

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 if 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

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:											
Legal description:											
DECLARATION											
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).											
Freestanding					Insert					Other	
In-built					Wetback						
To be installed by:											
Owner / applicant signature:						Date:					
Name of owner:											
GENERAL REQUIREMENTS											
Entire section N/A											
Customer use			Description					Council use only			
Yes	No	N/A						Yes	No	N/A	
			Application form completed in full and signed								
			Application fee, note if approved installer, reduced fee may apply								
			<i>If specified systems present in building (commercial applications only), please use PIM / Building consent application form AC2130</i>								
			<i>Means of compliance section completed in full</i>								
			<i>AC2326 Agreement to provide producer statement if using approved author</i>								
			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)								
			Letter of authorisation from owner if application is submitted by an agent, company or on behalf of a trust.								
FLOOR PLAN (SCALE 1:100 OR 1:50)											
Entire section N/A											
Customer use			Description					Council use only			
Yes	No	N/A						Yes	No	N/A	
			Street address indicated? Legal description (Lot & DP number) indicated?								
			Location of solid fuel heating appliance identified on floor plan?								
			Location of smoke alarms indicated on floor plan?								
			<i>Location of all windows and doors in close proximity to appliance shown?</i>								
			Location of hot water cylinder, (only required if wetback installed)								
CROSS-SECTIONS (SCALE 1:10 OR 1:20)											
Entire section N/A											
Customer use			Description					Council use only			
Yes	No	N/A						Yes	No	N/A	
			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)								
			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)								

			Cross section through chimney where false chimney surround constructed			
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ELEVATIONS / PHOTOS (SCALE 1:100 OR 1:50) Entire section N/A ☐

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
			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)			

WETBACK DETAILS Entire section N/A ☐

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
			<i>Details of valves and water supply pipes</i>			
			<i>Type and capacity of hot water cylinder</i> <i>Note: HWC must be NZ approved mains or open vented low pressure system if wetback installed</i>			

OTHER DOCUMENTATION Entire section N/A ☐

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
			Manufacturer's specifications indicating make and model			
			Installation instructions indicating appliance clearances			
			<i>Method of ventilation specified (i.e. opening window; air duct; air blower)?</i> • <i>If opening window please describe window dressings (i.e. curtains, blinds)</i>			
			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			
			Authorisation number ECAN Nelson			
			<i>In-built / insert fires: third party report on condition of existing chimney required</i>			
			Second hand appliance: third party report on condition of appliance, third party must also confirm that the appliance complies with emission standards			
			<i>Heritage buildings: approval required from Heritage NZ and / or Planning Team</i>			

RESTRICTED BUILDING WORK (RBW) Entire section N/A ☐

Customer use			Description	Council use only		
Yes	No	N/A		Yes	No	N/A
			<i>If RBW, has an exemption of building work been requested under exemption 2 of Schedule 1?</i>			

COUNCIL USE

Consent Number:	
PIM Number:	
Other relevant consent numbers:	
Building complexity:	R1 R2 R3 C1 C2 C3
Application accepted:	Yes No, include reason(s) not accepted in the comments section below
Name of Lodgement:	Signature: Date:

Comments:
