

	<h2 style="margin: 0;">Application for Variation to a Building Consent</h2>
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Consent No:
Variation No:
VZ No:
Date Lodged:
Receipt/Invoice:
Date Paid:
Date Issued:

This application is to advise the Clutha District Council that the following plan variation is proposed to be undertaken on the building situated at the address listed below.

(A minor variation is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications to which the building consent relates. If the scope of the variation does not fit the criteria, a full building consent amendment will need to be applied for.)

Please refer to the Ministry of Business, Innovation & Employment website for further guidance about what constitutes a minor variation: <http://www.dbh.govt.nz/minor-variations-to-building-consents>

Note: It is the owner's (or their authorised agent's) responsibility to notify Council of any changes to the approved plans; this variation must be approved by Council 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.

Applicant's Name:	
Postal Address:	Post Code:
Email Address:	Contact Number:
Site Address:	

Record of Variation: *(please identify location and provide a detailed description of the variation)*

- Two copies of plans must accompany application.
- If the variation involves restricted building work, include a certificate of design work from the designer.
- Variations must be agreed to by the owner, (written authority is required if agent acting for owner).

Owner's Signature: _____ **Date** ____/____/____

- Payment (refer to current Schedule of Fees and Charges) an invoice will be sent for any extra charges.

Value of Variation \$ _____ increase / decrease.

Description of Work:
<input type="checkbox"/> Reduced Scope of Work: <i>(If ticked, please describe items that will not be constructed):</i>

Agent's Signature: _____ Date ____/____/____

Council Use Only:				
Processing Officer to Complete:		Tick Boxes		
The variation affects restricted building work <i>(If yes, updated certificate of design work must be provided)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
The variation is minor and does not materially affect compliance		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Work may proceed		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Variation: **Approved** **Declined**

Processing Officer / Inspector's signature: _____ Date ___/___/_____