

Lodgement checklist – Solid fuel heating appliance

Please attach this checklist with your application.

GUIDANCE INFORMATION

Documentation must cover all items identified in bold text in this lodgement checklist. If any of this information is not provided, the building consent application will be rejected. To facilitate faster processing of the building consent application it is also strongly recommended to provide the items in *italic text* as identified in this lodgement checklist.

For guidance refer to the building consent practice notes on the Auckland Council website.

All applications submitted in hard copy only must be accompanied by 2 x comprehensive sets of documentation

Standard of documentation

Section 7 of the Building Act defines 'plans and specifications' as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Please note: the term professional standard does not mean plans have to be drawn by a designer. As long as the plans are drawn to scale, the applicant may draw their own plans. For record-keeping purposes, it is important that each application accurately reflect any new building work. For solid fuel heating applications only, photocopies of previously approved drawings *maybe* used if, the quality of the plans are acceptable. However, drawings must be to scale; any stamps relating to that approval removed; and any reference to the work *proposed* under that earlier application updated.

Drawings must be:

- produced to scale on white A3, A2 or A1 paper. Minimum font size of 10 or for CAD 2.5.
- produced in black ink or colour (no freehand drawings)
- Each drawing must contain:
 - a drawing number and title
 - designer's name
 - site address and legal description (Lot and DP number)
 - be dated for version control
- Specifications must be project specific and include relevant supporting documentation (installation details).

Producer statement vs inspection

If the appliance is being installed by an approved installer a reduced fee may apply if the installer provides Council with a producer statement construction (PS3). In this circumstance, the producer statement negates the need for an inspection. Producer statements will only be accepted by approved installers who are listed on the Auckland Council Producer Statement register.

N.B. If the appliance includes a wetback, an inspection will be charged on top of the fixed fee to enable council officers to inspect the plumbing work. Plumbing work must be installed by a registered and licensed Plumber.

For a list of approved authors and their approved scope please visit www.aucklandcouncil.govt.nz

NZ NATIONAL ENVIRONMENTAL STANDARDS & ARC AIR QUALITY MANAGEMENT RULES

There are 2 main sets of regulations that control domestic fires in the Auckland Region:

1. The National Environmental Standards (NES); and
2. Auckland Council Air Quality Bylaw for Indoor Domestic Fires 2017

Guidance information is available to explain the rules and regulations for solid fuel heating appliances. Please refer to AC1808 "How to apply for a building consent for solid fuel heating appliances" for further information on council's website.

Note: some wood-burners are exempt from the National Environment Standards; please refer to our guidance information or the Ministry for the Environment's website for further information <http://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners>

SITE ADDRESS	
Property address:	<input style="width: 80%;" type="text"/>
Legal description:	<input style="width: 80%;" type="text"/>

DECLARATION		
<p>I / We confirm that all the documentation as indicated on this checklist is provided and that the following type of solid fuel appliance will be installed, (please tick ✓ as applicable).</p>		
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Insert	<input type="checkbox"/> Other
<input type="checkbox"/> In-built	<input type="checkbox"/> Wetback	
To be installed by: <input style="width: 80%;" type="text"/>		
Owner / applicant signature: <input style="width: 80%;" type="text"/>	Date: <input style="width: 80%;" type="text"/>	
Name of owner: <input style="width: 80%;" type="text"/>		

GENERAL REQUIREMENTS							Entire section N/A <input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application form completed in full and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee, note if approved installer, reduced fee may apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If specified systems present in building (commercial applications only), please use PIM / Building consent application form AC2130</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Means of compliance section completed in full</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>AC2326 Agreement to provide producer statement if using approved author</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current copy of certificate of title (no older than 90 days); lease agreement, agreement for sale and purchase, <u>or</u> other document showing full name of legal owner(s) of the building (i.e. current rates demand)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter of authorisation from owner if application is submitted by an agent, company or on behalf of a trust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FLOOR PLAN (SCALE 1:100 OR 1:50)							Entire section N/A <input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street address indicated? Legal description (Lot & DP number) indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of solid fuel heating appliance identified on floor plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of smoke alarms indicated on floor plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Location of all windows and doors in close proximity to appliance shown?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of hot water cylinder, (only required if wetback installed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CROSS-SECTIONS (SCALE 1:10 OR 1:20)							Entire section N/A <input type="checkbox"/>
Customer use			Description	Council use only			
Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section through building showing flue penetration through floor joists / fire protection (only required if flue penetrates through mid-floor and the building is two or more stories in height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section through roof showing roof material and flashing details; floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth to floor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross section through chimney where false chimney surround constructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ELEVATIONS / PHOTOS (SCALE 1:100 OR 1:50)										Entire section N/A			<input type="checkbox"/>
Customer use			Description							Council use only			
Yes	No	N/A								Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevation or photo of external wall that the appliance is being installed on to show location of flue (dimensions to be included showing height of flue, clearances from upper storey windows and flue support)							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WETBACK DETAILS										Entire section N/A			<input type="checkbox"/>
Customer use			Description							Council use only			
Yes	No	N/A								Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of valves and water supply pipes							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type and capacity of hot water cylinder <i>Note: HWC must be NZ approved mains or open vented low pressure system if wetback installed</i>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OTHER DOCUMENTATION										Entire section N/A			<input type="checkbox"/>
Customer use			Description							Council use only			
Yes	No	N/A								Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer's specifications indicating make and model							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Installation instructions indicating appliance clearances							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Method of ventilation specified (i.e. opening window; air duct; air blower)? • If opening window please describe window dressings (i.e. curtains, blinds)							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National Environmental Standard: details of emission and thermal efficiency ratings for model installed refer http://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<div style="display: flex; justify-content: space-between;"> Authorisation number ECAN Nelson </div>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In-built / insert fires: third party report on condition of existing chimney required							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Second hand appliance: third party report on condition of appliance, third party must also confirm that the appliance complies with emission standards							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heritage buildings: approval required from Heritage NZ and / or Planning Team							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RESTRICTED BUILDING WORK (RBW)										Entire section N/A			<input type="checkbox"/>
Customer use			Description							Council use only			
Yes	No	N/A								Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If RBW, has an exemption of building work been requested under exemption 2 of Schedule 1?							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COUNCIL USE									
Consent number:		<input style="width: 100%;" type="text"/>				PIM number:		<input style="width: 100%;" type="text"/>	
Other relevant consent numbers:		<input style="width: 100%;" type="text"/>							
Building complexity level?		<div style="display: flex; justify-content: space-around;"> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> C3 <input type="checkbox"/> </div>							
Application accepted:		<div style="display: flex; justify-content: space-around;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>		If NO, state the reason(s) why application not accepted below in comments section:					
Name of Lodgement Officer:		<input style="width: 100%;" type="text"/>			Signature:		<input style="width: 100%;" type="text"/>		Date: <input style="width: 100%;" type="text"/>
COMMENTS									