



ABCO Quick Reference Guide for Applicants and ABCs

Variation and Approval Amendment workflows

This guide clarifies the use of the Variation and Amendment functions in ABCO. They correspond to similar but distinct actions under the Airports (Building Control) Regulations 2025 (the regulations).

Variation to the application – Section 20 of the regulations

An applicant varies an application under s20 of the regulations when they change the characteristics of their application **before** it has been approved.

If the application is staged, this applies only if they vary the parts of that application **that have not yet been approved**.

Varying an application costs \$250.

Amendment of an issued approval – Section 34 of the regulations

An applicant amends an approval under s34 of the regulations when they change the characteristics of their application **after** it has been approved. In this instance, the ABC will supersede the old approval to include the requested amendments.

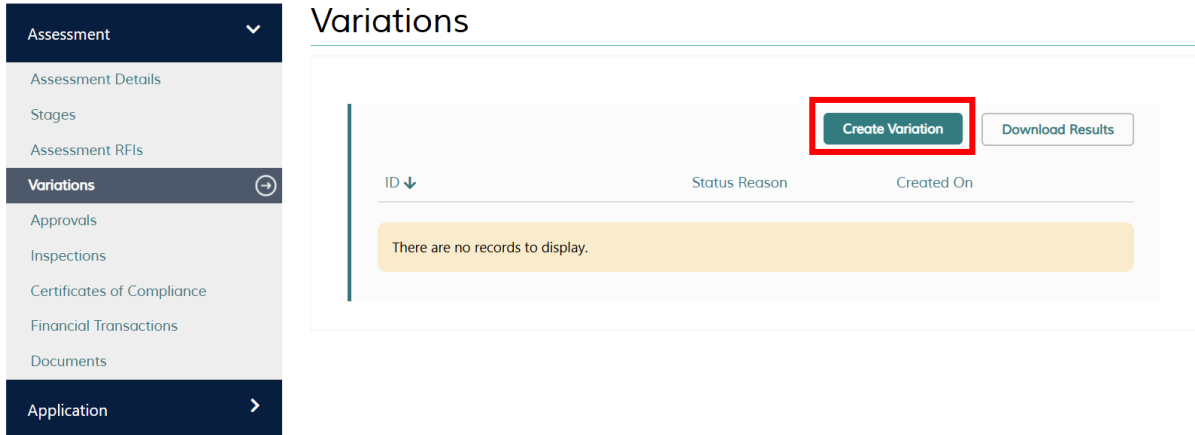
If the application is staged, this applies only if they seek to amend the parts of that application **that have already been approved**.

Submitting an application to amend an approval costs \$250. The ABC has 21 days to decide on the amendment.

Variation workflow

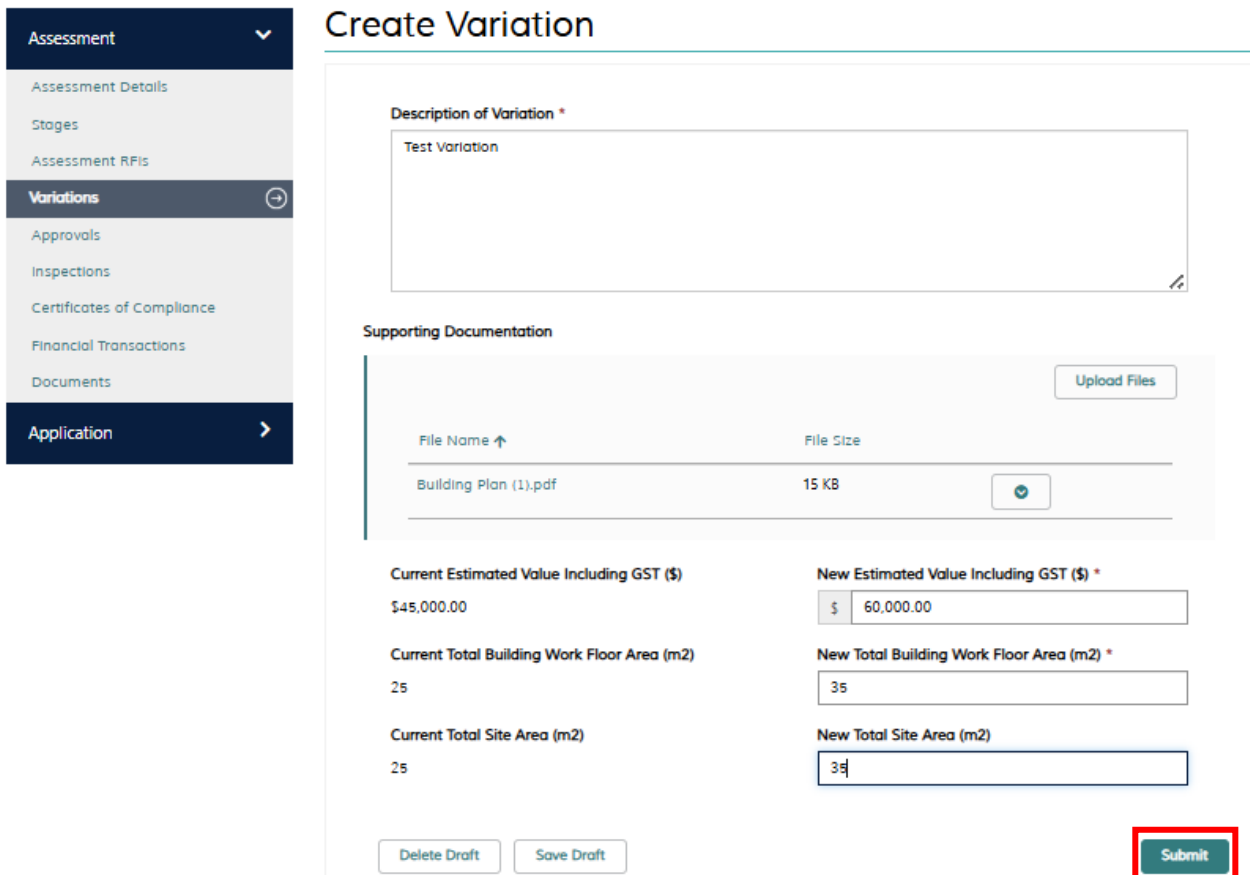
Requirements: The application status must be **Under Assessment** or **Awaiting Additional Information**, or **In Progress** with at least one stage with the status of on hold, **Under Assessment** or **Awaiting Additional Information**.

