



**VARIATION / AMENDMENT  
Minor Amendment**

This form is to notify the Building Consent Authority that the following minor variation amendment is to be undertaken on the building situated at the following address.

<b>Property address:</b> _____
Building consent number: _____
<b>Contact details:</b>
Name (owner or agent): _____ delete one
Phone number: _____
Fax number: _____

**Attachments**

- Existing plan
- Proposed plan
- Scope of amendment / variation \_\_\_\_\_  
\_\_\_\_\_
- Note the reason why this is to be considered a minor variation / amendment
- No other Building Code Clauses are affected
- OR other Building Code Clauses have been considered and there is no further implication
- OR variation has no cost change to original value of work
- OR the variation has a cost change and this cost will be notified to the BCA prior to CCC application on Form 6

\_\_\_\_\_  
Signed for and on behalf of owner

**Building Consent Authority**

The amendment is agreed that it is minor in nature and there is no affect to other building code clauses and this variation will be placed onto the building consent file.

- Yes
- No      If no, an amendment is to be applied for by the owner.  
Reason: \_\_\_\_\_

This form is to be faxed back to the owner / agent as verification of Council's decision.

Simon Tonkin  
**MANAGER – BUILDING REGULATION SERVICES**