

Application for a minor variation to a building consent

This application is to advise the Dunedin City Council (DCC) that the following minor variation is proposed to be undertaken on the building situated at the address listed below. It is the owners (or their authorised agents) responsibility to notify DCC of any changes to the approved plans.

A minor variation is minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications. If the scope of the variation does not fit this criteria, a building consent amendment must be applied for.

A building consent amendment is required if the proposed variation:

- changes the building footprint/location or height;
- affects the durability of building elements;
- impacts the weather-tightness of the building;
- affects the structural integrity of the building;
- changes fire safety aspects;
- involves a change of use;
- changes all or part of a cladding system;
- affects restricted building work.

Minor variation fee - refer to Building Services Schedule of Fees and Charges:
<http://www.dunedin.govt.nz/services/building-control/building-services-charges>

Record of variation - owner/agent to complete the following:

Note: This minor variation must be approved by DCC before work can proceed.

Building Consent N°:		Project Address:	
Contact Person:			Phone N°:
Contact email address:			
Address for approved plans:			Post Code:
Billing details – to be invoiced to: (payer)			
<p><i>Detailed description of variation: (two copies of plans must accompany manually submitted applications, one copy if submitted electronically)</i></p>			
<p><input type="checkbox"/> Reduced scope of work: <i>(if ticked, please describe items that will not be constructed)</i></p>			

Name: _____ Signature: _____ Date: ____/____/____

The signature is that of the Owner or the Agent on behalf of and with the approval of the Owner.

Council Use only area:

Processing Officer to complete – Tick one:

Minor Variation Approved

Minor Variation Declined

Processing Officer to complete:	Tick Box <i>(Tick if item completed, if applicable)</i>
Reasons for decision recorded in Pathway. <i>(Minor amendment field).</i>	<input type="checkbox"/>
Variation declined – owner/agent notified.	<input type="checkbox"/>
Change to description of work required. <i>(Administration officer notified)</i>	<input type="checkbox"/>
Inspection note recorded in Pathway.	<input type="checkbox"/>
Documents sent/given to applicant/agent.	<input type="checkbox"/>
Documents filed in document management system/sent to scanning.	<input type="checkbox"/>
Fee to be invoiced. <i>(Administration officer notified).</i>	<input type="checkbox"/>
Processing time recorded. <i>(Insert or start Pathway Non Billable Time Recording Task – T-BNON)</i>	<input type="checkbox"/>

Processing Officer:

Name: _____ Signature: _____ Date: ____/____/____

Administration Officer check list	Tick Box <i>(Tick if item completed, if applicable)</i>
Fee invoiced.	<input type="checkbox"/>
Fee paid.	<input type="checkbox"/>
Description of work modified.	<input type="checkbox"/>
Documents sent/given to applicant/agent.	<input type="checkbox"/>
Documents filed in document management system/sent to scanning.	<input type="checkbox"/>
Time recorded.	<input type="checkbox"/>

Administration Officer Name: _____ Date: ____/____/____

Property Key:	Name Key:	Application N°:
Key Words: Minor variation to building consent		