

# 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:	
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

