



AMENDMENT CHECKSHEET

Details required before a Building Consent application can be accepted

APPLICANT YES N/A			GENERAL REQUIRED ITEMS	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	PLANS 	2x copies of plans (affected pages only) are required. Clearly identify all changes to plans using revision clouds or similar and ensure revision numbers or dates are correct.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SPECIFICATIONS	2x copies of the specifications (affected pages only) are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	FORM 2	Please provide a completed Form 2 application with the amendment box ticked and the original consent number noted.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE TO THE ORIGINAL SCOPE OF WORK	This needs to identify all changes to the work covered by the amendment application. Amendments can only be used for changes that fit within the scope of the original consent – if you are not sure whether the changes you want to do fit this please talk to one of our Vetting Officers.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COMPLIANCE WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>	
APPLICANT YES N/A			RESTRICTED BUILDING WORK	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	RESTRICTED BUILDING WORK	Is work Identified as RBW	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.	<input type="checkbox"/>	

NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.

For Office Use

Owner's Name: VNZ No: Ozone ID No:

Building Category **R1** **R2** **R3** **C1** **C2** **C3**

Application Lodgement Accepted Information provided satisfactory for lodgement commence application processing

Application Lodgement Declined Returned with verbal reasons for declining

 Returned with letter giving reasons for declining

Returning Officer: Date:

Accepting Officer: Date: