

# Information required for variation application

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

## Information required

You will be required to provide the following information to the Overseas Investment - Land Information New Zealand (**LINZ**) for a variation application.

## Application detail

- Whether you have attended a pre-application meeting, and LINZ case number if you have
- Whether you're resubmitting this application, and LINZ case number if you are
- Whether you are submitting this retrospectively, and the details if you are
- Consent holder name
- Short description of the requested variation
- Consent Holder's address for service in New Zealand
- Requested decision date (if applicable), and reason for requesting this date
- Consent Holder's contact details
- Contact for application details - including contact person's name, email address, contact number and role in the application (with option to add a second contact person)
- Invoice details: Name, company, and postal address for invoice

## The variation

- Whether you have applied for a variation of this consent before
- The impact if the variation is not granted
- If a time extension is being sought:
  - Consent condition number, current deadline and requested deadline for each condition
  - Why a time extension is required
  - Explanation of steps taken to comply with the condition(s) on time and any costs incurred during this process
  - When you became aware you needed a time extension
- If a variation to a special condition is being sought:
  - Consent special condition number, current condition detail and what you want to change (noting that standard conditions cannot be varied or revoked)
  - Why you need to vary the condition
  - Explanation of steps taken to comply with the condition(s) (including any previous contact with us about this variation application)
- If a variation to the consent is being sought:

- Consent wording and what you want to change
- Why you need to vary the consent
  
- If a revocation of a special condition is being sought:
  - Consent special condition number and detail (noting that standard conditions cannot be varied or revoked)
  - Why consent would not be required if the application was filed today
  - Whether another type of consent is still required (if the consent was granted under more than one pathway it may be appropriate to retain certain conditions)

## Documents

Upload the following documents:

- Marked up version of the original consent showing requested variations / revocations
- Statutory declaration verifying that the information provided in the application is true and correct
- Any other relevant documentation in support of your application