

# Application for Minor Variation to Building Consent

**All minor variations must be submitted using this form.**

You can submit minor variations to the Inspector on site. If providing minor variation on site, 2 copies of the changed plans must be provided. One copy will be dated and signed and left on site and the other copy will be scanned into your consent file. Alternatively, minor variations can be submitted through the portal.

**Note:** It is the Owner/ Authorised agent's responsibility to notify Council of any changes to the approved plans; this variation must be provided to and approved before work proceeds.

Please refer to the government's website for guidance information about what constitutes a minor variation:  
<http://www.dbh.govt.nz/minor-variations-to-building-consents>.

## Consent details:

Building Consent N°:	<input type="text"/>	
Site address:	<input type="text"/>	
	<input type="text"/>	
Owner / agents name:	<input type="text"/>	
Postal address:	<input type="text"/>	
		Postcode: <input type="text"/>
Email address:	<input type="text"/>	
Applicant's role in project:	<input type="text"/>	
Contact phone number:	<input type="text"/>	

## Record of variation: *(please identify location and provide a detailed description of the variation including plan references)*

## Authority

Discussed on site  YES  NO

Inspector:

Note: This minor variation approval does not constitute approval under the Resource Management Act; we recommend that you seek advice from Council's Resource Consents department on this aspect of your proposal. If the work requires resource consent, work cannot lawfully commence until this approval has been obtained.

Owner signature:

Date:

Agents signature:

Agent has written authority to act for owner:  YES  NO

**\*Agents signing this form must have authority to act for owner before signing this form.**

## Council use only:

The variation is minor and does not materially affect Building Code compliance

Yes  No

Work may proceed

Yes  No

Variation

Approved  Declined

### Record of variation:

Method of recording the minor variation (tick box):

Revised plans provided

Comments recorded on Inspection checklist

Minor variation dated and signed plans by inspector

Other (describe) \_\_\_\_\_

Inspector's signature:

Date:

Inspector's name:

Reasons  
for Decisions:

**Note:** If the scope of work has changed, please check to see whether an update is required to the description of work in the system.