

Application to Amend an Issued Building Consent

SECTION 33 OR SECTION 45, BUILDING ACT 2004



Apply Online: Preferred Option
ashburtondc.govt.nz
building@adc.govt.nz

Drop off or Post to:
2 Baring Square East
Ashburton 7700

Version: 12
Date: Nov 2025
Code: BAM002A
Form: 2

The Building

Site address:
(Street / Road / Township)

Legal description of the land where the building is located:

Lot: DP: Valuation number:

Building name:
(if applicable)

Number of levels:
(include ground level & any below ground)

Level/unit number:

Area: (floor total in m²)

Current lawfully established use:
(e.g. Dwelling)

Year building first constructed:
(Only applicable to existing buildings, approximate date is acceptable, e.g. 1920's)

Location of project:
(site access description
to provide directions
for inspections etc.)

The Owner

Name of owner:

Contact Person:
(If different from owner)

Mailing address:

Street address /
registered office:

Contact details: Landline: Mobile: Daytime no:

After hours no: Fax: Website:

Email address:

The following evidence of ownership is attached to this application:

Copy of Certificate of Title (Current within 6 months of issue date, including deposited plan) **OR** **Council to provide** (additional cost)

Signed copy of Sale and Purchase Agreement Copy of Lease Agreement & Owner's Written Permission

Other document showing full name of legal owner(s) of building (e.g. current Rates Invoice)

The Agent

Company Name:

Contact Person:

Mailing address:

Street address /
registered office:

Contact details:

Landline:

Mobile:

Daytime no:

After hours no:

Fax:

Website:

Email address:

Application

I request that you issue an amendment to a Building Consent already issued for the building work described in this application.

Original Building Consent Number:

The Project

Description of Amended Work:

Estimated value of amended work (including GST):

Rounded to the nearest \$1000.00

In addition to, or reduction from, what was stated with the original application:

Addition

Reduction

No Change

Associated Resource Consents (please provide project reference numbers):

Please send all invoices to:

Owner

Agent



Key Personnel / Licensed Building Practitioners Details

BUILDER

Name of Builder:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

CRAFTSMAN PLUMBER

Name of Craftsman
Plumber:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

REGISTERED DRAINLAYER

Name of Registered
Drainlayer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

CRAFTSMAN GASFITTER

Name of Craftsman
Gasfitter:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

DESIGNER

Name of Designer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:

ENGINEER

Name of Engineer:

Registration No:

Mailing Address:

Email:

Daytime Phone No:



Other

Has the engineer provided a Producer Statement – Design? Yes No

Has the engineer been engaged to carry out site inspections on the job? **Yes** **No**
(If yes, this must be specified on the Producer Statement)

Applicant Notes (Other notes or comments which the applicant may wish to add)

The Payment

Note: For direct credit, please make payment to account number 03-1592-0521970-00 include name of applicant and the Building Consent Number (if known). If you don't know the Building Consent number, please enter letters BC in the reference field. This will enable us to match your payment and prevent delays in processing your request.

Declaration

If acting "for and on behalf", I hereby declare that I am authorised to act as Agent of the Owner.

Signed: _____ Date: _____

Name: _____ I am the _____ Owner: _____ Agent: _____

Privacy Information: The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 2020 you have the right to see and correct personal information the Council holds about you.

