

On-site applications for minor variations to approved plans

This application is to advise Far North District Council that the following minor variation is proposed to be undertaken on the building situated at the address listed below. It is the owner's (or their authorized agent's) 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 proceeds.**

Approved Minor Variation form is to be scanned and emailed to Building support Group building.group@fndc.govt.nz accompanying all Final Inspection required documents.

Please refer to MBIE's website for guidance information about what constitutes a minor variation: <https://www.building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/>

Building Consent #:		Plan No	
Site address:			
Owner/agent name:			
Email address:			
Applicant's role in project:			
Contact phone number:			

Record of variation:

- One copy of plans must accompany the application and must be handed to Inspector on-site for the inspection to proceed.
- A certificate of design work will be required **IF restricted building work** is affected by the change.
- Variations **must be** agreed by the owner.
- Minor Variation and plans to accompany Final Form 6 and CCC Documentation that is scanned and emailed to BSG.

Reduced scope of work: (if ticked, please describe items that will not be constructed)

Please provide a detailed description of the variation below:				
Was	Reason for Change: <i>altered, removed, replaced, deleted</i>	Proposed		
Code Clauses:				
Owner's Signature:			Date:	
Agent's Signature:			Agent has written authority from owner:	Yes No