

Permit to Work application guide

Christchurch City Council uses one online Permit to Work form for all Council areas. You can fill it out on any device, including your phone. Access the form from: Permit to Work at ccc.govt.nz or the Three Waters Contractor Portal.

Permit to Work is a priority

Permit to Work is a crucial step in the process for those carrying out work at Council locations so that there is appropriate visibility, precautions, compliance and communications around your planned activity.

Make sure you know when and how to submit a Permit to Work when required. For more guidance, reach out to the Council on 03 941 8999.

About this guide

This guide helps you complete the online form by showing each section and explaining what information you need to enter. You'll see the form screenshot on the right and a clear explanation of each field on the left.

Section 1: Contractor information

- 1 Enter the head contractor's company name and contact details.
- 2 If a Site Manager or after-hours contact will be responsible for the work, enter their contact details here.
- 3 If subcontractors are involved, select Yes and enter their contact details.

Christchurch City Council

Permit to Work Application

Application

Important:

- You can submit work for one location only per application.
- This form must be submitted by the Head Contractor.
- Apply for your permit to work at least five working days before work begins to allow for your application to be processed.
- Processing your application may be delayed if your request is submitted with incomplete or inadequate information.

Contractor information

1 Company *
XYZ Contracting

2 Contact name *
Alex Sample

3 Phone *
+64212345678

Email *
alex.s@xyz.co.nz

Site manager or after-hours contact name
Charlie Marshal

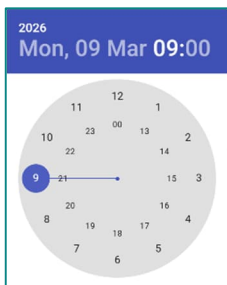
Site manager or after-hours contact number
+64281234567

Is there a subcontractor involved? *
No

Section 2: Work description

- 1 Enter your Council Contact's name and email address.
- 2 Select an Asset Type, then enter the Location of the work (such as a building name or address).
- 3 Use the date pickers to enter the Work start and Work finish dates and times.

i When selecting the hour, use the outer numbers for AM and the inner numbers for PM.



- 4 Describe the work and list the equipment you'll be using.
- 5 Attach any supporting documents, such as plans, maps, or scopes of work.

Work description

- 1 Council Contact *
Jordan Playsolder
- 2 Council contact email *
jordan.playsolder@ccc.govt.nz
- 3 Asset type *
Facilities
- 4 Location of work *
Art Gallery
- 5 Work start date & time *
09 Mar 2026 9:00 AM
- 6 Work finish date & time *
09 Mar 2026 5:00 PM
- 7 Description of work *
Welding steel brackets on roof
- 8 Equipment description *
Torch and grinder
- 9 Attach scope of work, work plan or map if applicable +
Bracket Design - Christchurch Art Gall application/pdf (2.04 MB)

Section 3: General Permit Requirements

This section changes depending on the Asset Type you selected. In this example, the "Facilities" asset type shows the related permit certificates.

- 1 Select all permit certificates required for the work. Options may include: Isolation, Work at height, Confined Space, Hot works, Excavations, Cranes/lifting, Critical systems
- 2 If the work meets the criteria for "particular hazardous work," select Regulator Notification.

General Permit Requirements

- 1 Permit certificates required *
Work at height, Hot works
- 2 Does this work require Regulator Notification? *
No

Section 3 continued...

- 3 Attach any relevant health, safety or wellbeing documents.
- 4 This section updates based on the permit certificates you selected. Complete all required fields and read any requirement messages. If you need help, contact your Council Contact.
- 5 When the application form is complete, select Submit.

What happens after I've submitted my application?

1. After you submit the form, you'll receive an email confirming it will be reviewed.
2. The application will be reviewed by the required approvers, who may contact you if they need more information.
3. If your permit is accepted, you'll get an email asking you to either agree to or decline the permit conditions by clicking Yes or No.
4. If you agree, you'll receive an email saying the Permit is approved. When work is complete, go back to this email and click Yes to notify Council that you're done.
5. You'll receive a final email when the permit is closed.

You may receive a notification if the permit requires more information or has been cancelled, or if the permit is suspended/revalidated for any reason, for example, if work has stopped for the day, or if the scope has changed.

Please aim to submit the Permit to Work at least 5 working days before it is needed. If you need to request a Permit to Work urgently, please reach out to your Council contact or email hsupport@ccc.govt.nz.

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Job Safety Assessment / Site Specific Safety Plan 

Safety Plan - Christchurch Art Gallery application/pdf (2.04 MB)

4

Safety Observer name *

Morgan Pointer

Safety Observer Phone number *

+64221234567

Safety observer email

Emergency communications *

Mobile device

Phone number or RT Channel *

+64221234567

Work at Height method *

Work positioning system - Roof

Hot works method *

Heat Source, Open flame, Produces spar...

Hot Works - Insurance requirements
(a) all combustible material shall be cleared from the hot work area, where the hot work area cannot practically be cleared, all combustible material must be covered with fireproof blankets or similar protection and any other affected combustible parts of the premises must be similarly protected; and
(b) hose reels or fire extinguishers of a type and capacity suitable for the combustible material and the premises shall be kept adjacent to the hot work area and be available for immediate use; and
(c) hot work equipment will be lit, ignited or switched on for as short a time as possible before use and extinguished immediately after use and never left unattended whilst lit or ignited; and
(d) a thorough examination of the hot work area will be made for any signs of combustion immediately after completing the hot work and again an hour after ceasing the hot work; and (e) before applying any heat to metal built into or projecting through walls, floors or ceilings, an examination will be made to ensure that the other end of the metal is cleared of combustible material or such combustible material is covered with fireproof blankets or similar protective equipment; and
(f) any site specific hot work permit is complied with.

Standby rescue equipment *

Harnesses, Fire Extinguisher, Fire Blanket

Describe the rescue plan and equipment required *

Full-body fall-arrest system with secure anchor points will be worn at all times, and

5

Submit

Clear