



Onsite application for minor variations to approved plans

This application is to advise Kaipara District 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 to building consents](#). It is the owners (or their authorised agents) responsibility to notify Council of any changes to the approved plans; this variation must be provided to and be approved by the Building Inspector on site. All changes must be approved before work begins.

Applicant Details

Building consent No.		Reference No.		Plan No.	
Site Address					
Owner/agents name					
Postal address					Postcode
Email address					
Applicant's role in project					
Contact telephone					

Record of variation: (please identify location and provide a detailed description of the variation)

	Product variations must be agreed to by the owner in writing (insulation, plasterboard changes etc.)
	Two copies of plans must accompany application (must be handed to Inspector for inspection to proceed)
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Note: Owners need to be made aware of product variations and the BCA requires written evidence of this. Significant change is not a minor variation but a formal amendment. No work may proceed for formal amendments until processed, stamped approved plans are on site. If work has been completed, no consent can be issued as this is a breach of the Building Act. In this case, infringement and C.O.A requirements may apply.

Description of Change:

Owner's signature	Date
Agent's signature	Date

Please use this table for describing changes to bracing elements, window sizes, etc.

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Was	Reasons for changes: Altered, removed, replaced, deleted	Now
	Reduced scope of work (if ticked, please describe items that will not be constructed.	

Council use only

The variation is minor and does not materially affect compliance		Yes	No
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Work may proceed	Yes	No
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Variation	Approved	Declined
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Inspector's name	Inspector's signature
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Date	
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