

# Application for Approval of a Minor Variation

Building (Minor Variations) Regulations 2009

[Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

<p><b>1. THE BUILDING / PROJECT LOCATION</b> <i>[Physical address]</i></p> <p>BC Number: .....</p> <p>Street Address: .....</p> <p>.....</p> <p>Town: .....</p>	<p>OFFICE ONLY</p> <p>Date received:</p>   <p>Variation Number: .....</p>
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**2. THE OWNER or AGENT** *[If agent is applying for the amendment]*

Name: .....  Owner  Agent

Mailing address: .....

Phone No. / Mobile: ..... Email address: .....

State details of the authorisation from the owner and the designer to make the changes: *[Please provide copy of their approval]*

Owner Authorisation: .....

Designer Authorisation: .....

**3. APPLICATION**

Changes have been circled on the plans: *[Tick relevant box]*  YES  NO. Description of proposed changes to approved plans: .....

..... *[Continue on a separate sheet if necessary]*

Amount value of project has increased by: \$ ..... To be Invoiced to: Owner OR the Agent

Name: *[Print]* ..... Signature: ..... Date: .....

The signature is that of the  Owner OR the  Agent on behalf of and with the approval of the Owner

**4. RESTRICTED BUILDING WORK:** If the amended building work includes restricted building work, complete the following:

Certificate(s) of Design Work (COW) have been completed and are attached  
*[COW must be provided to you by the LBP who carried out or supervised any amended design work that is restricted building work]*

Licensed Building Practitioners details have already been provided *[i.e. there has been no change to the LBPs involved]*

LBP Notification form is attached  
*[If the LBP details have not already been provided to Council for this project, OR if any LBPs have changed, their details must be supplied before the amended building work begins. The LBP Notification form is available from your council or [www.buildwaikato.co.nz](http://www.buildwaikato.co.nz)].*

**5. COMPLIANCE SCHEDULES:** If the amended building work includes Specified Systems, please provide the Compliance Schedule details *[Note: If unsure whether your building has specified systems, talk to your Designer or IQP]*

Compliance Schedule Details Form is attached  
*[Please complete and attach the Compliance Schedule Details available from your council or [www.buildwaikato.co.nz](http://www.buildwaikato.co.nz)]*

**6. ATTACHMENTS** The following documents are attached to this application: [Tick as applicable or put N/A if there are no attachments]

Plans and Specifications [if relevant]

Other relevant information: [Please specify]: .....

**OFFICE USE ONLY**

BC No: .....

Note: Put a line through any of the following sections that your BCA does not use or is not relevant to this project.

**1. PROCESSING OF AMENDED DOCUMENTATION - Decision and reason for decision (tick those boxes that are appropriate)**

These amendments have been reviewed and are APPROVED for the reason that

- The amendments comply with NZBC and relevant NZ standards *and / or*
- A Producer Statement has been received and approved

OR

These amendments have been reviewed and are being DECLINED for the reason that:

- The amendments do not comply with NZBC and relevant NZ standards
- They do not comply with [Building \(Minor Variations\) Regulations 2009](#)
- A final inspection has already passed / Code Compliance Certificate has already been issued, therefore the amendment(s) are refused.

Name: ..... Signature: ..... Date: .....

