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| Application for a minor variation to a building consentPO BOX 6, 96 West end, Kaikoura 7300 03 319 5026 / building@kaikoura.govt.nz |  |

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|  |   **GENERAL INFORMATION:*** This application is for approval from Kaikoura District Council to make a minor variation to the following building consent under section 45A, Building Act 2004.
* A minor variation is a minor modification, addition, or variation to a building consent that does not deviate significantly from the plans and specifications to which the building consent relates. If the proposed change deviates significantly, the application will be refused and an amendment to the consent will need to be applied for. Note, if the proposed change will lead to non-compliance with the district plan, the application will also be refused and an amendment to the consent will need to be applied for.
* Do not carry out building work that varies from the building consent until you have received confirmation that the minor variation has been approved.
* Building consent fees: The minor variation will be charged out at $210.00 per hour for processing.

**SUBMITTING AN APPLICATION:****An application with relevant documents can be lodged via the following methods:*** **In person** to Level 2, 96 West End, Kaikoura 7300
* **Email** the application to building@kaikoura.govt.nz
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|  | Building Consent Number: | Street address of Building: |  |
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| The minor variation has been agreed to by the owner. [ ]  Yes [ ]  No Written confirmation supplied [ ]  Yes [ ]  No |
| Has ownership changed since Building consent was issued? [ ]  Yes [ ]  No |
| *If yes, the adjacent evidence of ownership is attached to this application* [ ]  Record of title [ ]  Lease [ ]  Sale & purchase agreement [ ]  Other document (showing full name of all legal owner(s) of the building)  |
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| Owners’ name: |
|   |
| Owner’s email address: | Owner’s contact phone number: |
|   |   |
| Applicant’s name (if not the owner): |
|   |
| Email address (if not the owner): | Contact phone number (if not the owner): |
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|  | Description of minor variation: (include details of what has changed from and the reason for the change) |  |
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|  | The following plans and specifications are attached: (attach only relevant plans, specifications or supporting documents) |  |
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|  | Print name: |   |  |
|  | Date: |   |  |
|  | Signature: |   |  |
|  | Signature of: [ ]  Owner / [ ]  agent on behalf of, and with the authority of the owner |  |
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|  | If you are signing this application on behalf of a Company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.By signing this application, you are accepting responsibility to pay all actual and reasonable costs incurred by Kaikoura District Council.  |  |
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