Plumbers,
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As-built guidance

When installing plumbing and drainage on site, there are always slight deviations to the approved consented design. These minor changes need to be recorded to ensure that what has been installed can be assessed for approval by the Building Consent Authority as complying with the building code. These approved Minor Variations will be issued with the Code of Compliance Certificate once the building works are completed confirming the works undertaken complies with the Building Code

The most common way to record these minor changes to consent is via an as-built drawing. Although Minor Variations aren't required to be submitted in a prescribed form (section 45A), the amended plan would need to be of sufficient detail to ensure that if the building work were completed to that design it would comply with the building code (section 14D).

If there is a major deviation to your consent such as changing the type of soakage system or type of sewer outfall as this may constitute a Formal Amendment to your consent discuss with your Building Consent Authority before undertaking changes.

As-built checklist

A checklist of what would be required.

- ☐ Street address, lot & Deposit number
- ☐ Building consent number
- ☐ Practitioner details
- ☐ License number
- ☐ Means of compliance with the building code (Acceptable Solution / Verification Method or Alternative Solution)
- ☐ North arrow & relevant boundaries
- ☐ Clear measurements taken from building or relevant boundaries.
- ☐ Scale
- ☐ Location of pipework, soakage pits, inspection/testing openings e.t.c
- ☐ Size and type of soakage and septic systems
- ☐ Size and location of vents
- ☐ Inverts provided at certain sections of the drainage system
- ☐ Bedding and backfill type
- ☐ Annotations and callouts on plans must be legible

Sections of The Building Act 2004 relevant to as-builts

14D Responsibilities of designer

(1) In subsection (2), **designer** means a person who prepares plans and specifications for building work or who gives advice on the compliance of building work with the building code.

(2) A designer is responsible for ensuring that the plans and specifications or the advice in question are sufficient to result in the building work complying with the building code, if the building work were properly completed in accordance with those plans and specifications or that advice.

Section 14D: inserted, on 13 March 2012, by section 10 of the Building Amendment Act 2012 (2012 No 23).

14F Responsibilities of building consent authority

A building consent authority is responsible for—

(a) checking, in accordance with the requirements of this Act for each type of building consent, to ensure that—

(i) an application for a building consent complies with the building code:

(ii) building work has been carried out in accordance with the building consent for that work:

(b) issuing building consents and certificates in accordance with the requirements of this Act.

Section 14F: inserted, on 13 March 2012, by section 10 of the Building Amendment Act 2012 (2012 No 23).

17 All building work must comply with building code

All building work must comply with the building code to the extent required by this Act, whether or not a building consent is required in respect of that building work.

Compare: 1991 No 150 s 7(1)

Link to building code clauses

https://www.legislation.govt.nz/regulation/public/1992/0150/latest/DLM162576.html#DLM164914

45A Minor variations to building consents

(1) An application for a minor variation to a building consent—

(a) is not required to be made in the prescribed form; but

(b) must comply with all other applicable requirements of section 45.

(2) Sections 48 to 50 apply, with all necessary modifications, to an application for a minor variation.

(3) A building consent authority that grants a minor variation—

(a) must record the minor variation in writing; but

(b) is not required to issue an amended building consent.

Section 45A: inserted, on 1 February 2010, by section 16 of the Building Amendment Act 2009 (2009 No 25).

MBIE guidance

Minor variations

https://www.building.govt.nz/projects-and-consents/build-to-the-consent/making-changes-to-your-plans/guidance-to-building-consent-amendments/minor-variations/

The compliance documentation and audit items on this checklist are intended as a guide only and are not an exhaustive list.

Version management

Details	Last revision date
As-built Guidance	22 September 2025