

Applicant's Checklist: Solid Fuel Heaters

Projects: wood / coal / pellet burners etc

FILL IN THIS FORM, AND PROVIDE A COPY

INSTRUCTIONS – Please give this form to your designer to complete Please ensure that the following information has been supplied with the Building Consent application. If this information is not provided, the application will be rejected or put on hold. We will not be able to lodge or process the application until this information has been received. Please state the page number for each item.	TICK ☒ if Supplied (S) OR ☒ if Not Applicable (NA)	WRITE Plans / Specs Page Number	Office only ✓/P = Pass ✗/F = Fail I /NA = Not applicable	
APPLICATION FORM AND REQUIRED DOCUMENTS	S	NA	PG No.	P/F/NA
All sections of the application form have been completed.			NA	
A Certificate of Design Work has been provided for Restricted Building Work (i.e. if the flue penetration of the roof or exterior wall is greater than 300mm)			NA	
If Restricted Building Work, a list of all Licensed Building Practitioners details have been supplied – where known.			NA	
Fire wetbacks and solar water heating systems must be installed by a registered plumber.			NA	
Provide a copy of FULL Record of Title (up to 2 months old)/ Proof of Ownership.			NA	
Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.			NA	
Please provide 2 sets of plans and specifications (NOTE: 1 set of plans and specifications for Hauraki, Thames-Coromandel, Waikato and councils with online services).			NA	
Letter of authority (from owner).			NA	
Fee payment.			NA	
COMPLETE FLOOR PLANS AND ELEVATIONS.	Please note page numbers for plans / specs			
Provide a floor plan layout, showing the rooms and the heater position. Show the distance from the heater to nearby windows and doors.				
Show the path of the flue through the building and roof and material compatibility between roof and flashings.				
Show the position of smoke alarms.				
PLUMBING				
Show location, distance, details of the heater (if wetback) in relation to the cylinder.				
Provide a diagram showing the pipework between the heater and the cylinder and location of the tempering valves.				
Hamilton City Council only: Installers - Home Heating Association members, or a plumber.				
SPECIFICATIONS				
Supply the manufacturer's specifications and installation instructions for the heater. (If there are variable installation details, clearly indicate the correct version).				
For heaters: include hearth type (e.g. ash or insulated) and measurements, and flue requirements				
Provide proof of heater compliance with the National Environmental Standards Regulations				
Project Location:				
Applicant's declaration: I have provided all the required information:				
Name	Signature 	Date		

OFFICE USE ONLY:	OUTCOME OF DECISIONS	BC Number:
☐	This application was accepted for lodgement because all required documents / information were supplied Officer's Name: Signature: Date:	
☐	This application was not accepted for lodgement because the required documentation / information was incomplete Officer's Name: Signature: Date: Officer's Name: Signature: Date:	
☐	Documentation / information is now complete and the application is accepted for lodgement Officer's Name: Signature: Date:	

