

# Application for on-site minor variations of approved plans

It is the Owner or Authorised Agent's responsibility to notify Council of any changes to the approved plans. This variation must be provided to and be approved by a Building Inspector. All changes must be approved before work proceeds.

**Any applications submitted via email, or at a Service Centre must use this form.**

Alternatively, this application can be completed by the Inspector in their inspection app. This is subject to all the information being provided at the time of the inspection. Soft copy of plans should be emailed to the Inspector for digital stamping.

If providing hard copies of plans, 2 sets must be provided. If approved, one copy will be stamped, signed and left on site and the other scanned into Council files.

Please refer to the government's website for guidance information about what constitutes a minor variation: <https://www.building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/minor-variations-guidance/>.

## APPLICANT DETAILS

|                              |     |
|------------------------------|-----|
| Building consent no:         | BCO |
| Site address:                |     |
| Owner / Agents name:         |     |
| Postal address:              |     |
| Email address:               |     |
| Applicant's role in project: |     |
| Contact phone number:        |     |

## Record of Variation

*Identify location and provide a detailed description of the variation including plan references*

|  |
|--|
|  |
|--|

Code clauses:

## Reduced scope of work

*If ticked, describe items that will not be constructed*

|  |
|--|
|  |
|--|

## Changes to bracing elements, window sizes, etc.

| Was | Reason for change:<br>Altered, removed, replaced | Now |
|-----|--------------------------------------------------|-----|
|     |                                                  |     |
|     |                                                  |     |
|     |                                                  |     |
|     |                                                  |     |

**Note:** This minor variation approval does not constitute approval under the Resource Management Act. You must seek advice from Auckland 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.

|                   |       |
|-------------------|-------|
| Owners signature: | Date: |
| Agents signature: | Date: |

Agent has written authority to act for the owner: YES NO

**Agents signing this form must have approved authority to act for the 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 is approved                                                          | YES | NO |

## Record of variation

Method of recording the minor variation:

- New amended plans – soft copy (preferred)  
 New amended plans – hard copy  
 Inspection checklist comment by Inspector  
 Approved plans notated and photographed by Inspector  
 Other (describe)

Inspector's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's name: \_\_\_\_\_

## Reason for decision

[illegible]

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