

Solid/Liquid Fuel Heater (Not Commercial)

Section 1 Statutory Forms

- **Inspection List – By Council**
- **Building Consent Form (Form 5) – By Council**
- **Code Compliance Application (Form 6) – By Council**
- **Installation & PS3 Forms – By Council**
- **Application Form**

As the owner, where you have given authorisation for an Agent to act on your behalf, please confirm if you require a copy of Building Consent correspondence and associated Inspection Notices following the formally received notification. Yes No

The following evidence of ownership is attached to this application:

Copy of Record of Title OR Council to provide (*additional charge applies - see below*)
(The Record of Title has to be current within 1 month of being issued and must include a deposited plan [diagram]. Where the Record of Title is not current, the Council will provide this [additional charge applies - refer to Council Fees and Charges Schedule waimakariri.govt.nz/services/fees-and-charges])

Signed copy of Sales and Purchase Agreement (*If Record of Title is not issued*)

3. Agent – only required when the application is being made on behalf of the owner

PLEASE NOTE - Authorisation is required from the owner of the property.

Full name(s) of agent:

Contact person: (*not required if the applicant is an individual*)

Mailing address:

Street address/Registered office: (*if different than above*)

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

Relationship to owner: (*state details of the authorisation from the owner to make the application on the owner's behalf*)

PLEASE NOTE - The Agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work

4. Application

I request that the following (please select one) be issued for the building work described in this Application:

Building Consent

Exemption from the need for B/C

Amendment to Building Consent

(*Refer Building Act 2004 Schedule 1, Part 1, Clause 2*)

I wish to receive my approved documentation in the following format:

PLEASE NOTE - If hard copy, please confirm if you wish to pick it up from the Council or have it posted.

Electronically via Sharefile Transfer Portal (*You must be set up and registered for this option*)

Hard copy: (*onsite - this is an additional charge*) post OR pick-up

PLEASE NOTE - One set of "Onsite" hard copy consented documents must be available at all times for inspections.

All consent-related invoices/refunds to be billed and sent to:

Owner

Agent

Or other (If other, please complete below)

Company name: (*if applicable*)

Contact person full name(s):

Mailing address:

Phone number:

Landline:

Mobile:

Daytime:

After hours:

Fax:

Email:

Website:

PLEASE NOTE - Any refunds are to the receipted name unless written authorisation has been received from the receipted person or company.

Terms of trade

I/We understand that:

Building Consents shall be paid for when the consent is collected/uploaded or if the consent is not collected/uploaded within three months after the date of consent being granted, the work done to date portion i.e. admin and processing costs of the account will be due and payable. The balance of the invoice will be payable when the consent is collected/uploaded.

All other accounts shall be paid by the 20th day of the month following the month in which the invoice is issued.

I/We agree to pay according to these terms for any goods or services you supply to us. Failure to meet these Terms of Trade may result in any credit arrangement being withdrawn with any balance becoming payable within seven days. Should failure to meet the terms of trade result in debt recovery and/or legal proceedings, any costs whatsoever incurred in the collection of the debt including debt collector's fees and commissions and legal costs, charges and expenses on a solicitor and own client basis will be added to the account and will be payable by me/us.

Application authorisation

By entering your name in the box below you are giving your authority for this application to proceed under Section 45 of the Building Act 2004.

Full name:

Date:

I am the: Owner Agent on behalf of, and with the authority of the owner

5. The Project

Description of building work: *(Provide sufficient information below to enable scope of work to be fully understood) e.g. new log fire installed into existing dwelling. (If an amendment, please provide a complete description of the nature of the amendment.)*

Roof details

Pitch°:

Material:

Flashing type (please tick below):

Concrete tiles with lead flashing/tile soaker

Metal tiles with tile soaker flashing

Profiled metal sheets with EPDM flexible boot and soaker flashing

Other (specify in detail)

Appliance details

Make:

Model:

Flue manufacturer:

Clean air certificate number:

Type:

New Solid fuel Wetback Freestanding
or or or or
Replacement Liquid Dryback Inbuilt

Replaced burner make:

Replaced burner model:

Wetback

Not applicable

If no previous wetback, provide full details of HWC, valving and venting below and attach specifications

If existing wetback, show location of HWC and provide details of venting below: (e.g. open vented low pressure)

Secondhand unit: Yes No Engineer's report enclosed: (if secondhand) Yes No

Inbuilt specific information

Is the building, where the fire is to be installed, a registered historic site or place?

