

	<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:
Reduced Scope of Work: (If ticked, please describe items that will not be constructed):

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>		Yes	No	N/A
The variation is minor and does not materially affect compliance		Yes	No	N/A
Work may proceed		Yes	No	N/A

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

Processing Officer / Inspector's signature: _____ Date _____

Privacy Statement: The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or 0800 801 350.