



It is the owner/authorised agent’s responsibility to notify NPDC of any changes to the approved plans; this variation has been accepted by the Building Inspector as noted on the inspection notice or as discussed with a processing officer, however is still subject to this form and revised plan (if applicable) being submitted.

When completed, please submit this form by either: a) Uploading to the building consent portal if this was the original method of submission; or b) Emailing us a scanned form if you submitted the consent as a hard copy.

Please refer to the government’s website for guidance information about what constitutes a minor variation: <https://www.building.govt.nz/minor-variations-guidance>

Consent details

Building consent number

Site address

Owner/agent’s name

Postal address (include postcode)

Email address

Applicant’s role in project

Contact phone number

Record of variation

Please identify location and provide a detailed description of the variation including revised plan if applicable.

Code clauses

Please turn over

Please use this table for describing changes to bracing elements, window sizes, etc.

Was	Reason for change: Altered, removed, replaced	Now

Signature

Owner's signature

Date

Agent's signature*

Agent has authority to act for owner

Yes

No

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

OFFICE USE ONLY

Inspector's name

Reasons for
decisions