



# Application for minor variation

It is the Owner/ Authorised agent's responsibility to notify Council of any changes to the approved plans; minor variations can be provided to the Inspector on site or submitted via the Portal and must be approved before the work proceeds.

If providing minor variations at time of inspection 2 copies must be provided. If approved, one copy will be stamped, signed and left on site and the other copy scanned into Council file.

Please refer to the ministry's website for guidance information about what constitutes a minor variation:  
<http://www.dbh.govt.nz/minor-variations-to-building-consents>.

## Consent details:

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

## Description of minor variation: *(provide a detailed description of the variation including reference to sheet / plan # amended)*

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

Was	Reason for Change: <i>Altered, removed, replaced,</i>	Now

**Note:** This minor variation approval does not constitute approval under the Resource Management Act; we recommend that you seek advice from Councils Planning 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:  Date:

Agents signature:

Agent has written authority to act for owner:  YES  NO

**\*Agents signing this form must have written authority to act for owner before signing this form.**

**Council use only:**

Work may proceed  Yes  No  
Minor variation  Approved  Declined

**Record of variation:**

- Soft copy
- Hard copy

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.