

Building Consent Number: \_\_\_\_\_

Owner Details	Applicant Details
Owner: .....	Applicant: .....
Postal Address: .....	Postal Address: .....
.....	.....
Phone No: .....	Phone No: .....
Fax No: .....	Fax No: .....

Post Information to:                      Owner                                            Applicant                     

Project Location	
Street Address: .....	
.....	
Legal Description*              Lot: .....	DP: .....
Valuation No*: .....	Area of Site(m <sup>2</sup> /ha): .....
<b>*Refer to your rates notice</b>	

Description of Amendment
Type of Building Work: .....
Total Value of Work (estimated): \$.....
<b>Tradesmen Details:</b>
Installers Name: .....
Address: .....
Plumbers/ Drainlayers Name: ..... REG No: .....
Address: .....

**I request that you issue the amendment to this building consent for the building work described in this application.**

Signed: ..... Date: .....

Receipt Number: ..... Date: .....

- Application fee of \$50.00
- **Extra Fees may be charged**

**PLEASE ENSURE YOU HAVE ALL RELEVANT INFORMATION APPLICABLE TO THE APPLICATION ATTACHED:**

**ALL INFORMATION IS TO BE SUPPLIED IN DUPLICATE (TWO SETS)**

**Plans**

- Plans must clearly show what the amendment is for
- Plans must be drawn to scale with the scale used indicated on the plans
- Plans must be not in pencil
- Drawings must not be a faxed as the scale and clarity of information cannot be guaranteed

**Where the amendment affects other approved plans, amendments to those plans must also be supplied e.g. changes in the location of walls may effect the bracing calculations, elevation, floor plans, cross-section details and foundation plans.**

**Please note that if the amendments are considered substantial Council may require a replacement set of all plans.**

**Specifications**

A detailed written specification of work to be done and material to be used.

**Specific Structural Design**

Any new calculations must be supplied, supported preferably by an original Producer Statement design. The Engineers signature must be on the plans where applicable.

**IMPORTANT APPLICATION INFORMATION – PLEASE READ**

Council can only accept an amendment to an existing consent if no new Project Information memorandum is required.

For example: **A new building consent will be required if any additional proposed works increases the existing consents foot print/ floor area.**

**PRIVACY ACT 1993**

- (1) Personal information obtained in this application is primarily for establishing applicant identity and, when the application has been granted or declined, for administration, monitoring and enforcement.
- (2) The information may be released to any enquirer about the application, the refusal of the application, or in relation to the use of any consent or approval of the application.
- (3) The information will be used for verifying and amending the Council's ownership and occupier records (the Rating Roll) and will be released in accordance with the Rating Powers Act 1988 and to Valuation New Zealand.
- (4) You have the right to access the information and to request corrections.

<b>For Office Use only</b>			
<b>Officer to process (indicate by tick)</b>	<b>Officer</b>	<b>Signature of Officer Granting the amendment</b>	<b>Date</b>
Building Officer			
Engineer			
Consultant (specify)			
Other			
<b>Amendment Approved: YES / NO</b>	<b>Signature of Officer granting the amendment</b>	<b>Delivery method: POST / FOR COLLECTION</b>	<b>File to be scanned: YES / NO</b>

Please return the completed form to:

**Dargaville Office**

Private Bag 1001  
 Dargaville 0340  
 Phone: 09 439 7059  
 Fax: 09 439 6756

**Kaiwaka Office**

P O Box 26  
 Kaiwaka 0542  
 Phone: 09 431 2013  
 Fax: 09 431 2023

**3117.01**

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