

Application for minor variation to approved building consent

This application is to advise Selwyn District Council that the following minor variation is proposed to be undertaken on the building situated at the address listed below.
(Please refer notes for applicants below).

Owner/agent name		Agent's company name (as relevant)	
Site address		Building consent number	
Postal address		Postcode	
Legal description			
Applicant's role in project		Contact phone number	
<p>The following documents have been attached to support this application:</p> <p><input type="checkbox"/> Copy of plans (minimum A3 size)</p> <p><input type="checkbox"/> Copy of certificate of design work from the designer, if involving restricted building work</p> <p><input type="checkbox"/> Copy of this onsite application for minor variation to approved plans form</p>			
Record of variation (please identify location within building and provide a detailed description of the variation)			
Owner's signature		Date	
Agent's signature		Agent has authority to act for owner	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes for applicants

Please refer to the government's website for guidance information about what constitutes a minor variation – www.building.govt.nz/building-index.

It is the owner's (or authorised agent's) responsibility to notify Council of any changes to the approved plans under section 40 of the Building Act 2004. This variation must be approved by a Building Control Officer (BCO) before work can proceed. If the variation involves restricted building work, the design must provide an amended certificate of design for the changes to the design work.

Was	Reason for change (altered, removed, replaced, deleted)	Now

<input type="checkbox"/> Reduced scope of work (if ticked, please describe items that will not be constructed)

Please ensure you submit your application and supporting documentation onto the relevant building consent number via the AlphaOne customer portal. Use the 'Upload Documentation' to upload it against 'minor variations'.