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| **GENERAL INFORMATION** |
| This application is for approval to make a minor variation to the below listed Building Consent under Section 45A, Building Act 2004. Please note the following:* Your application must be approved before the building work is carried out. The statutory timeframe for Minor Variations is 20 working days. QLDC will endeavour to process variations within 10 days.
* The processing time will be charged as an hourly rate against your initial Building Consent fee. See our current fee schedule on our [website](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance/) for more detail.
* Minor Variations do not include a significant change from the consented building design and/or scope of work. These need to be dealt with through the Amendment to Building Consent process. Please follow below guidance matrix as to which application type is appropriate for your changes
* For more information see our website [QLDC Amendments & Minor Variations](https://www.qldc.govt.nz/services/building-services/building-consents/#amendments-variations) or [MBIE’s Guidance](https://www.building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/guidance-to-building-consent-amendments/minor-variations)
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|  | **Product substitution** | **Construction change** | **Layout change** |
| **Amendment****Complexity** | **Complex cladding type** Weatherboard to schist or Corrugate to tiled roofing  | **Significant construction method** Timber framing changed to tilt panels**Add specified system** Sprinkler addition orExtractor hood added to commercial tenancy  | **Increase footprint** >10 m²**Change of Use**From single household to multi-unit household**First Fit Out**Restaurant fit out |
| **Office MV** | **Shower membrane type change** Sheet to liquid membrane**Insulation type change** Fibreglass to polystyrene**Fire type change** Freestanding to inbuilt **Minor cladding changes** Weatherboards to metal cladding.Vertical shiplap to board and batten. | **Shower type change**  Acrylic to tiled**Cladding change altering construction**Change plywood to weatherboards**Minor engineered (SED) changes** Steel UB to laminated timber beam**Internal alterations** Changing locations of load bearing wall**More than minor bracing changes**Change in system GIB® to HomeRAB™ Removal of diaphragm with wall reconfiguration | **Minor drainage changes** Commercial building change to layout or discharge units**Altered layout** Commercial tenancy layout changesNew bathroom**Minor increase in footprint**<10 m² **Remove building work** **Add Solid fuel heater** |
| **Onsite MV** | **Shower WPM brand change** Ardex®, Mapei®, Aqua Blok ®**Insulation change** Where R Values not impacted or increases **Freestanding tested fire change**Woodsman, Masport **Plasterboard brand change**GIB to Elephant (not impacting bracing, fire or sound systems) | **Minor foundation change**Block foundation to poured in situ**Minor bracing change**Moving a bracing element in the same line Alteration to bracing element where compliance can be easily determined | **Drain changes**Simple residential drainage changes**Minor changes to internal walls** Moving location of internal non-loadbearing walls**Minor layout changes**Wardrobe changes, door changes, bathroom/kitchen/laundry layout changes**Adding/removing/altering Window** with no bracing or structural effect |

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| **BUILDING CONSENT NUMBER** | Click or tap here to enter text. |

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| **OWNER/APPLICANT DETAILS** |
| **Name:**  | Click or tap here to enter text. |
| **Site Address:** | Click or tap here to enter text. |
| **Contact Email:** | Click or tap here to enter text. |

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| **Description of variation from the original approved building consent documents:** |
| **Is this application a result of a ‘failed inspection’ ?**  | [ ]   **Yes** [ ]   **No** |
| **If yes list inspection date & inspection type** Click or tap here to enter text. | Enter a date. |
| Choose an inspection type |
| **Description of Variation:** Please provide sufficient description of building works to enable scope of work to be fully understoodClick or tap here to enter text. |
| **OWNER DISCLAIMER** |
| The owner acknowledges that:* The Owner is responsible for ensuring that the building work complies with the building code and any other applicable legislation such as the Resource Management Act, Bylaws, District Plan requirements, etc.
* Assessment of the information provided with this application has only been made in consideration of the Building Act 2004. Additional authorizations may be required under other legislation including the Resource Management Act, Health Act, Liquor Act etc. and remain the responsibility of the owner to check.
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| ***Owner/Agent Signature*** | Click or tap here to add signature. | **Date** | Enter a date. |
| **ATTACHMENTS:** [ ]  Copy of plans and specifications provided with changes clearly identified (clouded, highlighted or similar to clearly identified the area(s)/detail(s) affected[ ]  Copy of email/letter from LBP Design, to accompany plans and specification where Owner/Applicant is not the LBP Design, and the proposed MV includes Restricted Building Work. |

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| **COUNCIL USE ONLY** |
| **APPROVED** | [ ]  I am satisfied ‘on reasonable grounds’ that the Minor Variation Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code and the Building (Minor Variation) Regulations 2009 |
| **Processing Officer Sign-off**: Click or tap here to add signature. | **Date:** Enter a date. |
| **REFUSED** | [ ]  I am NOT satisfied ‘on reasonable grounds’ that the Minor Variation Documentation demonstrates compliance with the Building Code and/or the Building (Minor Variation) Regulations 2009 |
| **Processing Officer Sign-off**: Click or tap here to add signature. | **Date:** Enter a date. |
| **Reason for Decision:** |
| Click or tap here to enter text. |
| **Tech One Event Completed:** | [ ]  **Yes** [ ]  **No** |