

# Application for minor variations of approved plans

## Notes for the applicant

It is the Owner/ Authorised agent's responsibility to notify Wellington City Council of any changes to the approved plans. *All changes must be approved by the Council before work proceeds.*

All applications submitted via email must use this form. Send to: **bcctechnicalqueries@wcc.govt.nz**

Alternatively, this application can be approved by the inspector onsite. This is subject to all information being provided at the time of the inspection. Soft copy of this form/documents should then be emailed to the inspector for digital stamping at: **busbclsinspectors@wcc.govt.nz**

Please refer to the government's website for guidance information about what constitutes a minor variation:

**[building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/minor-variations-guidance/](http://building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/minor-variations-guidance/)**

## Consent details

Building Consent number	SR
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Site address
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Owner/agents name
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Postal address	Postcode
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Email address
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Applicant's role
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Phone (day)
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## Record of variation (please identify location and provide a detailed description of the variation including any plan references)

Code clauses
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Reason for change
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## Reduced scope of work (if ticked, please describe items that will not be constructed)

**Please use this table for detailing attached plans, details and/or specifications**

Plan number	
Detail drawing number	
Product specifications/appraisals	
<i>Note: This minor variation approval does not constitute approval under the Resource Management Act; we recommend that you seek advice from WCC's Resource Consents department on this aspect of your proposal. If the work requires resource consent, work cannot lawfully commence until this approval has been obtained.</i>	
Owner signature	Date
Agents signature	
Agent has written authority to act for owner	Yes                      No
<i>*Agents signing this form must have approved authority to act for owner before signing this form.</i>	

**Council use only**

The variation is minor and does not materially affect Building code compliance	Yes	No
Work may proceed	Yes	No
Variation	Approved	Declined
Reasons for decisions		
Checklist New plans/specs stamped New plans/specs saved to system Emailed owner/agent with outcome Update is required to the consent description of work in the system?      Yes                      No		
Building Officer's signature	Name	
	Date	