

AFMV- Application for Minor Variation to an Existing Building Consent



Building Consent Number:

Building (Minor Variation) Regulations 2009

(1) A **minor variation** is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications to which the building consent relates.

(2) The following are examples of minor variations and do not constitute an exhaustive list:

- a) substituting comparable products (for example, substituting one internal lining for a similar internal lining):
- b) minor wall bracing changes:
- c) a minor construction change (for example, changing the framing method used around a window):
- d) changing a room's layout (for example, changing the position of fixtures in a bathroom or kitchen).

(3) The examples in subclause (2) are only illustrative of subclause (1) and do not limit it.

(4) To avoid doubt, a minor variation does not include any building work in respect of which compliance with the building code is not required by the [Building Act 2004](#).

For further information: [MBIE Guidance-What is a minor variation?](#)

Minor Variations do not include a significant change from the consented building design and/or scope of work. These need to be dealt with through the Amendment to Building Consent process. Examples of Amendment include, but are not limited to:

- alterations that change the footprint of the building,
- location of internal loadbearing support (load path change),
- significant structural engineers design (more than simple/easy-grant approval with PS1)
- significant roof structure changes or revised fire safety aspects.

For further information: [MBIE Guidance- Minor variation or amended building consent?](#)

OWNER/APPLICANT DETAILS

Name:	
Site Address:	
Contact Email:	

DESCRIPTION OF VARIATION FROM THE ORIGINAL APPROVED BUILDING CONSENT DOCUMENTS:

Is this minor variation application a result of a 'failed site inspection'? YES NO

Description of Variation: Please provide sufficient description of building works to enable scope of work to be fully understood.

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Owner Disclaimer			
<p>The owner acknowledges that:</p> <p><input type="checkbox"/> The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.</p> <p><input type="checkbox"/> Assessment of the information provided with this application has only been made in consideration of the Building Act 2004. Additional authorizations may be required under other legislation including the Resource Management Act, Health Act, Liquor Act etc. and remain the responsibility of the owner to check.</p>			
Owner/Agent Signature		Date	
<p>ATTACHMENTS:</p> <p>Copy of plans and specifications provided with changes clearly identified (clouded, highlighted or similar to clearly identified the area(s)/detail(s) affected</p> <p>Copy of email/letter from LBP Design, to accompany plans and specification where Owner/Applicant is not the LBP Design, and the proposed MV includes Restricted Building Work.</p>			

COUNCIL USE ONLY		
APPROVED	<p>I am satisfied 'on reasonable grounds' that the Minor Variation Documentation to be stamped 'Approved' demonstrates compliance with the Building Code and the Building (Minor Variation) Regulations 2009</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Processing Officer Sign-off:</td> <td>Date:</td> </tr> </table>	Processing Officer Sign-off:
Processing Officer Sign-off:	Date:	
REFUSED	<p>I am NOT satisfied 'on reasonable grounds' that the Minor Variation Documentation demonstrates compliance with the Building Code and/or the Building (Minor Variation) Regulations 2009</p>	
	<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Processing Officer Sign-off:</td> <td>Date:</td> </tr> </table>	Processing Officer Sign-off:
Processing Officer Sign-off:	Date:	
<p>Reason for Decision:</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
<p>Tech One Event Completed: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		