



Application for amendment to a Building Consent

Send or deliver your application to: Building Consents Services, PO Box 444, 66 Chapel Street, Masterton.
For enquiries, phone 378 9666.

Note: this application must be accompanied by two copies of the relevant drawings from the issued building consent set and two copies of the documents with the proposed amendments clearly highlighted on both copies.

Office use only

Existing consent number:

Building Officer:

Amended plan number (if required):

Project Location

Address: _____
Suburb: _____
Legal Description Lot: _____ DP: _____

Description of amended work

[refer to notes overleaf]

Value of Amendment (GST inclusive)

Does the amendment alter the Project value Yes \$ _____ (new value)
 No

Are there any amendments to systems for which a compliance schedule has been issued? Yes No

Owner & Agent details

[note: owner details required in all cases]

Owner [if also agent, tick box

Name: _____
Address: _____
Suburb: _____
Phone (day): _____
Cellphone: _____
Fax: _____
Correspondence to owner or agent

Agent

Business name: _____
Contact person: _____
Address: _____
Suburb: _____
Phone (day): _____
Cellphone: _____
Fax: _____

I believe that the information contained in this application is true and correct.

Signed by the owner OR

Signature: _____
Name: _____
Date: _____

Signed by the agent [on behalf of, or with authority from, the owner]

Signature: _____
Name: _____
Date: _____

Notes to applicant

This application is to gain consent for minor changes which could arise from on-site problems and re-arrangement of facilities including reductions in the scope of the original consent. Proposals will not meet this criteria if they fall outside the scope of the original consent or need more than minor changes to the existing conditions.

An amended plan may cover:

- A beam that needs to be included due to on-site problems.
- Wall construction changes.
- Removal or reduction of a deck.
- Relocation of sanitary fixtures.
- Installation of an additional window.
- A room that needs to be widened slightly.

Amended plans are accepted at the discretion of Council. A full consent will be required if it becomes apparent that the submitted plans do not meet the above criteria.

Office use only

	Comments	Approving Officer	Date Approved
Building			
Plumbing & Drainage			
Other			