Yes No

Is the fire being replaced into an existing fire place or ready made alcove? (tick one)

Existing fire place Purpose-made alcove

If purpose-made alcove, we need to know construction materials used, alcove size, and construction details for any proposed heat screens. Please provide full details below and attach further sheets if required.

Installer's details:

Installer's full name:

Address:

Phone number:

Email:

Plumber's full name: (if wetback)

Address:

Phone number:

Email:

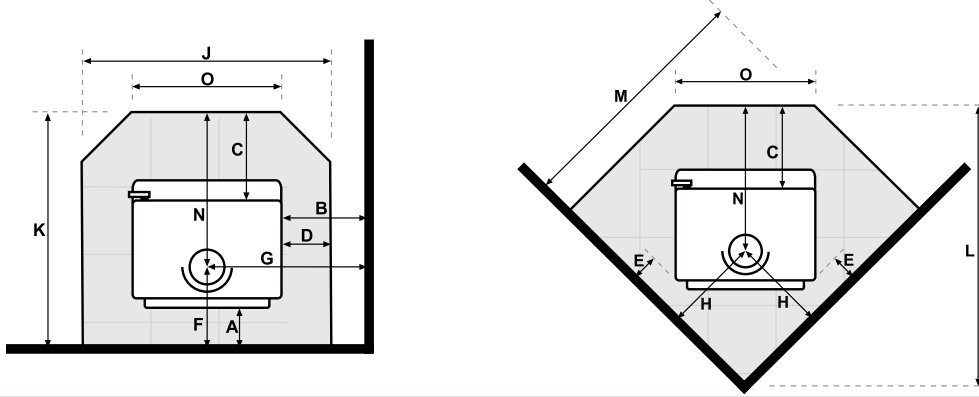
Registration number:

For free-standing units

Please use the space below to illustrate the location of the heater. If completing this form electronically, attach a picture to the email along with this PDF form, that fits the criteria stated below.

Notes:

1. Draw a full floor plan that accurately shows the location of the heater within the building
2. Show the location of adjacent walls, windows and doors
3. If wetback, show the location of the existing cylinder size and type



Fire installed as per manufacturer's clearances. (If not, please complete table below, A-N):

A	E	I	L
B	F	J	M
C	G	K	N
D	H		

Ceiling height at flue: 2.4m 2.7m Other

Ceiling: Flat Sloping

Wall heatshield being used for reduction of measurements: A&F B&G E&H

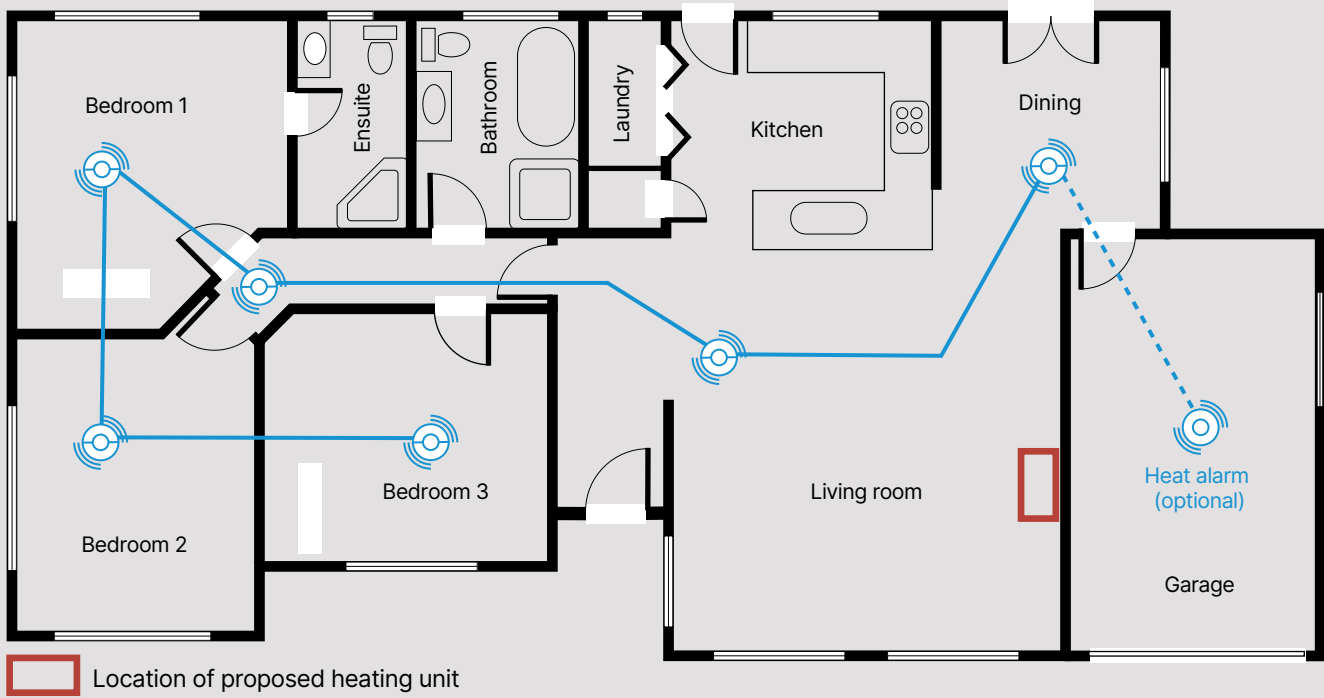
Wall to heatshield air gap size: 12mm 25mm (Add calculations to the box provided below)

