

Application for on-site minor variations of approved plans

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 the Building Inspector. All changes must be approved before work proceeds.

Any applications submitted via email or at service centres must use this form.

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

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

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/minorvariations-guidance/>.

Consent details:

Building Consent No: **BCO**

Site address:

Owner / agents name:

Postal address:

Postcode:

Email address:

Applicant's role in project:

Contact phone number:

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

Code clauses:

Reduced scope of work *(if ticked, please describe items that will not be constructed)*

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

Note: This minor variation approval does not constitute approval under the Resource Management Act; we recommend that you 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.

Owner signature:
Agents signature:

Date:

Agent has written authority to act for owner: Yes No

***Agents signing this form must have approved authority to act for 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 Approved Declined

Record of variation:

Method of recording the minor variation (tick box):

- 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:

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.