Step 1: The applicant must navigate to the **Variations** page and select **Create Variation**.



The screenshot shows the 'Variations' page. On the left is a sidebar menu with 'Assessment' (expanded), 'Variations' (selected), and 'Application'. The main content area is titled 'Variations' and contains a table with columns 'ID', 'Status Reason', and 'Created On'. A 'Create Variation' button is highlighted with a red box. Below the table, a message states 'There are no records to display.'

Step 2: The applicant will be prompted to enter a description of the variation, supporting documentation, and provide the new estimated value, floor area, and site area. The applicant selects **Submit**.



The screenshot shows the 'Create Variation' form. It includes a sidebar menu on the left. The main form has the following sections:

- Description of Variation ***: A text area containing 'Test Variation'.
- Supporting Documentation**: A table with columns 'File Name' and 'File Size'. It lists 'Building Plan (1).pdf' with a size of '15 KB'. An 'Upload Files' button is present.
- Current Estimated Value Including GST (\$)**: \$45,000.00
- New Estimated Value Including GST (\$) ***: \$ 60,000.00
- Current Total Building Work Floor Area (m2)**: 25
- New Total Building Work Floor Area (m2) ***: 35
- Current Total Site Area (m2)**: 25
- New Total Site Area (m2)**: 35

At the bottom, there are buttons for 'Delete Draft', 'Save Draft', and 'Submit' (highlighted with a red box).

Step 3: The ABC must open the variation request, confirm the new estimated value, floor area and site area, and choose whether to **Accept Variation** or **Decline Variation**.

Assessment

Assessment Details

Stages

Assessment RFIs

Variations

AEO Referrals

Approvals

Inspections

Certificates of Compliance

Financial Transactions

Documents

Assessment Notes

Remedial Directions

Infringement Notices

Timesheets

Application

Variation

Description of Variation

Test Variation

Supporting Documentation

File Name ↑	File Size
Building Plan (1).pdf	15 KB

Confirm Impact

Current Estimated Value Including GST (\$)	New Estimated Value Including GST (\$)	Confirm Estimated Value Including GST (\$) *
\$45,000.00	\$60,000.00	\$ 60,000.00
Current Total Building Work Floor Area (m2)	New Total Building Work Floor Area (m2)	Confirm Total Building Work Floor Area (m2) *
25	35	35
Current Total Site Area (m2)	New Total Site Area (m2)	Confirm Total Site Area (m2)
25	35	35

Decision

Decision

Feedback

Test

Decline Variation

Accept Variation

Step 4: If the ABC accepts the variation, the applicant will be prompted to pay the \$250 variation fee, and if the application increased into the next pay bracket, the difference between the previously paid fee and the fee related to the new bracket.

Assessment

Assessment Details

Stages

Assessment RFIs

Variations

Approvals

Inspections

Certificates of Compliance

Financial Transactions

Documents

Application

Financial Transaction

Download PDF

Description

Variation

Amount

\$550.00

Date of Issue

19/06/2026 10:34 AM

Payment for

Variation BAN-26- VAR001

Line Items

Description	Amount	Fee Type
Variation – Recalculated Application Fee	\$300.00	Application Fee
Application Variation Fee	\$250.00	Administrative Fee

Approval Amendment workflow

Requirements: The application must have at least one issued approval.

Step 1: The applicant must open the **Approvals** tab, navigate to **Approval Amendments**, and select **Create Approval Amendment**.

