

Vetting Officer Name: _____

Date of check 1: _____



Vetting Officer Name: _____

Date of check 2: _____

AMENDMENT INFORMATION CHECKLIST

Details required before a Building Consent application can be accepted

Key: or N/A means 'not applicable' provided / accepted

APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	ACCEPTANCE CHECK		
			ADMIN	VETTING	
<input type="checkbox"/>	FORM 2 APPLICATION FORM	Please provide a fully completed, signed and dated Form 2 application form with your application. Make sure the amendment box is ticked and the original consent number noted.	<input type="checkbox"/> Initial:___	<input type="checkbox"/> Initial:___	
APPLICANT USE	HEADING	GENERAL REQUIRED ITEMS	VETTING OFFICER		
			Acc.	Notes	
<input type="checkbox"/>	PLANS	2x copies of plans (<i>affected pages only</i>) are required. Clearly identify all changes to plans using revision clouds or similar and ensure revision numbers or dates are correct.	<input type="checkbox"/>		
<input type="checkbox"/>	SPECIFICATIONS	2x copies of the specifications (<i>affected pages only</i>) are required - covering all the trades involved in the proposed building work and scope of work.	<input type="checkbox"/>		
<input type="checkbox"/>	CHANGE TO THE ORIGINAL SCOPE OF WORK	This needs to identify all changes to the work covered by the amendment application. Amendments can only be used for changes that fit within the scope of the original consent – if you are not sure whether the changes you want to do fit this please talk to one of our Vetting Officers.	<input type="checkbox"/>		
<input type="checkbox"/>	COMPLIANCE WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.	<input type="checkbox"/>		
<input type="checkbox"/>	FEES SHEET	Provide a completed Building Consent Fees Sheet . Amendments have an initial upfront fee and then processing charges are invoiced when the amendment is issued.	<input type="checkbox"/>		
APPLICANT USE	HEADING	RESTRICTED BUILDING WORK	VETTING OFFICER		
			Acc.	Notes	
<input type="checkbox"/>	RESTRICTED BUILDING WORK (RBW)	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restricted Building Work – <u>Is work that effects the structure and/or the external cladding systems of the building.</u> If the work you want to carry out is RBW you will need a licensed Designer with an LBP number to draw or supervise the drawing of the plans for consent and a licensed Builder with an LBP number to carry out or supervise the building work.</p>	<input type="checkbox"/>		
<input type="checkbox"/>	CODW	Certificate of Design Work – from a Designer with a design LBP number covering all restricted building work. <u>If changes are made to restricted building work an updated CODW is required.</u>	<input type="checkbox"/>		
<input type="checkbox"/>	LIST OF CODW'S	Provide a list of all CODW's where there is more than one provided.	<input type="checkbox"/>		
APPLICANT USE	OLD PLAN/ PG NO.	NEW PLAN/ PG NO.	DESCRIPTION OF CHANGE	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>			<i>Applicant - Please record details of the changes below – plans and/ or page numbers as applicable</i>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	
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APPLICANT USE	OLD PLAN/ PG NO.	NEW PLAN/ PG NO.	DESCRIPTION OF CHANGE <i>Applicant - Please record details of the changes below – plans and/or page numbers as applicable</i>	VETTING OFFICER	
				Acc.	Notes
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NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.