

FOR OFFICE USE ONLY

## APPLICATION FOR AMENDMENT TO BUILDING CONSENT

Under Section 33 or 45 Building Act 2004

*If you need help in filling out this form please contact our Customer Services staff on (03) 353-9007 or toll free 0800 EC INFO (0800 324 636). They will be able to provide some general assistance or refer you to an officer who can help you with your application.*

Application  
number:

Charges paid:

Receipt number:

### BUILDING CONSENT DETAILS

Building consent number: \_\_\_\_\_

Project Address: \_\_\_\_\_

### OWNER DETAILS

#### 1. Name and address of applicant(s):

Surname: _____	First names (in full): _____	Mr/Mrs/Ms/ Miss/Dr/Prof.
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Surname: _____	First names (in full): _____	Mr/Mrs/Ms/ Miss/Dr/Prof.
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OR

Registered Company name and number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (business): \_\_\_\_\_

Fax (home): \_\_\_\_\_

Fax (business): \_\_\_\_\_

Email: \_\_\_\_\_

Cellphone: \_\_\_\_\_

Contact person: \_\_\_\_\_

**2. Name and address of Agent:** [Only required if application is being made on behalf of the owner.]

Contact person:

Company:

Postal address:

Email:

Phone:

Fax:

**Relationship to Owner:** [State details of the authorisation from the owner to make the application on the owner's behalf.]

During the processing of your application who will be the first point of contact for communication?

☐

Owner

☐

Agent

**TYPE OF AMENDMENT**

## SIGNATURE AND DATE

I hereby confirm that information provided here is accurate and current:

\_\_\_\_\_  
*Signature of owner / agent on behalf  
of and with the authority of the owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Full name of person signing – please print*

## NOTES FOR APPLICANT:

Any changes to your design will require you to apply for an amendment to the issued Building Consent. This is to ensure that the Code Compliance Certificate can be issued on the final set of building consent documents, and these documents represent the full and final design for the project .

To apply for the amendment, please complete the following:

Fill out the form above

Draw revised plans clearly showing the changes (a cloud around the amendment and a revised number is an acceptable method)

Provide two sets of plans and applications.

You need to be aware that you will be charged with extra fees and may be asked to stop work until the amendment has been approved.