

Record of minor variation to approved consent

A minor variation is a change that does not affect compliance with the Building Code and will have been discussed with an inspector at a previous inspection.

All changes must be approved before work proceeds.

It is the owner's (or their authorised agent's) responsibility to notify Council of any changes to the approved plans; this variation must be provided to and be approved by the Building Inspector **on site**.

This document is to advise the Council BCA that the following minor variation is proposed to be undertaken on the building situated at the address listed below.

Please refer to the [government's website](#) for guidance information about minor variation.

Project

Site address: _____

BC number: _____ **Date:** _____

Details and description of change/variation:

(please provide a detailed description of the variation with supporting documents)

- Two copies of plans and documents must be available on site for review and for inspection to proceed
- All minor variations have been checked and agreed by the owner

Contact details

Applicant name: _____ **Applicant role in project:** _____

Phone: _____ **Email:** _____

This record is submitted by me, as:

- The owner of the property
- The authorised agent on behalf of the owner
(with owner's permission)

Signature of the owner or agent: _____ **Signature:** _____

Name: _____

Office use only

Minor Variation recorded & accepted Yes No

BCO Name: _____ **Signature:** _____ **Date:** _____