

# Application form: Request to process amended building consent plans

## Section 45(5) – Building Act 2004

Office Use Only

Amendment No.: \_\_\_\_\_ Cat: \_\_\_\_\_ A/C Mgr.: \_\_\_\_\_ Date Received: \_\_\_\_\_

**IMPORTANT**

Please read before completing form:

1. Amended plans can only be accepted if within the scope of works of the original Building Consent application. New work will require a new Building Consent. Work already started prior to an approved building consent requires a certificate of acceptance. Otherwise, the Council might not be able to issue a CCC upon completion of the project stated in the original building consent.
2. Amended Building Consent Plans must be collated together when submitted to council as one document.
3. All amendments must be highlighted on the Amended Building Consent Plans and supplied to Council with a second copy.
4. A non-refundable base fee is required on lodgement of this application and the processing of this application will be charged at the actual processing time which is due upon granting the consent. Please see the Regulatory Fees and Charges Schedule for details.

Tick to acknowledge that you have taken note of the above issues  

**1. CONSENT INFORMATION**

Consent number \_\_\_\_\_ Legal Address: Lot DP

Property address \_\_\_\_\_

**2. THE OWNER**

*(If owner is a company or trust, please provide name of contact person)*

Name of owner \_\_\_\_\_

Contact number \_\_\_\_\_

**3. AGENT\*** *(only required if this is being made on owners behalf)*

*(If agent is a company or trust, please provide name of contact person)*

Name of agent \_\_\_\_\_

Contact number \_\_\_\_\_

**4. RELEVANT INFORMATION**

1. Does this amendment change the Project Value of the original issued consent? ..... Yes  No

If Yes, please state value of the **AMENDED WORK** : \$ \_\_\_\_\_ (GST inclusive)

**New Project Value:** \$ \_\_\_\_\_ (GST inclusive)

2. Is there a change in the floor area? ..... Yes  No

If Yes, please specify change in floor area: \_\_\_\_\_  $m^2$

3. Is there an amendment to systems for which a compliance schedule has been issued? ..... Yes  No

4. Is there a swimming pool or spa pool existing or proposed? ..... Yes  No

5. Does the amended work include monolithic cladding? ..... Yes  No

6. Is the amendment a result of a Notice to Fix? ..... Yes  No

7. Are there any changes to the OWNER and AGENT details from the original building consent ? ..... Yes  No

If **Yes**, please fill the applicant details (*Section 7*) on the next page and attach the following documents with this application:

- Certificate of Title (*not older than 90 days*) / Copy of Sales and Purchase Agreement
- Letter from owner if applicant / agent is not owner (state details of the Authorisation from the owner to make the application on the owner's behalf)

**5. APPLICATION**

I request that you issue a building consent for the amended work described in this application.

*(Please note that the work described in this application has to be authorised by Council before any of this commences as prescribed by Section 45 of the Building Act 2004)*

**6. AMENDMENT DETAILS**

Itemise all changes below:

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**7. APPLICANT DETAILS** (Only required if the OWNER/AGENT details are different in the original building consent)

| <b>7a. THE OWNER</b>  | <b>7b. AGENT*</b> (only required if this is being made on owners behalf)                      |
|---|---|
| Name of owner _____<br><i>(If owner is a company or trust provide name of contact person)</i> | Name of agent _____<br><i>(If agent is a company or trust provide name of contact person)</i> |
| Mailing address _____   | Mailing address _____   |
| Street address _____<br><i>(For courier)</i>  | Street address _____<br><i>(For courier)</i>  |
| Landline number _____   | Landline number _____   |
| Mobile number _____   | Mobile number _____   |
| After hours _____   | After hours _____   |
| Facsimile number _____  | Facsimile number _____  |
| Email address _____   | Email address _____   |

**8. DECLARATION**

***I hereby acknowledge that all of the above information is true and correct to the best of my knowledge. I also understand that all plans, documentation and reports submitted as part of this application are required to be kept available for public record. Therefore the public may view this application, once submitted.***

***The specified amended plans have been attached with this application and are ready for processing by Council. I will notify Council if any of the information provided on this application form changes before the building consent is granted.***

***Furthermore, I hereby agree to pay all fees incurred in processing this application before issuance of the consent.***

Applicant Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBMITTING YOUR APPLICATION**

Please deliver your application to: Waitakere Central, 6 Henderson Valley Road, Henderson

Alternatively mail your application to: Waitakere City Council, Private Bag 93109, Henderson, WAITAKERE 0650

If you have any queries about any part of the Building Consent process, please contact our Customer Services line 839 0400 or email [info@waitakere.govt.nz](mailto:info@waitakere.govt.nz)