



## 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 to building consents](#). 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 begins.

### Applicant Details

Building consent No.		Reference No.		Plan No.	
Site Address					
Owner/agents name					
Postal address					Postcode
Email address					
Applicant's role in project					
Contact telephone					

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

	Product variations must be agreed to by the owner in writing (insulation, plasterboard changes etc.)
	<p>One copy of plans and supporting documentation must accompany the application and must be handed to the Inspector onsite for the inspection to proceed.</p> <p><b>*Once the plan is stamped and approved on site by the Building Services Officer, upload to the online consent portal.</b></p>

***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 and C.O.A requirements may apply.*

### Description of Change:

Owner's signature		Date
Agent's signature		Date

Document Ref:	Document Name:	Version	QAM Author	Release Date	Page
BCAQAMT	Minor Variation	2.0	QAM	May 2024	1 of 2

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

Was	Reasons for changes: Altered, removed, replaced, deleted	Now
<input type="checkbox"/> 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	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Work may proceed	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Variation	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Declined
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Inspector's name		Inspector's signature	
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Date	
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