

Application for minor variation to building consent approved plans



This application is for approval from Buller District Council (BDC) to make a minor variation to the following building consent under section 45A, Building Act 2004.

Any applications submitted via email or at BDC offices must use this form.

Prior approval is required from the owner and BDC before any variance to the approved plans is carried out

General information

- A minor variation is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications to which the building consent relates. If the proposed change deviates significantly, the application will be processed as an amendment to the building consent. Note, if the proposed change will lead to a non-compliance with the district plan, the application will be processed as an amendment to the building consent.

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>

- 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 be approved by a Building Control Officer. All changes **must** be approved before work proceeds.
- Soft copy of plans should be emailed to the inspector for digital stamping.

Submitting an application

- The application form and relevant documentation must be emailed to:
theconsentnumber@buller.abcs.co.nz
(e.g. 240000@buller.abcs.co.nz)

CONSENT DETAILS

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

PROPOSED VARIATION

(please identify location and provide a detailed description of the proposed variation including plan references)

Code clauses:	<input type="text"/>
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REDUCED SCOPE OF WORK

(if ticked, please describe items that will not be constructed – Continue onto another page if required)

TABLE OF PROPOSED VARIATIONS

Please use this table for describing changes to bracing elements, window sizes, etc.

Building element	Proposed change	Reason for proposed change <i>Altered, removed, replaced,</i>

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

BDC Planning Department:

planning@bdc.govt.nz

0800 807 239

Owner signature

Date:

Agent signature

Agent has written authority to act for 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

 Yes

 No

Record of variation:

Method of recording the minor variation (tick box(s)):

New amended plans – soft copy 'digital' (*preferred*)

Inspection checklist comment by inspector

Approved plans notated and photographed by inspector

Other (describe) _____

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.

Inspector's name:

Date:

Inspector's signature: