

BUILDING SERVICES

On-Site Application for Minor Variation to Approved Plans

Palmerston North City Council

This application can be used to advise Palmerston North City Council or Manawatū District Council if 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:

On-Site Application Details

Minor variation 1 of

Building consent number:

Site address:

Owner/agent's name:

Postal address:

Postcode:

Applicants 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 RBW

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 'Alpha'.

Owner signature:

Date:

Agents signature:

Agent has written authority to act for owner: Yes No

Location of changes in building:

Identify changes made to the building element or product:

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

Removed or deleted building work

(Please describe item/s that will **not** be constructed)

COUNCIL 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:

Date:

Inspector's signature:

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.