

# How to:

## Request a minor variation review



**Please note: A minor variation application must be submitted and approved prior to the work being carried out.**

Once building work has commenced, a minor variation may be requested using the following steps:

- Download the Minor Variation Form from the ICC website, and complete it
- Request an inspection via the standard Book Inspection process, specifying that this is a minor variation inspection for the relevant inspection type (e.g. Framing).
- Alternatively it can be requested on site at time of an inspection.

### 1) Requesting and booking an Minor Variation inspection

- Ring and book an inspection, and advise that you also wish an inspector to review a Minor Variation change or
- Ring and book a “Minor Variation” inspection, meaning you are only wanting the proposed change reviewed or
- Advise the inspector when on site that you have a Minor Variation to review.

### 2) During the MV inspection

#### **ONSITE AND REMOTE INSPECTION**

Customer to provide the following documents available for the inspector to view:

- a) Plans, specifications, and supporting documents (only single-copy)
- b) Certificate of Design Work (If applicable)
- c) Minor Variation application form

### 3) Approve Minor variation

#### **ONSITE INSPECTIONS:**

- The customer will present minor variation documents for the inspector to review.
- Inspector reviews the application and records the decisions in the inspection note.
- Inspector will stamp, date, and approve documents if approved.
- The documents will be photographed in GoGet Mobile for our records and customers will retain these on site as part of approved documents.
- Customer will also PDF these documents and upload these to the Online Building Consent system ●
- In certain instances, a BCO may receive Minor Variation documentation from the site for further in house review with a Senior BCC).

#### **REMOTE INSPECTION:**

- The customer will present minor variation documents for the inspector to view via zoom/whatsapp
- Inspector reviews the application and records the decision in the inspection note.
- The customer to submit Minor Variation Documentation via Simpli Portal as PDF.
- Once minor variation documents received the inspector will electronically stamp the minor variation documentation.
- The inspector will send to approved stamped minor variation documents through the Simpli Portal to the customer
- Customer will ensure the a copy of the approved stamped minor variation documents are held with the approved consent document.

The Minor Variation invoice will be charged prior to the CCC being issued.