



Clutha District Council

AMENDMENT CHECKSHEET

Details required before a Building Consent application can be accepted

APPLICANT YES N/A			GENERAL REQUIRED ITEMS	VETTING OFFICER	
				Acc.	Notes
		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.		
		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.		
		FORM 2	Please provide a completed Form 2 application with the amendment box ticked and the original consent number noted.		
		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.		
		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.		
		ENGINEERED DESIGN	Provide design statements (P/S1), calculations etc		
APPLICANT YES N/A			RESTRICTED BUILDING WORK	VETTING OFFICER	
				Acc.	Notes
		RESTRICTED BUILDING WORK	Is work Identified as RBW? Yes No		
		COW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work.		

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	<u>Fees</u>	Drainage Yes	No	Minor Plumbing
Application Lodgement Not Complete Advised On By Email Or Phone Initial											
Returned with letter giving reasons for declining.											
Application Lodgement Accepted Information provided satisfactory for lodgement commence application processing.											
Vetting Officer:					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.