

## Form 2 Amendment

## APPLICATION TO AMEND BUILDING CONSENT

### Section 45, Building Act 2004

(this application must be approved before proposed work is commenced)

#### 1. THE BUILDING

Building Consent Number: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Street address of building: \_\_\_\_\_  
\_\_\_\_\_

#### 2. CONTACT DETAILS FOR ANY REQUESTS FOR FURTHER INFORMATION

Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ or Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

#### 3. PROJECT [must include 2 copies of any plans/specifications]

Brief description of the amendment (*full description of amendments to be completed on page 2*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this amendment is to a project identified as “restricted building work” then provide:

- a) A completed form 2A (Memorandum from licensed building practitioner) included with application. Yes  No  N/A   
b) Has this amendment been designed by a LBP whom holds the appropriate design class? Yes  No  N/A

If this amendment prescribed as an “Owner Builder” project then provide:

- a) A completed “Statutory declaration as to owner builder building status” included with application. Yes  No  N/A

Complete and attach an appropriate vetting checklist.

Additional area: \_\_\_\_\_ m<sup>2</sup> [*to be completed if original area is increased*]

Applications to initial this section as complete: \_\_\_\_\_

#### 4. FORMAL DECLARATION

This amendment to this Building Consent is submitted by me as the owner of the property/or as the authorised agent as identified on the original Building Consent Application Form 2 *[delete which does not apply]*.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Estimated value that this consent will affect the original value of work? \$ \_\_\_\_\_

*[Please identify if the value is increased or decreased clearly! Include GST and labour]*

#### 5. DOCUMENTS SUBMITTED *[Please list all documents submitted to council as an amendment]*

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#### 6. DESCRIPTION OF AMENDMENT TO APPROVED DOCUMENTS

Please identify on amended plans any changes by outlining with a cloud  
*[number these accordingly to help with a clear understanding of all work being amended and list below]*

Page number and/or location within specs

1) _____	
2) _____	
3) _____	
4) _____	
5) _____	
6) _____	
7) _____	
8) _____	
9) _____	

#### 7. RESTRICTED BUILDING WORK(residential building work affecting structure or weather tightness)

Will the building work include any restricted work? Yes  No  *[please ✓]*

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work *[If these details are unknown at the time of the application, they must be supplied before the building work begins]*.

Name	Licensing class	Licensed building practitioner number <i>[or registration number if treated as being licensed under section 291 of Building Act 2004]</i>	Particular work carried out or supervised

Note: Continue on another page if necessary

## 8. BUILDING PRACTITIONERS

No change from original Building Consent Application Form 2 [please ✓]

[Complete only if there is to be a change in tradesman / LBP's]

Specify Practitioners: \_\_\_\_\_

Business/name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_ After hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ LBP or Reg. No.: \_\_\_\_\_

Specify Practitioners: \_\_\_\_\_

Business/name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_ After hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ LBP or Reg. No.: \_\_\_\_\_

Please attach separate sheets if extra room is required to identify changes from the building consent

## 9. THE PROPOSED BUILDING WORK WILL AFFECT THE FOLLOWING BUILDING CODE CLAUSES

[If in doubt use the original building application form for an example or go to [www.dbh.govt.nz](http://www.dbh.govt.nz) and search code clauses]

No Building Code Clauses differ from original Building Consent Application Form 2 [please ✓]

CLAUSE [Which of the following clauses will be involved in the proposed building work?] e.g. NZBC Clause B1 Structure.	MEANS OF COMPLIANCE [Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications] e.g. NZ standard, engineer design or an Acceptable Solution.	PROPOSED INSPECTIONS [State means of inspections. Note PS4 or certificate may be required] e.g. council, engineer or other.
NZBC Clause		
NZBC Clause		
NZBC Clause		
NZBC Clause		
NZBC Clause		
NZBC Clause		
NZBC Clause		

## 10. NEW CERTIFICATE OF TITLE REQUIRED

Yes  No

## 11. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE

I do not require a modification nor a waiver as part of this application to amend Building Consent [please ✓]

Description of waiver / modification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supporting documentation attached as follows: [please list] \_\_\_\_\_

\_\_\_\_\_

**12. CHANGE OF USE NZ Building Act 2004 Section 114, 115**

Will this amendment result in a change of use from the original Building Consent? *[please ✓]* Yes  No   
 Will the change of use result in the need to include / remove a specified system? *[please ✓]* Yes  No   
*If yes please complete COMPLIANCE [Specified Systems] box on page 4.*

**Please attach separate sheets if extra room is required to identify changes from the building consent**

**13. COMPLIANCE [Specified Systems]**

Does this amendment involve an alteration / installation or removal of a specified system? Yes  No   
 No change to the specified systems identified in the original building consent *[please ✓]*

Specified Systems prescribed by Building Act 2004 Compliance Schedule Handbook 25 May 2007	Removed Altered New
SS	
SS	
SS	
SS	

**Please attach separate sheets if extra room is required to identify changes from the building consent**

**COUNCIL USE ONLY**

**ESTIMATED EFFECT TO VALUE OF ORIGINAL BUILDING COST | VALUE OF ORIGINAL BUILDING COST | NEW TOTAL VALUE**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Lodgement Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Rec # \_\_\_\_\_

Technical Processing	\$ _____	Granted by _____
Industry Levy (MBIE)	\$ _____	
Industry Levy (BRANZ)	\$ _____	Signature _____
Inspection	\$ _____	
Compliance Schedule	\$ _____	Date _____
Peer Review	\$ _____	
Record of Title	\$ _____	Issued by _____
Section 37 Notice	\$ _____	
Section 72 Notice	\$ _____	Signature _____
Section 77 Notice	\$ _____	
Certificate for Public Use	\$ _____	Date _____
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

**Total balance payable** \$ \_\_\_\_\_

PIM to be reissued? Yes  No  *[if PIM to be reissued please sign below]*

Processor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

## NAMING CONVENTION FOR APPLICATION DOCUMENTS

IMPORTANT INFORMATION	
Applications provided that include documentation not following this naming convention will be returned and required to re-submit.	
APPLICATION FORMS	COUNCIL USE ONLY
Form 2 Form 8 Form 15 Etc.	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
PLANS – [NAMED AS FOLLOWS]	COUNCIL USE ONLY
Plans - Architectural Plans - Structural Plans - Civil Plans – Mechanical Plans - Fire Etc.	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
Engineering [replace Engineer with professional]	COUNCIL USE ONLY
Engineer - Engineering PS1 and supporting documentation or; Engineer - Engineering PS1 Engineer - Engineering calculations Engineer - Engineering supporting documentation  Fire design Geotechnical report Truss design	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO
SUPPORTING DOCUMENTATION	COUNCIL USE ONLY
MCM certificates Manufacturers technical literature (brand/produce name) H1 calculations  Specification - Architectural Specification – Engineering Specification - Civil Etc.  Design memorandum (2A) Record of Title Authorisation Letter	Documents correctly named?  <input type="checkbox"/> YES <input type="checkbox"/> NO