ROTORUA
LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

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: _____ m² *[to be completed if original area is increased]*

Applications to initial this section as complete: _____

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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]

_____

_____

_____

_____

_____

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** *[or registration number if treated as being licensed under section 291 of Building Act 2004]*	**Particular work carried out or supervised**

Note: Continue on another page if necessary

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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 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]* _____

_____

_____

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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

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

Processor's Name: _____ Signature: _____ Date: _____

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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? ☐ YES ☐ NO

PLANS – [NAMED AS FOLLOWS]	COUNCIL USE ONLY
Plans - Architectural Plans - Structural Plans - Civil Plans – Mechanical Plans - Fire Etc.	Documents correctly named? ☐ YES ☐ 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? ☐ YES ☐ 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? ☐ YES ☐ NO

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