

## Building consent amendment application

Amended plans to be returned to \_\_\_\_\_

Checklist		Customer Check	Office use
		<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1	Was building consent applied for through Council only <i>(Note - staff check text notes for certifier)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2	Has building consent been issued <i>(if not, amendment can be added to original)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3	Code Compliance Certificate yet to be issued	<input type="checkbox"/>	<input type="checkbox"/>
4	Amendment is similar to use <i>(If rooms being changed around within footprint e.g. bathrooms becomes laundry and vice versa then amendment is ok, but if garage becomes rumpus room or spare space is to become toilet/shower etc, this would not qualify for amendment)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	Amendment contained within footprint of building and no change to height, daylight angles etc as per original submitted plans. <i>(If not the compliance manager or building officer is to decide). Duty planner may be required.</i>	<input type="checkbox"/>	<input type="checkbox"/>
6	Original application less than 1 year old <i>(If older than 1 year compliance manager or building officer to decide)</i>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is value being added to building consent <i>(if so new building consent required)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8	Does the original project involve Restricted Building Works? Does amendment alter RBW elements? <i>(If so, application to include another Design Memorandum to cover amended works) See guidance note on reverse.</i>	<input type="checkbox"/>	<input type="checkbox"/>

### Description

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### Office use

Property ID	
LLP	
BC	
Receipt no	
Date	

\_\_\_\_\_  
Customer services representative name

### Planning review required

Residential       Commercial

## **BC Amendment Guidance Notes:**

### **Restricted Building Works:**

If the Building Consent proposed to be amended was applied for on or after 1 March 2012 and contains Restricted Building Works (RBW), any proposal to amend RBW elements must be accompanied by a Design Memorandum covering the amended elements. The memorandum should be completed to reflect the changes to the project – i.e. change to cladding, structural changes, window/ door changes, etc.