



On Site Application for Minor Variation to Approved Plans

This application is to advise Nelson City 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.building.govt.nz/building-index>

It is the owners (or authorised agents) responsibility to notify Council of any changes to the approved plans under Section 40 of the Building Act 2004; **any variation must be discussed and agreed on site with the Building Inspector, and this application must be approved before work can proceed.** If the variation involves restricted building work, the designer must provide an amended certificate of works for the changes to the design work.

Minor variation for building consent number	<input type="text" value="BC"/>
Site address:	<input type="text"/>
Owner mailing address:	<input type="text"/>
	Postcode: <input type="text"/>
Applicants role in project:	<input type="text"/>
Contact phone no:	<input type="text"/>

Record of variation:

- A copy of plans must accompany application
- 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

Detailed description of variation as agreed with Building Inspector (for reduced scope of work please describe items that will not be constructed):			
<input type="text"/>			
Owner name:	<input type="text"/>		
Owner signature:	<input type="text"/>		
Date:	<input type="text"/>		
Agent name:	<input type="text"/>		
Agent signature:	<input type="text"/>		
Agent has written authority to act for owner	<table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No		

Council Inspector to complete:

Updated plans provided Yes No

The variation affects restricted building work Yes No

(If yes, updated certificate of design work must be provided)

The variation is minor and does not materially affect compliance Yes No

Work may proceed Yes No

Minor variation Approved Declined

Warning memo created Minor variation added to required documents

Inspector's signature:

Date:

Inspector's name:

Note: If the scope of work has been reduced, please advise BC Admin to update the description of work.

This document must be saved in the building consent file.

Applicant must submit the completed and signed form, and updated plans via Council's online portal, simpli.govt.nz.