



AMENDMENT APPLICATION FORM

- NOTE 1: This form must be completed and attached to every amendment you submit to Council.
- NOTE 2: All additional fees will be charged and invoiced (payable) prior to receiving your Code Compliance Certificate.
- NOTE 3: Council has the right to refuse incomplete applications. Please allow 20 working days for processing (Council will endeavour to prioritise all amendments), however if all required information is not supplied you may experience additional delays in obtaining your amended consent.
- NOTE 4: Documentation submitted on CD or via email must be submitted in multi-page PDF format.
- NOTE 5: If an unauthorised agent is submitting this amendment (i.e. was not authorised on original consent), written authorisation from the owner is required.

SECTION 1: OWNER/AGENT: this form must be completed by the owner or agent		
Name of <input type="checkbox"/> Owner <input type="checkbox"/> Agent:		Date:
Building Consent Number ABA :		
Project Address:		
How would you like to receive the approved amendments? <input type="checkbox"/> Collect in person <input type="checkbox"/> Email (limit 4 Mb) <input type="checkbox"/> Post (if posted provide mailing address below)		
Postal Address:		
Owner's/Agent's contact details:		
Landline:	Mobile:	Email:

First Point of Contact: [for communications with Council]
<input type="checkbox"/> Owner <input type="checkbox"/> Agent / Designer / Other:

Liability for fees and charges:
 Applicants are liable for all fees and charges incurred during the processing of building consent applications. Applicants cancelling or withdrawing an application at, or prior to, a building consent being issued will be liable for all fees and charges incurred by Council processing the application.

Signed by the owner: Signature: _____ Name: _____ Date: _____	OR	Signed by the agent: [on behalf of, and with written authority from the owner] Signature: _____ Name: _____ Date: _____
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Privacy Information:
 The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you.

SECTION 2 - AMENDMENT DESCRIPTION: comprehensive written description of changes this amendment is applicable to
Project Description - Reference sheet numbers amendments relate to (e.g. Sheets 3 & 8, Floor Plan and Bracing Plan - window W9 and Bracing element B3 positions swapped. Sheet 4, Western Elevation – window W9 repositioned)

SECTION 3: PLANS: include references to all sheet numbers with changes and highlight around the changes on the drawings/plans								
1 copy of all plans. The plans <u>must</u> be:								
Drawn clearly to scale (ruled, not sketched)	Yes	No	N/A	Clear and concise copies (*not reduced in size)	Yes	No	N/A	
On plain white, preferably A3* paper	Yes	No	N/A	Include the designers name	Yes	No	N/A	
Drawn in ink (not pencil)	Yes	No	N/A	Engineering details are drawn	Yes	No	N/A	
Changed Sheet Numbers referenced	Yes	No	N/A	Changes highlighted on all drawings/plans (ballooned/clouded)	Yes	No	N/A	

SECTION 4: SPECIFICATIONS: new specifications relevant to changes provided								
Specific design calculations & details	Yes	No	N/A	Identify compliance with the NZ Building Code	Yes	No	N/A	
Structural calculations & producer statements	Yes	No	N/A	List all Alternative Solutions	Yes	No	N/A	
Fire safety systems	Yes	No	N/A	Alternative solutions calculations / producer statements	Yes	No	N/A	
Details of all materials, fittings and installation requirements for these amendments					Yes	No	N/A	

Office use

Handling Officer:	Property ID:		
Amendment application form: Completed by the <input type="checkbox"/> owner <input type="checkbox"/> agent on behalf of and with written authority from the owner (see Note 5)		Yes	No

AMENDMENT GUIDANCE INFORMATION

The following link to the Department of Building and Housing website provides guidance on what type of alteration to an existing consent requires an Amendment Application.

[Guide to Amendments](#)

The following link to the Department of Building and Housing website provides guidance on what type of variation to an existing consent is a “Minor Variation”. A Minor Variation does NOT require an amendment application and can be assessed on site.

[Guide on Minor Variations](#)