

Application for Approval of a Minor Variation

Building (Minor Variations) Regulations 2009

[Complete ALL fields on this form. Put N/A if not applicable. Cross out mistakes don't use white out fluid / tape]

1. THE BUILDING / PROJECT LOCATION [Physical address]

BC Number:

Street Address:

.....

Town:

OFFICE ONLY

Date received:

Variation Number:

2. THE OWNER or AGENT [If agent is applying for the amendment]

Name: ☐ Owner ☐ Agent

Mailing address:

Phone No. / Mobile: Email address:

State details of the authorisation from the owner and the designer to make the changes: [Please provide copy of their approval]

Owner Authorisation:

Designer Authorisation:

3. APPLICATION

Changes have been circled on the plans: [Tick relevant box] ☐ YES ☐ NO. Description of proposed changes to approved plans:
Proprietary Bracing System Substitution; Where indicated as per attached plan; Elephant QuickBrace Systems replacing GIB
EzyBrace systems; No Reduction in Individual Replacement Element Performances [Continue on a separate sheet if necessary]

Amount value of project has increased by: \$

Name: [Print] Signature: Date:

The signature is that of the ☐ Owner OR the ☐ Agent on behalf of and with the approval of the Owner

4. RESTRICTED BUILDING WORK: If the amended building work includes restricted building work, complete the following:

- ☐ Certificate(s) of Design Work (COW) have been completed and are attached
[COW must be provided to you by the LBP who carried out or supervised any amended design work that is restricted building work]
- ☐ Licensed Building Practitioners details have already been provided [i.e. there has been no change to the LBPs involved]
- ☐ LBP Notification form is attached
[If the LBP details have not already been provided to Council for this project, OR if any LBPs have changed, their details **must** be supplied before the amended building work begins. The LBP Notification form is available from your council or www.buildwaikato.co.nz].

5. COMPLIANCE SCHEDULES: If the amended building work includes Specified Systems, please provide the Compliance Schedule details [Note: If unsure whether your building has specified systems, talk to your Designer or IQP]

- ☐ Compliance Schedule Details Form is attached
[Please complete and attach the Compliance Schedule Details available from your council or www.buildwaikato.co.nz]

6. ATTACHMENTS The following documents are attached to this application: [Tick as applicable or put N/A if there are no attachments]

- ☐ Plans and Specifications [if relevant] ☐ Electrical Certificate ☐ Gas Certificate
- ☐ Other relevant information: [Please specify]:

OFFICE USE ONLY

BC No:

Note: Put a line through any of the following sections that your BCA does not use or is not relevant to this project.

1. PROCESSING OF AMENDED DOCUMENTATION - Decision and reason for decision (tick those boxes that are appropriate)

These amendments have been reviewed and are APPROVED for the reason that

- ☐ The amendments comply with NZBC and relevant NZ standards *and / or*
- ☐ A Producer Statement has been received and approved

OR

These amendments have been reviewed and are being DECLINED for the reason that:

- ☐ The amendments do not comply with NZBC and relevant NZ standards
- ☐ They do not comply with [Building \(Minor Variations\) Regulations 2009](#)
- ☐ A final inspection has already passed / Code Compliance Certificate has already been issued, therefore the amendment(s) are refused.

Name: Signature: Date:

2. DEPARTMENT Signoff and monitoring

Department	Date Received	Date Approved	Name of Person & Signature <i>[Please Print Name]</i>	Time Spent	Time Entered
Building Officer					
Compliance Officer					
Planning					
Utilities					
Health					
Other					

3. PLEASE STATE IF ANY EXTRA INSPECTIONS ARE REQUIRED:

Inspection	Number	Inspection	Number
Siting, foundation and re-pile		Post-line - building	
Bond beam, beam, column, tilt slabs		Sanitary sewer and stormwater	
Pre-floor – building & plumbing		Swimming pool fencing	
Structural framing (pre-wrap)		Heater	
Exterior cladding systems		CCC <i>(Including Commercial / Demolition)</i>	
Pre-line – building & plumbing		CCC Plumbing & Drainage	
Total No. of Inspections			

4. AMENDMENT CHARGES

	AMOUNT	CHARGE
Charge for actual time spent processing amendments		
LBP check <i>[If relevant]</i>		
Inspection Charges		
Photocopy Charges		
Other <i>[Specify]</i>		
TOTAL CHARGE		\$
Receipt No.:		