

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]

1. THE BUILDING / PROJECT LOCATION [Physical address]

BC Number:

Street Address:

.....

Town:

OFFICE ONLY

Date received:

Variation Number:

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].

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]

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

Reason for Decision:
.....
.....
.....
.....
.....

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 amendments(s) are refused.

Reason for Decision:
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.....
.....
.....

Name: Signature: Date:

