



Civic Centre
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Minor Variation Request

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

Examples include but are not an exhaustive list:

- Substituting comparable products (e.g. substituting one internal lining for a similar internal lining)
- Minor wall bracing changes; minor construction change (e.g. changing the type of lintel)
- Changing a room's layout (e.g. changing the position of fixtures in a bathroom or kitchen)

THE BUILDING

Building Consent Number: _____

Owner: _____

Street address of building: _____

CONTACT DETAILS FOR ANY REQUESTS FOR FURTHER INFORMATION

Person: _____

Address: _____

Phone : _____ or Mobile: _____

Email: _____ Fax: _____

PROJECT DESCRIPTION

AGREEMENT – must be obtained prior to submission

Name of staff member who agreed the proposed changes could be submitted as a minor variation:

Name: _____ Date of discussion: _____

DESCRIPTION OF PROPOSED VARIATION

FORMAL DECLARATION

This building consent variation is proposed by me as the owner of the property / or as the authorised agent as identified on the original building consent application, Form 2.

- I am aware Council has 20 working days in which to approve/refuse this minor variation in accordance with Sections 45A and 45 NZBA 2004 and that Council approval is required before any building work subject to a minor variation is completed.

Owner/ Agent *(delete which does not apply)*

Name: _____ Signature: _____ Date: _____

All minor variations relating to a restricted building work must be agreed in writing by the original designer who supplied the Form 2A LBP Designer

Name: _____ Signature: _____ Date: _____

COUNCIL USE ONLY

Approve or decline the variation once you have recorded the reason for the decision giving due consideration to compliance with the BUILDING CODE and including but not limited to:

- | | |
|--|---|
| <input type="checkbox"/> Owner/agent agreement obtained | <input type="checkbox"/> Plans provided |
| <input type="checkbox"/> Form 2A design Certificate for changes to RBW | <input type="checkbox"/> Specification provided |

Other Council departments needing to review this minor variation

- Planning Engineering Health Other _____

In making a decision, the Building Official may give consideration to (but is not limited to) comparison with acceptable solutions, other documents, standards, best practice guides, publications, expert opinion, determinations, in-service history, product certification – compliance with Building Code objectives

Record Reasons for Decisions and compliance path: Variation Approved Variation Refused: date _____

DECISION – APPROVAL– sign to approve minor variation when satisfied that building work would comply with the Building Code

Name: _____ Signature: _____ Date: _____

- Hard copy inspection summary card has approved variation noted and time spent approving same recorded
- Applicant informed of outcome by in-person phone call email