

# CLIENT CHECKLIST

## MINOR VARIATIONS

This application is to advise PBC that the following minor variations are proposed to be undertaken on the building situated at the address listed below. Please refer to our website for guidance information. PLEASE NOTE charges for these variations may be charged at the time of approval or at project end.

It is the owners (or their authorised agents) responsibility to notify PBC of any changes to the approved plans; this variation must be approved by PBC before work can proceed. If the variation involves restricted building work, the Designer **must** provide an amended memorandum for the changes to the design work.



BUILDING CONSENT NO:	<input type="text"/>	PBC REF:	<input type="text"/>
SITE ADDRESS:			
<input type="text"/>			
<input type="text"/>			
OWNER / AGENTS NAME:	<input type="text"/>		
POSTAL ADDRESS:	<input type="text"/>		
E-MAIL:	<input type="text"/>	POST CODE:	<input type="text"/>
APPLICANTS ROLE IN PROJECT:	<input type="text"/>		
CONTACT PHONE NUMBER:	<input type="text"/>		

**Record of variation:** (please identify location and provide a detailed description of the variation)

- Digital lodgement (Refer website)
- If the variation involves restricted building work must include a certificate of design work from the designer.
- Variations must be agreed to by the owner.

DESCRIPTION OF PROPOSED MINOR VARIATION(S):			
<input type="text"/>			
OWNER SIGNATURE:	<input type="text"/>		
DATE:	<input type="text"/>		
AGENTS SIGNATURE:	<input type="text"/>		
AGENT HAS WRITTEN AUTHORITY TO ACT FOR OWNER:	<table border="1"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO
YES	NO		

OFFICE USE ONLY	
RISK AND SCOPE ASSESSMENT ACCEPTED:	
SIGNED:	<input type="text"/>
DATE:	<input type="text"/>
COMMENTS:	<input type="text"/>

