

Application for Amendment to a Building Consent



Application for Amendment to a Building Consent

Note: This application must be accompanied by two copies of the relevant drawings from the issued building consent set and two copies of the documents, with the proposed amendments clearly highlighted on both copies.

Project details:

Address: _____

Legal Description: _____

OFFICE USE

Date received stamp:

BC No: _____

Date Granted:

Existing consent number:

BC No: _____

Description of amended work *(refer to notes overleaf)*

_____ _____ _____ _____ _____ _____	<p>Value of Amendment <i>(GST inclusive)</i></p> <p>Does the amendment alter the project value?</p> <p><input type="checkbox"/> Yes \$ _____ (new value)</p> <p><input type="checkbox"/> No</p> <p>Are there any amendments to systems for which a compliance schedule has been issued?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Owner and applicant details *(note: owner details required in all cases)*

<p>Owner <i>(if also applicant, tick box <input type="checkbox"/>)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone No. (Daytime): _____</p> <p>Mobile: _____</p> <p>After hours: _____</p> <p>Facsimile: _____</p> <p>Email: _____</p> <p>Correspondence to: <input type="checkbox"/> owner <input type="checkbox"/> agent</p> <p>Signed by the owner, or</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date: _____</p>	<p>Agent</p> <p>Business name: _____</p> <p>Contact person: _____</p> <p>Address: _____</p> <p>Phone No. (Daytime): _____</p> <p>Mobile: _____</p> <p>After hours: _____</p> <p>Facsimile: _____</p> <p>Email: _____</p> <p>Signed by the agent <i>(on behalf of, or with authority from, the owner)</i></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date: _____</p>
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NOTES TO APPLICANTS ON BUILDING CONSENT AMENDMENTS

This application form is to gain approval for a significant Building Consent amendment that could include, but not be limited to, such examples as:

- Any structural change (other than minor bracing changes)
- Changes to claddings
- A change that affects a producer statement
- Work that will have effect on project value, requiring re-evaluation of fees and levies
- Building design and/or footprint change requiring another structure and PIM evaluation
- Changes in building element construction type
- Changes that affect fire design features

The Building Inspector can approve some minor changes on-site.

Where the amendment is minor and does not affect or reduce the level of compliance against the Building Code, it is not considered necessary for a formal **Application for Building Consent Amendment (this form)** to be applied for. However, it is important that even these minor changes are assessed for compliance and suitability, which will be undertaken by the Building Inspector on-site and the applicant/builder is still required to provide amendment details for lodgement on the Building Consent record. This is mandatory as it affects issue of the Code Compliance Certificate.

Examples of amendments not requiring a formal Application for Building Consent Amendment could include, but not be limited to:

- Substituting one internal lining for a similar internal lining
- Substituting the type of timber treatment
- Minor wall bracing changes
- Changing a room's layout (e.g. repositioning bathroom fixtures)
- Changing one brand of insulation for another
- Drainage as-built plans
- Changing door swing

It will be at the Building Inspector's discretion as to whether or not a formal Building Consent Amendment application will be required in any amendment circumstances. The Inspector's word will be final.

Effect on Code Compliance Certificate

On completion, all building work must comply with the Building Code and be in compliance with the Building Consent plans, specifications and incorporate any amendments approved and documented along the way. If the documentation on Council files does not match the completed work, a Code Compliance Certificate cannot be issued.

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