

Application for a minor variation to a building consent

GENERAL INFORMATION:

- This application is for approval from Christchurch City Council to make a minor variation to the following building consent under section 45A, Building Act 2004.
- A minor variation is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications to which the building consent relates. If the proposed change deviates significantly, the application will be processed as an amendment to the building consent. Note, if the proposed change will lead to a non-compliance with the district plan, the application will be processed as an amendment to the building consent.
- Minor variation application will be processed within 48 hours of receiving a complete application.
- Do not carry out building work that varies from the building consent until you have received confirmation the minor variation has been approved.
- Building consent fees: The latest Building Consents Fee Schedule is available on our [website](#) or from one of our Service desks.
- General information can be found on our website at www.ccc.govt.nz

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via onlineservices.ccc.govt.nz. You will need to register to use Online Services. You can register at onlineservices.ccc.govt.nz.
- **Email** your application to minorvariation@ccc.govt.nz.

Please complete all fields unless marked otherwise

BCN number:

Street address of building:

The minor variation has been agreed to by the owner?

Yes ☐ No ☐

Has ownership changed since building consent was issued?

Yes ☐ No ☐

If yes, the adjacent evidence of ownership is attached to this application:

- ☐ Record of title ☐ Lease ☐ Agreement for sale and purchase
☐ Other document (showing full name of legal owner(s) of the building)

Owner's name:

Owner's email address:

Owner's contact phone number:

Applicant's name (if not the owner):

Email address (if not the owner):

Contact phone number (if not the owner):

Description of minor variation: (include details of what has changed from and the reason for the change)

The following plans and specifications are attached to this application: (attach only relevant plans, specifications or supporting documents)

Signature of: ☐ owner / ☐ agent on behalf of, and with the authority of the owner

Date:

Print name:

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Please also note that for any refund due, the refund will be credited to the "deserving party" who may not have been the original "payee". Please also ensure the applicant is aware that their personal information is being provided to the Council as part of this application.

PRIVACY INFORMATION: The Council is subject to the Privacy Act 2020. For a full privacy statement see: ccc.govt.nz/the-council/how-the-council-works/privacy-statement. If you would like to request access to, or correction of, your details, please contact the Council.