

# RESUBMITTING AN EVACUATION SCHEME APPLICATION

## INTRODUCTION

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Use this guide to help you resubmit an evacuation scheme application that requires more information or hasn't been approved.

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## INTRODUCTION

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

You will receive a letter attached to an email from Regulatory Compliance Group (RCG) at Fire and Emergency 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](mailto:rcg@fireandemergency.nz)
- **phone:** 0800 REG COMP (0800 734 2667).

## FIRE AND EMERGENCY COMMUNICATIONS WITH APPLICANTS

Fire and Emergency will notify you within 20 days, if:

- more information is required
- your application has been declined, and the reason(s).

### 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.

**From:** DWMPEvacuationScheme@fireandemergency.nz <DWMPEvacuationScheme@fireandemergency.nz>  
**Sent:** Friday, 7 October 2022 10:39 am  
**To:** <Applicant email address>  
**Subject:** Notification evacuation scheme Application not complete EV-31103-01

Your application for an evacuation scheme has been reviewed and there is some information missing from the application.

Please read the attached letter which will provide details of the missing information and what you need to do to rectify this. If you have any questions please contact the Regulatory Compliance Group on 0800 347 346.

### 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.

**From:** DWMPEvacuationScheme@fireandemergency.nz <DWMPEvacuationScheme@fireandemergency.nz>  
**Sent:** Tuesday, 20 September 2022 2:52 pm  
**To:** <Applicant email address>  
**Subject:** Notification evacuation scheme Application not approved EV-26007-01

Your application for an evacuation scheme has been assessed and has not been approved.

Please read the attached letter which will provide details of the reason(s) the application was not approved and what you need to do to rectify this. If you have any questions please contact the Regulatory Compliance Group on 0800 734 2667.

### 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:

This building appears to be part of a larger building structure. A multi-unit building may be able to have more than one scheme for each part of the building, but only if all of the following apply:

- The independent parts of the building must be appropriately fire separated from each other
- Each independent part of the building must have its own means of escape~
- The means of escape cannot go through another independent part of the building
- The independent part of the building cannot rely on fire safety systems (e.g. alarms) that are common across separate parts of the building.~

Please do not make any other changes to your application. You must re-submit your amended application within **20 working days** from when you get this notice.

## RESUBMIT MANUAL APPLICATION FORMS

### Step(s) to resubmit your manual application form

1. Update your application with the missing or incorrect information identified in the **Not complete letter** your received from the RCG.  
**Note:** If you need a copy of your original application, contact the Regulatory Compliance Group  
**Phone:** 0800 REG COMP (0800 734 2667).
2. Send your updated application to the RCG to process, either by:
  - **email:** [rcg@fireandemergency.nz](mailto:rcg@fireandemergency.nz)
  - **post:** Regulatory Compliance Group, Fire and Emergency New Zealand Fire and Emergency New Zealand, PO Box 68444, Victoria Street West, Auckland 1142.

## RESUBMIT ONLINE APPLICATIONS

### 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**  
Aronui Evacuation

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

APPLY FOR A SCHEME   SUBMIT A TRIAL OR TRAINING REPORT   TRANSFER A SCHEME

**Quick links**  
My applications and schemes   My trial/training activities   My templates

**My worklist**  
The following items require action to be taken:  
My evacuation scheme   My trial/training reports

**Evacuation scheme worklist summary**

Reference number	Type	Building address	City	Status
EV-10030-01	New ES Application	Kapiti Coast District Council, 175 Rimu Road, Paraparumu, Paraparumu	Paraparumu	Pending - Submission

4. Identify your application in the list that displays in the **My worklist** section. **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, e.g. **Resubmit Application**.

The screenshot shows the 'Evacuation scheme application' interface. On the left, there is a sidebar with the case ID 'ES-34022' and a star icon. Below this, the case status is 'In Progress'. The sidebar also lists 'Building Structure' as 'An Existing Building', 'Reference Number' as 'EV-34022-2', and 'Version' as '2'. In the top right corner, there is a 'To Do' notification for 'Resubmit Application' with a 'GO' button. The main content area shows the 'APPLICATION FORM' with 'Section 1: Applicant Details' expanded, displaying 'Applicant Type' as 'Individual'.

6. Click **Go**. **Result:** The **Resubmit Application** notice displays.

The screenshot shows an email notification titled 'Resubmit Application' with a 'PU' icon and a due date of 'Due 7 days from now'. The recipient is 'Dear Anthony'. The body of the email states: 'In our evaluation process we noticed that few details are not filled or incomplete. Therefore we request you to resubmit the application with complete information. Please click on Submit to resubmit the application.' The email is signed 'Thank you, Fire and Emergency New Zealand'. At the bottom, there are 'CANCEL', 'SAVE', and 'SUBMIT' buttons, with the 'SUBMIT' button highlighted in yellow and outlined in red.

7. Click **Submit**. **Result:** The application form opens and is now editable.
8. Select the breadcrumb(s) across the top to navigate to the relevant section of your application, where you need to make changes or provide more information.
9. To edit fields and upload or delete supporting documents, see the quick reference guide: [fireandemergency.nz > Online Services Evacuation Schemes > Quick reference guides > Completing and submitting an online evacuation scheme application.](#)

## Information

The process to **update** and **resubmit** your online application is the same as completing a new online application. **Note:** The **Resubmit Application** button displays to resubmit your updated application.