

# 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](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

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 amendment(s) are refused.

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

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