



Information required for variation application

This document sets out the information required to complete an application for a variation.

Application detail

You will be required to provide the following application details:

- Original consent number(s)
- Consent Holder name
- Description of the assets relating to original consent
- Applicant's address for service in New Zealand
- Requested decision date (optional)
- Consent Holder contact details (this must be contact details of the Consent Holder themselves)
- Contact for application details (this is the person who will be contacted in relation to the submitted application)
- Name and address of the person or company the invoice will be sent to

Documents

You will be required to upload the following documents:

- Documentation showing changes to the Consent Holder
- Passports of new key individual(s) in colour
- Marked up version of the original consent showing requested variation(s) – if available
- Any other relevant documentation in support of your application

Variation type: Vary a consent or conditions of consent

You will be required to provide the following information to request a variation to consent or consent conditions:

- Whether you have applied for a variation for this consent before
- Changes to the Consent Holder since the consent was granted, including:
 - overview of the changes to Ownership & Control
 - detailed information about new key individuals, including:
 - first, middle, and last names
 - non-English names, if applicable
 - other names, if applicable
 - role
 - date they became a Relevant Overseas Person (ROP) or Individual with Control (IWC)
 - passport number and expiry date
 - nationality and residing country
 - date of birth
 - Inland Revenue number (if held)
 - whether they've ever applied for a visa to travel to New Zealand
 - detailed information about ROP/IWC entities, including:
 - full legal name of entity in English
 - full legal name of entity in non-English characters, if applicable
 - other names (e.g. trading name, former name)
 - type of entity
 - jurisdiction
 - unique identifier
 - Inland Revenue number (if held)
- If a time extension is being sought, we also require the following information:
 - consent condition number, current deadline, and proposed deadline for each condition
 - chronological explanation of the steps taken to comply with the condition(s) and any costs incurred with during this process
 - reason why a time extension is required
 - when you became aware that you needed a time extension
- If a variation to special conditions is being sought, we also require the following information for each condition:
 - consent condition number and condition detail
 - the events and circumstances in which you have come to require a variation to your condition
 - specifically what you seek to vary
 - what you have done to comply with the conditions (including any previous contact with us relating to this variation application)
- If a change to conditions or consent wording is being sought, we also require the following information:
 - the current wording that you seek to vary
 - your proposed wording
 - reasons for this wording change
- The impact if the variation is not granted

Variation type: Revocation of conditions

You will be required to provide the following information to request a revocation of consent conditions where consent would no longer be required due to changes to the Act:

- Whether you have applied for a variation for this consent before
- Changes to the Consent Holder since the consent was granted, including:
 - overview of the changes to Ownership & Control
 - detailed information about new key individuals, including:
 - first, middle, and last names
 - non-English names, if applicable
 - other names, if applicable
 - role
 - date they became a Relevant Overseas Person (ROP) or Individual with Control (IWC)
 - passport number and expiry date
 - nationality and residing country
 - date of birth
 - Inland Revenue number (if held)
 - whether they've ever applied for a visa to travel to New Zealand
 - detailed information about ROP/IWC entities, including:
 - full legal name of entity in English
 - full legal name of entity in non-English characters, if applicable
 - other names (e.g. trading name, former name)
 - type of entity
 - jurisdiction
 - unique identifier
 - Inland Revenue number (if held)
- Whether the reason for seeking a revocation of conditions is because:
 - the land is no longer sensitive, or
 - the Consent Holder is no longer an overseas person
- Why consent would not be required if the application was lodged today
- Consent condition number and detail for each condition you seek to have revoked (note that standard conditions cannot be varied or revoked)
- Whether another type of consent is still required:
 - If the consent was granted under more than one pathway, explain whether that type of consent would still be required today. It may be appropriate to retain certain conditions if another type of consent would still be required.