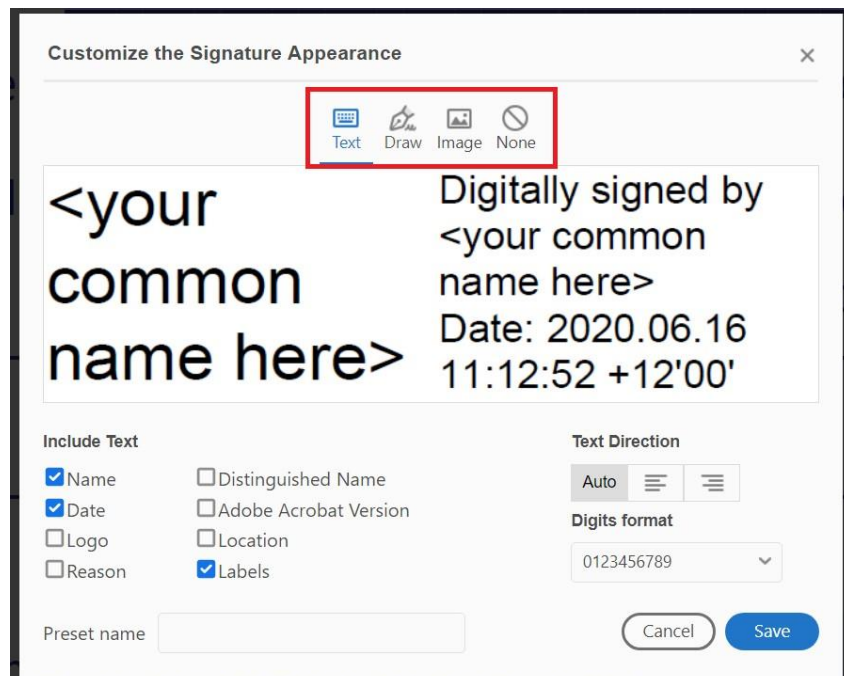
7. If you are happy with seeing text as your signature, you can type in your password and then click sign to finalize the document. If you want to customize how the signature looks, see the next section on how to customize your digital signature.

## Customizing your Digital ID

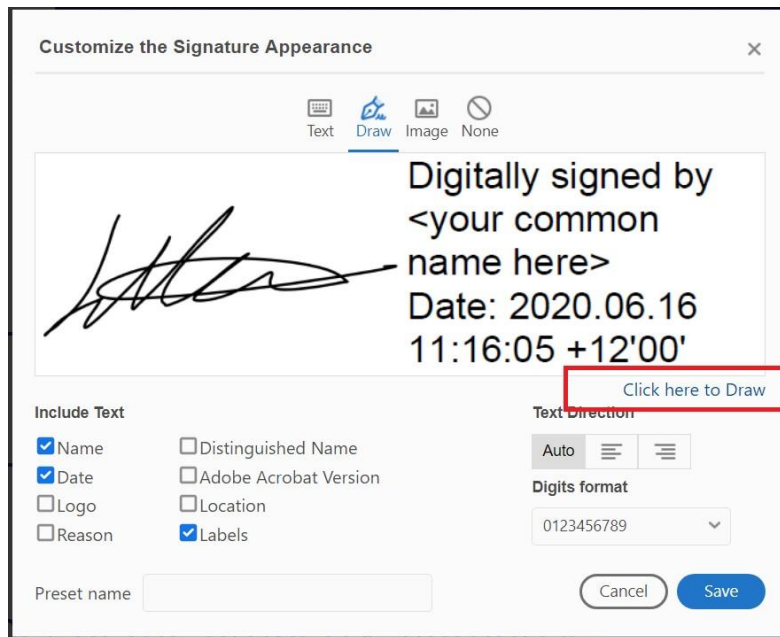
1. With the signature dialogue box still open, select the **create** button to begin customizing your signature.



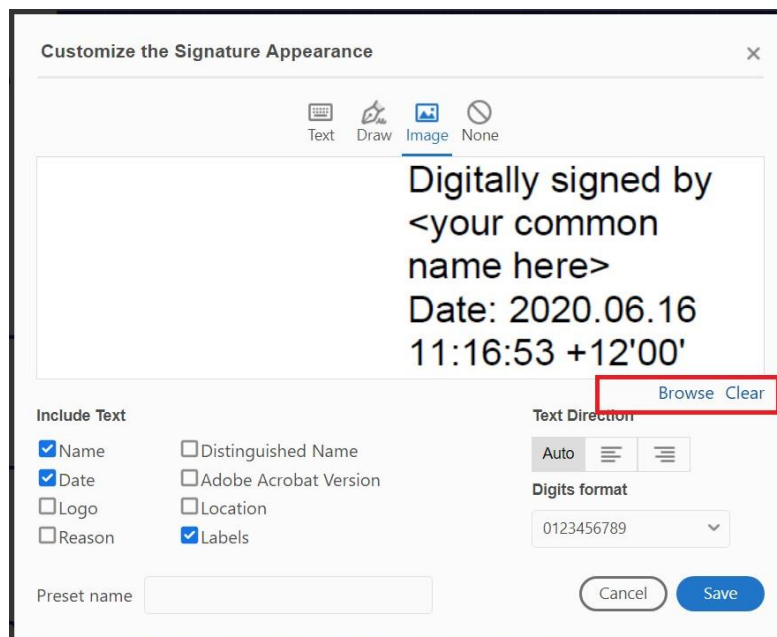
2. The next dialogue box allows you to select which information is displayed as part of your digital ID. You can upload or draw a handwritten signature to be displayed in place of just your name.



To draw a signature directly into the dialogue, select **Draw**, then select **Click here to draw**. Draw your signature then click **Apply**.



You can upload a hand drawn signature that has been scanned into your computer from paper. If using a hand drawn signature, you must save the signature file as a PDF before it can be used with your digital ID.



Select **Image**, then **Browse** to find the location on your computer where you have saved your PDF signature file. Click **Apply**.



Finally, fill in your password and click sign.

A prompt will appear asking you to save the document. You can save over top of the original document so that you don't have multiple copies. Or you can save as a separate file.

The digital ID should only need to be set up once, you will only need to enter your password and your digital signature will be automatically applied.