

Application for minor variations

All applications for minor variations must use this form.

It is the Owner/ Authorised agent’s responsibility to notify Council of any changes to the approved plans; variations must be provided and approved by a Building Control Officer.

All changes must be approved before work proceeds.


In office - application to be emailed to building@waitaki.govt.nz and include the application form and revised plans. In-office minor variation applications will incur a fee at the current rate – please see our fees and charges online for specifics.


Onsite - application should have a printed copy of this form fully completed and 2 copies of the revised plans on site.

All changes must be clouded.

Please refer to the government’s website for guidance information about what constitutes a minor variation:

<http://www.dbh.govt.nz/minor-variations-to-building-consents> and the below table:



 Changes to approved documents assessment tool			
Amendment	New fire system in commercial building Cladding type (light/heavy)	Additional bathroom or kitchen Change construction block wall changed to tilt panel New specified system (Extract hood added commercial tenancy)	Increase footprint >10 sq./m Removal of carparks from an industrial/commercial development
Office MV	Shower membrane type change sheet to liquid Insulation type change batts to rigid foam (fibreglass to polystyrene) Fire type change from free standing inbuilt Cladding product change to IL2/habitable buildings	Shower type changed from acrylic to tiled Cladding partial change in the cladding system (e.g., more horizontal weatherboards than was originally approved) Engineering changes Minor structural engineering changes Alter (e.g., add skylights)	Minor drainage changes for commercial buildings Altered layout within a commercial tenancy not affecting fire compliance Remove a carport off the plans
On site MV	Shower membrane change brand (appraised product) Insulation change brand (same thickness & R value) Fire changes for free standing tested to AS/NZS 2918) Cladding changes to IL1 or ancillary building	Foundations block foundation to poured in situ (or vice versa) Bracing minor wall bracing change Walls minor change in location of internal non load-bearing walls	Drains As built Simple residential drainage changes and/or alterations
	Product substitution	Construction change	Layout change

This table is guidance only. The final decision on whether the change is a minor variation will be at the discretion of the BCA.

For further clarification please contact the Duty Building Control Officer at Waitaki District Council on 03 433 0300.

Consent details:

Building Consent N°:	
Site address:	
Owner / agents name:	
Postal address:	Postcode:
Email address:	
Applicant's role in project:	
Contact phone number:	

Please use this table for describing changes

Current	<i>Reason for Change: Altered, removed, replaced</i>	Proposed

Note: This minor variation approval does not constitute approval under the Resource Management Act; we recommend that you seek advice from Waitaki District Council's Resource Consents department on this aspect of your proposal. If the work requires resource consent, work cannot lawfully commence until this approval has been obtained.

Owner signature:

Date:

Agents signature:

Agent has written authority to act for owner: YES NO

***Agents signing this form must have approved authority to act for owner before signing this form.**