

On-site Application for Minor Variation to Approved

This application is to advise Ōpōtiki 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: http://www.dbh.govt.nz/minor-variations-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 approved by the Building Control Officer before work can proceed. If the variation involves restricted building work, the Designer must provide an amended memorandum for the changes to the design work.

Building Consent No.			
Site address:			
	T		
Owner/Agent (name)			
Address:			
	Postcode:		
Applicant's role in project:			
Contact Phone No.			
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 the BCO for inspection to proceed)			
☐ If the variation involves restricted building work must include a Certificate of Design Work from the Designer			
□ Variations must be agreed to by the owner			
Please write in here			
OWNER'S SIGNATURE	Date:		
AGENT'S SIGNATURE	Agent has written authority to Act for Owner: Yes / No		



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Please use this table for describing changes to bracing elements, window sizes, etc: (use another sheet if need be)			
Was	Reason for Change	Now	
	Altered, Removed, Replaced, Deleted		
☐ Reduced scope of work (if ticked, please describe items that will not be constructed)			
COUNCIL USE ONLY:			
The variation affects restricted build	ng work: 🗆 YES 💢 NO (if yes, upda	ted Certificate of Design Work must be	
provided)			
The variation is minor and does not	materially affect compliance: \square YES \square N	0	
W I DVEC D			
Work may proceed: ☐ YES ☐	NO		
Variation: APPROVED	DECLINED		
Signed:	Building Control Officer	Date	
L Akurangi			
NOTE: if the scope of work has been the description of work.	en reduced, please check the application t	o see whether an update is required to	
the description of work.			