

# BUILDING SERVICES

ON-SITE APPLICATION FOR MINOR VARIATION TO APPROVED PLANS



Use this application form to let Palmerston North City Council or Manawatū District Council know that you're proposing to make a minor variation from your building plans, after they've been approved.

It's the owner's (or authorised agent's) responsibility to let Council know of any changes to their approved plans (Section 40, Building Act 2004). Any variations to an approved plan must be approved by the Building Inspector before work can proceed. If the changes involved restricted building work, the design must be accompanied by an amended certificate of works covering the changes.

For more information on what's considered a minor variation, please see the [building.govt.nz](http://building.govt.nz) website.

## ON-SITE APPLICATION DETAILS

Building consent number

Site address

Owner/agent's name

Postal address

Postcode

Applicant's role in project

Contact phone number

## ATTACHMENTS / please include



Copy of completed form [On-site application for minor variation to approved plans].

Copy of plans [minimum A3 size].

Copy of certificate of design work from the designer if restricted building work.

## RECORD OF VARIATION

On your plans, please identify the location and proposed changes. After completing this form, please submit all documentation to the Inspector to verify and stamp. After the Inspector has stamped the documentation, the owner/agent must scan and load the documentation with the building consent number into Objective Build [go to documents then required documents].

Owner's signature

Date

Agent's signature

Date

Agent has written authority to act for owner

Yes

No

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## LOCATION OF CHANGES IN BUILDING

## IDENTIFY CHANGES MADE TO THE BUILDING ELEMENT OR PRODUCT

| Was | Altered or replaced? | Now |
|-----|----------------------|-----|
|     |                      |     |
|     |                      |     |
|     |                      |     |
|     |                      |     |
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|     |                      |     |
|     |                      |     |

## REMOVED OR DELETED BUILDING WORK - Please describe item/s that will not be constructed

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| OFFICE USE ONLY   |          |          |
|---|----------|----------|
| The variation affects restricted building work. [If yes, updated certificate of design work must be included] | Yes      | No       |
| The variation is minor and does not materially affect compliance  | Yes      | No       |
| Work may proceed  | Yes      | No       |
| Variation   | Approved | Declined |
| Inspector's name  |          |          |
| Inspector's signature   | Date     |          |

## Note

If the scope of work has been reduced, please check the computer to see whether an update is required to the description of work.



We take your privacy seriously. To find out why Palmerston North City Council collects and stores your personal information, what we will use it for and with whom we can share it, see [pncc.govt.nz/privacy](https://pncc.govt.nz/privacy)