

Onsite 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 the Building Control Officer (BCO) inspecting onsite 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)

Council use only			
The variation form has been completed in full and all supporting documentation provided			<input type="checkbox"/> Yes <input type="checkbox"/> No
The variation affects restricted building work (if yes, updated certificate of design work must be provided)			<input type="checkbox"/> Yes <input type="checkbox"/> No
The variation is minor and does not materially affect compliance			<input type="checkbox"/> Yes <input type="checkbox"/> No
Work may proceed			<input type="checkbox"/> Yes <input type="checkbox"/> No
Variation		<input type="checkbox"/> Approved <input type="checkbox"/> Declined	
Inspecting BCO's signature		Date	
Inspecting BCO's name			
Note If the scope of work has changes, please check the computer to see whether an update is required to the description of work.			