

Application for amendment to building consent (Form 2)

Section 33 or 45, Building Act 2004

Send or deliver your application to: Building Consents and Licensing Services, Wellington City Council, PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 4311.

Note: this application must be accompanied by two 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.

Council use only:

Building officer

Amended plan # (if required)

Existing consent number

The building (project location)

Street address of building

The project

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

The owner

Owner's and agent's details

[note: owner's details required in all cases]

Owner [if also agent, tick box

Agent

Business: _____

Business name: _____

Address: _____

Contact person: _____

Suburb: _____

Address: _____

Phone (day): _____

Suburb: _____

Mobile: _____

Phone (day): _____

Fax: _____

Mobile: _____

Correspondence to Owner Or agent

Fax: _____

Signatures

<p>Signed by the owner</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date: _____</p>	OR	<p>Signed by the agent [on behalf of, or with authority from, the owner]</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Date: _____</p>
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Notes to applicant

This application is to gain consent for minor changes that could arise from on-site problems and rearrangement of facilities, including reductions in the scope of the original consent. Proposals will not meet this criteria if they fall outside the space 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 sanitary fixtures

Installation of an additional window

A room that needs to be widened slightly.

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

In your 'Description of amended work' you must include comment if the means of compliance now proposed differs from what was proposed in your original application, and if there is any effect on specified systems as a result of this amendment.

Fees

You must pay a fee when the application is lodged. This fee is a deposit and covers one hour of processing time. You will be charged additional fees if officers spend more than one hour in assessing your application for compliance with the building code. Processing time may include time spent checking plans, requesting additional information and meetings or telephone conversations that relate to assessing compliance. Information about fees is available from our reception desk level 1, 101 Wakefield Street or at Wellington.govt.nz/services/buildserv/buildcon/fees.html

Office use only			
	Comment	Approving officer	Date
Building			
Plumbing and drainage			
Other			

The following councils developed this form in partnership: Kapiti Coast District, Porirua City, Wellington City, Hutt City, Upper Hutt City.