Assessment

Assessment Details

Stages

Assessment RFIs

Variations

Approvals

Summary

Approval Amendments

Approval Extensions

Inspections

Certificates of Compliance

Financial Transactions

Documents

Application

Approval Amendments

Create Approval Amendment

Download Results

ID

Status

Date Requested ↓

There are no records to display.

Step 2: The applicant will be prompted to select which approval they want to amend, enter a description of the amendment, supporting documentation, and provide the new estimated value, floor area, and site area. The applicant selects **Submit**.

Create Approval Amendment

Assessment 

Assessment Details
 Stages
 Assessment RFIs
 Variations

Approvals 

Inspections
 Certificates of Compliance
 Financial Transactions
 Documents

Application 

Select Approvals that this Amendment applies to *

Select Approval

1 record found

ID	Date of Approval	Type
BAN-26-	L-A001	19/06/2026 10:44 AM
		Building Permit

Description of Amendment *

Test

Supporting Documentation

Upload Files

File Name 	File Size
There are no records to display.	

Confirm Impact

Current Estimated Value Including GST (\$)	\$60,000.00	New Estimated Value Including GST (\$)	\$ 60,000.00
Current Total Building Work Floor Area (m2)	35	New Total Building Work Floor Area (m2) *	35
Current Total Site Area (m2)	35	New Total Site Area (m2)	35

Delete Draft

Save Draft

Submit

Step 3: The applicant will be prompted to pay \$250, and if the application increased into the next pay bracket, the difference between the previously paid fee and the fee related to the new bracket. Unlike variations, an amendment fee must be paid **before** the ABC can decide whether to accept the request or not.

Step 4: Once the applicant submits payment evidence and the ABC marks the payment as received, the ABC needs to navigate to the **Approval Amendment** page and open the request. They will need to confirm the new estimated value, floor area and site area, and choose either **Accept Amendment** or **Decline Amendment**.

Assessment

Assessment Details
Stages
Assessment RFIs
Variations
AEO Referrals

Approvals

Inspections
Certificates of Compliance
Financial Transactions
Documents
Assessment Notes
Remedial Directions
Infringement Notices
Timesheets

Application

Respond to Approval Amendment

This Amendment applies to Approvals:

ID		Date of Approval	Type	
BAN-26-	-A001	19/06/2026 10:44 AM	Building Permit	

Description of Amendment

Test

Supporting Documentation

File Name	File Size
There are no records to display.	

Confirm Impact

Current Estimated Value Including GST (\$)	New Estimated Value Including GST (\$)	Confirm Estimated Value Including GST (\$) *
\$60,000.00	\$60,000.00	\$ 60,000.00
Current Total Building Work Floor Area (m2)	New Total Building Work Floor Area (m2)	Confirm Total Building Work Floor Area (m2) *
35	35	35
Current Total Site Area (m2)	New Total Site Area (m2)	Confirm Total Site Area (m2)
35	35	35

Decision

Feedback

Assessment due in (Days)

21

Decline Amendment
Accept Amendment

Step 5: If accepted, the ABC will be brought to the standard **Create Approval** workflow. ABCs should consider using the **Supersedes Approvals** function to select which approvals are being amended. This will change the status of those approvals to **Superseded**.

The screenshot shows a 'Create Approval' modal window. It has a title bar with a close button (X). The form contains the following elements:

- Approval Type ***: A dropdown menu with 'Building Permit' selected.
- Import Data?**: A section with the question 'Would you like to pre-populate the new Approval with data from an existing issued Approval?'. Below it is a dropdown menu showing 'BAN-26- -A001 - Building Permit - 19/06/2026 10:44 AM'.
- Save**: A green button at the bottom right.

The background shows a sidebar with 'Assessment' selected and a main area with 'Assessment Status: In Progress' and 'Assessment Status: Accepted'.

The screenshot shows the 'Approval Type' page. It has a sidebar on the left with the following menu items: Assessment, Assessment Details, Stages, Assessment RFIs, Variations, AEO Referrals, Approvals, **Approval Type** (selected), Location of Activity, Building Activity Description, BCA Classification, Contractors, Expert Consultants, Sublessee/Occupier/Tenant, Endorsed Documents, Approval Conditions, Advisory Notes, Summary, and Inspections.

The main content area is titled 'Approval Type' and contains the following elements:

- Approval Type**: 'Building Permit'.
- Do you want to use the default Approval Effective Until date of 19-06-2029?**: Radio buttons for 'No' and 'Yes' (selected).
- Information box**: A light blue box stating 'An Approval can only be created for Stages that have a status of "Under Assessment", "Awaiting Additional Information" or "Approved".'
- Supersedes Approvals**: A section with a table header (ID ↓, Date of Approval, Type) and a message 'There are no records to display.'.
- Add Approvals**: A button in the top right of the 'Supersedes Approvals' section.
- Delete Draft**: A button at the bottom left.
- Save and Next**: A green button at the bottom right.