

Amendments and Minor Variations to Building Consents

The designer, builder and project manager should ensure the property owner and the Building Consent Authority (BCA) are made aware of any proposed variations as soon as they are identified and seek guidance from the BCA on how the variation will be handled.

The property owner is ultimately responsible for the building work, its compliance and for obtaining the Code Compliance Certificate at the end of the works.

All amendments/variations must be approved by the Council and comply with all requirements of the Building Code and Building Act 2004 and must be approved before the building work is carried out, otherwise it may result in a failed inspection.

You may also need to include information relevant to the Territorial Authority's other statutory responsibilities, this includes the District Plan under the Resource Management Act 1991.

There are two ways the BCA handles changes:

- Amendments – major changes to a project
- Minor variations - a change which does not deviate significantly from the approved plans and specifications

Additional fees apply for minor variations and amendments.

Amendments

An application for an Amendment must be accompanied by a completed **Form 2 Application for Project Information Memorandum and/or Building Consent** inclusive of new plans, specifications, design memorandum, amended PS1 and the like.

The amendment will be processed within 20 working days.

Minor Variations

Minor variations can be approved in two ways, onsite by the Building Inspector or in the office by a Building Consent Officer.

You will need to provide the inspector with information to show how the change complies with the Building Code. When the inspector is satisfied the minor variation complies with the building code, the scope of the variation and its approval will be recorded on the inspection notice. Once approved, you do not need to provide any further information to us.

When the inspector does not have enough information to approve the onsite minor variation, you will be asked to apply for an in-office minor variation.

To apply for an in-office minor variation, you will need to complete the **Application for a Minor Variation to a Building Consent** form and provide the updated plans/documents to the Building Unit to be assessed.

Where the scope of work is broader than what can be covered by a minor variation, you will need to apply for an amendment.

Note: In-office minor variations and amendments may require additional inspections and site inspections may not be able to be booked until the minor variation/amendment has been approved.

Some common examples of Amendments vs Minor Variations are listed below:

	Amendment	Minor Variation
Change of finished floor level (FFL)	Any change, including when a Building Location Certificate is not as per issued plans	n/a
Change of siting	Changing siting which affects Building Code or District Plan requirements e.g. closer to the boundary which may require a new fire wall or affect the recession plane	When the structure moves further away from boundaries and does not breach the Building Code, District Plan or a Consent Condition
Change to framing	Adding or altering openings or framing not covered by PS1 e.g. Engineer or Truss and Frame manufacturer	Changes to framing covered by PS1 e.g. Engineer or Truss and Frame manufacturer
Changing building wrap	Rigid air barrier to a flexible wrap	Substituting a comparable product
Changing cladding	Different cladding/cladding system	Minor area when cladding details are already part of consent (e.g. above/below windows)
Changing roof cladding	Change of roof cladding e.g. membrane to long run coloursteel	Substituting a comparable product e.g. from corrugated to T-Rib profile
Changes to bracing	Changing to an unknown product	Proposed change is consistent with MBIE guidance Moving the bracing element along the same bracing line
Changes to internal linings - excluding bracing		Substituting standard wall linings including bathrooms e.g. Aqualine to Villaboard in bathrooms
Changing the insulation		Substituting a comparable product
Change of room layout		Bathroom layout (nothing new)
Change of shower	Changing from acrylic to tiles when Consent documents do not include specifications/drawings for tiles	Changing from tile to acrylic OR changing from acrylic to tiles. (Only when drawings and specifications include a second shower, such as when an ensuite shower is tiled)
Change of stormwater disposal	Amendment	n/a
Removing a strip drain/sump in driveway		Remove the strip drain/sump from plan
Change of heating unit	Change of make e.g., Woodsman to Masport or changing the model that is not included in the consent documents	Change of model which is within the approved consent documents. e.g. Woodsman Tarras vs Woodsman Brunner
Drains – change between G13 AS1/ AS2 and AS3 (NZS 3500)	Amendment	n/a
Change of location of effluent disposal field	Where location of the effluent field is outside the proposed envelope	Where location of the effluent field is within the proposed envelope
Change of wastewater treatment unit	Change of treatment unit	Different than approved but included in design report
Removing a structure	Amendment	n/a
Adding a structure	New building consent	n/a
Changes to Specified Systems	Adding or removing a Specified System from a consent	Minor changes e.g., adding an extra vent for HVAC system or different manufacturers

Note: This table is intended to be used as a guide only.

Please visit MBIE's Building Performance website for further information:

building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/

Find out more at waimakariri.govt.nz, or contact Customer Services on 0800 965 468.