

## Onsite application for minor variations to approved plans

This application is to advise Kaipara District Council that the following minor variation is proposed to be undertaken on the building situated at the address listed below. Please refer to the government's website for guidance information about what constitutes a minor variation. <https://www.building.govt.nz> It is the owners (or their authorised agents) responsibility to notify Council of any changes to the approved plans; this variation must be provided to, **and** be approved by the Building Inspector on site. All changes must be approved before work proceeds.

Building consent N°.		Reference N°.	
Site Address:			
Owner/agents name:			
Postal address:			Postcode:
Email address			
Applicants role in project			
Contact telephone			

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

- Two copies of plans must accompany application *(must be handed to Inspector for inspection to proceed)*
- A certificate of design work is required for minor variations where Restricted Building Work is involved.
- Product Variations must be agreed to by the owner in writing (insulation, plasterboard changes etc.)

**Note:** *Owners need to be made aware of product variations and the BCA requires written evidence of this.*

*Significant change is not a minor variation but a formal amendment. No work may proceed for formal amendments until processed, stamped approved plans are on site. If work has been completed, no consent can be issued as this is a breach of the Building Act. In this case, infringement & C.O.A requirements may apply.*

<b>Description of change:</b>			
Owner signature:			
Agents signature:		Date:	

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

<b>Was</b>	<b>Reason for changes: altered, removed, replaced, deleted</b>	<b>Now</b>

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

**Council use only:**

The variation is minor and does not materially affect compliance     Yes     No

Work may proceed     Yes     No

Variation     Approved     Declined

Inspector's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's name: \_\_\_\_\_

**Note:** If the scope of work has been reduced, please check the computer to see whether an update is required to the description of work.