

**Building consent applications** can now be lodged online at <https://consents-westcoast.abcs.co.nz>. You still need to pay a deposit, and this can be done by internet banking referencing the applicant's name and site address to which the building work relates. **Hard copy applications** will still be accepted.

I request that you issue an amendment to a Building Consent already issued for the building work described in this application.

<b>THE BUILDING</b>	<b>Site/Location Address:(or Rapid Number if applicable):</b>	<b>Building Consent Number:</b>
	<b>Legal Description:</b>	<b>Is this a staged consent?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, state number of stages: _____
	<b>Valuation Number:</b>	<b>Location of building within site/block number:</b>
	<b>Building Name (if applicable):</b>	

<b>THE PROJECT</b>	<b>Description of amended work:</b>
	<b>Estimated Value of amended work (inc GST)</b> (In addition to, or reduction from, what was stated with the original application) Further building levies may apply.  _____ <input type="checkbox"/> Addition <input type="checkbox"/> Reduction <input type="checkbox"/> No Change

<b>THE OWNER</b>	<b>NAME:</b>	<b>THE AGENT</b>	<b>NAME:</b>
	<b>CONTACT PERSON (if owner is not an individual):</b>		<b>CONTACT PERSON:</b>
	<b>POSTAL ADDRESS:</b>		<b>POSTAL ADDRESS:</b>
	<b>EMAIL:</b>		<b>EMAIL:</b>
	<b>PHONE:</b>		<b>PHONE:</b>

INTERNAL OFFICE USE ONLY	
BC Number:	
Date Received:	

**REQUIRED ATTACHMENTS (as applicable)**

The following documents are attached to this application:

One set of plans and specifications (which must meet the minimum requirements as set out in the regulations for building consent applications) **with amendments highlighted or clouded**

Supporting Documents/Specifications

Project Information Memorandum (PIM)

**Note if all required information is not provided your application will be put on HOLD until it is received.**

**KEY PERSONNEL (Designer/Tradesmen)**

<b>Full Name and <u>Contact Phone or Email address</u></b>	<b>Licensing Class</b>	<b>LBP number or registration no. if treated as being licensed under S291 of the Act</b>

Has the engineer provided a Producer Statement – Design?  Yes  No  
Has the engineer been engaged to carry out site inspections on the job?  Yes  No  
(if yes, these must be specified on the Producer Statement)

**SIGNATURE**

Note: if Agent, state details of authorisation from owner to make application on owner’s behalf.

We require our plans and/or specifications to remain confidential

\_\_\_\_\_  
Signed by or for and on behalf of the Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner  
Agent

**NOTES**

1. This does not apply to building consents that already have a Code Compliance Certificate issued.
2. This application is for minor amendments to issued building consents. It is not intended to be used where the scope of work is extended.
3. Processing fees (plus any additional Building or Building Research Levies) are to be paid before any work covered by the amendment may proceed.