Heatshield thickness: Material:

If different from above, please draw below and provide heatshield calculations:

(Attach further sheets if necessary)

Floor Plan Example



Floor Plan:

(Include further pages if necessary; please attach with paperclip not staples)

7. Building Consent

The following plans and specifications are attached to this application.

Clause (Tick relevant clause numbers of Building Code)	Means of compliance (Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications)		Waiver/modification required (State nature of waiver or modification of building code required)
B1 Structure	NZS3604	NZS4229	
	NZS1170	Other _____	
B2 Durability	B2/AS1	NZS3604	
	NZS3101	Other _____	
	NZS3602		
C1-C6 Protection from fire	C/AS1	Other _____	
	C/VM1		
E2 External moisture	E2/AS1	Other _____	
	Specific design and testing		
F3 Hazardous substances and processes	F3/VM1	Other _____	
F7 Warning systems	F7/AS1	Other _____	
G4 Ventilation	G4/AS1	Other _____	
G9 Electricity	G9/AS1	Other _____	
G12 Water Supplies	G12/AS1	AS/NZS3500.4	
	AS/NZS3500.1	Other _____	

8. Attachments

The following documents are attached to this application:

- One copy of the installation instructions prepared by the heater manufacturer
- One copy of floor plan of the building showing the proposed siting of the heater and location of the smoke detectors
- One copy of detailed installation instructions for flue system
- One copy of flashing details
- Plans and specifications (*list*):

Alternative plans and specifications (*if the applicant wants to obtain pre-approval for possible product substitutions, list*):

Current (CodeMark) product certificate(s)

Alternative (CodeMark) product certificate(s) (*if the applicant wants to obtain pre-approval for possible product substitutions*)

Current (BuiltReady) manufacturer's certificate(s)

Memoranda (Certificates of Design Work) from licensed building practitioner) who carried out or supervised any design work that is restricted building work

Completed relevant application checklist(s) – refer to Appendix

Please continue on the Appendix as follows for further information requested by the Waimakariri District Council.

Appendix - further information requested by the Waimakariri District Council

Applicant's Wood Burner Check List

Domestic Smoke Alarms (Derived from from NZS 4514:2021 - F7/AS1 and C/AS1)

Each household unit shall be provided with a minimum of Type 1 domestic smoke alarm system in compliance with NZS 4514.

Location of Smoke Alarms:

- Smoke alarms shall be located in all bedrooms, living spaces, hallways, and landings within the building
- Where a kitchen is separated from the living spaces and hallways by doors, an alarm specified by its manufacturer as suitable for kitchens, is to be installed within the kitchen
- Multi level households to have at least one alarm on each level
- Smoke alarms are required to be interconnected by either hardwired to the mains or battery operated and located on or near the ceiling
- See NZS 4514 for a more detailed requirements.

