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/

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	BC
Site address:	
Owner mailing address:	Postcode:
Applicants role in project:	
Contact phone no:	

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):

Owner name:		Agent name:	
Owner signature:		Agent signature:	
Date:		Agent has written authority to act for owner	Yes / No