

# MINOR VARIATION

This form is to notify the Building Consent Authority that the following minor variation is to be undertaken on the building situated at the following address.

**Property Address:** \_\_\_\_\_  
 Building Consent Number: \_\_\_\_\_  
**Contact Details:**  
 Name (owner or agent) *delete one:* \_\_\_\_\_  
 Landline: \_\_\_\_\_ Cellphone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
**First Point of Contact for Council:** *(if different from above)*  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
**Invoicing Details:**  
 Name of person to charge: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Attachments:**

- Existing plan
- Proposed plan
- Scope of variation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Note the reason why this is to be considered a minor variation:**

- No other Building Code Clauses are affected
- OR other Building Code Clauses have been considered and there is no further implication
- OR variation has no cost change to original value of work
- OR the variation has a cost change and this cost will be notified to the BCA prior to CCC application on Form 6

\_\_\_\_\_  
*Signed for and on behalf of owner*

**Building Consent Authority**

The variation is agreed that it is minor in nature and there is no affect to other building code clauses and this variation will be placed onto the building consent file.

- Yes Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_
- No If no, an amendment is to be applied for by the owner.  
 Reason: \_\_\_\_\_
- Invoice actioned. Initial: \_\_\_\_\_ Date: \_\_\_\_\_