Documentation Checklist:

Make and model of wood burner, and installation instructions

Make and model of flue and installation instructions

Are you in the Clean Air Zone? Call ECan on 0800 324 636

Is it Clean Air approved for properties under 2ha in the Waimakariri District?

(Refer to [ECan - Authorised burners](#))

Floor plan showing where the heater is sited in the room in relation to windows and doors. The floor plan must be to scale or dimensioned (See Floor Plan example on page 6).

Smoke detectors (where they are located in the building)

- All smoke detectors must be installed prior to final inspection and must be fitted with the "Hush" Button facility and interconnected as per NZS 4514
- For further information read our fact sheet "Domestic Smoke Alarm Systems for Dwellings"

Flashing detail

Details on the Fire Location

(See Fire Site example on page 5)

Distance from walls

Distance from windows and curtains (if any)

Distance from doors

Office use only

Date/time received:

Officer:

Date/time vetted/accepted:

Officer:

Office use only

Amount due: \$

Date:

Officer:

Date payment processed:

Receipt:

Officer:

Important Information

All the relevant information on this form is required to be provided under the *Building Act 2004* and/or *Resource Management Act 1991* for the Waimakariri District Council to assess your application. Under these Acts this information has to be made available to members of the public if requested. The information contained in this application may be made available to other units of the Council. You have the right to access the personal information held about you by the Council which can be readily retrieved. You can also request that the Council correct any personal information it holds about you.

Application information

a) Building Consent (BC):

A Building Consent will be processed within a maximum allowable time of 20 working days provided all the information required has been supplied. Processing time is stopped whenever further information is required and starts again when the correct information is received.

Once the Building Consent has been granted and issued, you will receive notification. Please note, if any additional fees are applicable at the time of granting the consent, an invoice will be sent with the notification and any fees must be paid before the Building Consent can be issued. Work must not start until the Building Consent is issued, and any Resource Consent requirements have been resolved.

A Building Consent lapses and is of no effect if the building work to which it relates does not commence within 12 months after the date of issue of the Building Consent or any further period that the Building Consent Authority may allow. You may request an extension which will need to be agreed to by Council (fees apply), refer to [building application forms and fact sheets](#).

b) If the applicant does not own the land, they must provide written approval from the owner to submit this application.

Fees

The application for a Building Consent must be accompanied by the fees as described in *Section 45 of the Building Act 2004*. Any additional work to process the Building Consent will be invoiced and needs to be paid in full before the Building Consent can be granted, refer to [building services fees and charges](#).

Inspections

During the process of construction, inspections will be necessary to confirm all work complies with your approved Building Consent documentation. Please phone the Council Building Unit on 03 311 8906 to ensure that this can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Council. Failure to have a prescribed inspection carried out may put the issue of the Code Compliance Certificate at risk.

All inspections, including re-inspections, are subjected to a separate charge, even if carried out on the same day.

Resource consent

Your application will be assessed by the Planning Unit of the Council to determine whether your project complies with the relevant District Plan requirements. It is recommended that you phone the Planning Unit on 0800 965 468 to discuss the process.

ECan

Please be aware that if your property falls within an ECan clean air zone or it is less than 2ha, there could be some limitations on the type of heating appliance you may install. This is covered by the *Resource Management Act 1991*. If you have any queries about this, please contact ECan, 0800 324 636.

Code compliance certificate

A Building Consent is not completed until it has been issued with a Code Compliance Certificate. The owner is required to complete a separate application for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the Building Consent, Council is required to decide whether or not a Code Compliance Certificate can be issued.

Agency

The Owner may authorise an agent to submit an application on their behalf.

The Agent will be the first point of contact for all communications with the Council/Building Consent Authority regarding this application under *Section 45* and if authorised, the application for a Code Compliance Certificate under *Section 92 of the Building Act 2004*. They will receive all correspondence and must be authorised by the Owner. All amendments require new authorisation.

The owner can elect to receive a copy of correspondence regarding this Building Consent and associated Inspection Notices in "The owner" section of this application form, or by notifying Council during the Building Consent and/or Code Compliance Certificate process.

Section 2

Specifications & Plans

- **Floor Plan/s**
- **Heating Unit Specifications**
- **Wetback details** (if applicable)
- **Flue Specifications**
- **Flashings**