

# Application for amendment to a Building Consent

Send or deliver your application to: Upper Hutt City Council, Private Bag 907,  
838 – 842 Fergusson Drive, Upper Hutt. For enquiries, phone 527 2169.

**Note: this application must be accompanied by two copies 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.**

**Office use only**

Existing consent number:

Building Officer:

Amended plan number (if required):

## Project Location

Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 Legal Description Lot: \_\_\_\_\_ DP: \_\_\_\_\_

## 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

## Owner & Agent details

[note: owner details required in all cases]

**Owner** [if also agent, tick box

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 Phone (day): \_\_\_\_\_  
 Cellphone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Correspondence to  owner  or agent

**Agent**

Business name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_  
 Phone (day): \_\_\_\_\_  
 Cellphone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

I believe that the information contained in this application is true and correct.

### Signed by the owner OR

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

### Signed by the agent [on behalf of, or with authority from, the owner]

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Notes to applicant

This application is to gain consent for minor changes which could arise from on-site problems and re-arrangement of facilities including reductions in the scope of the original consent. Proposals will not meet this criteria if they fall outside the scope 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 a deck.
- Relocation of sanitary fixtures.
- Installation of an additional window.
- A room that needs to be widened slightly.

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

### Office use only

	Comments	Approving Officer	Date Approved
<b>Building</b>			
<b>Plumbing &amp; Drainage</b>			
<b>Other</b>			