



PROJECT NO: _____

Due Date: _____

THE APPLICATION

**BUILDING CONSENT APPLICATION AND / OR
PROJECT INFORMATION MEMORANDUM FOR A
SOLID / LIQUID FUEL HEATING APPLIANCE**
This form may be used at any Mainland Building Consent Authority

DATE RECEIVED: _____

- Project Information Memorandum only (PIM)
 Building Consent only for existing PIM No : _____ (attach copy)
 Building Consent (including Project Information Memorandum)

LOCATION

Street Address: (or Rapid Number if applicable):	Valuation Roll Number:
Building Name if applicable:	Legal Description:

THE PROJECT

<p>Estimated Value (inc GST) \$ _____</p> <p>Fuel: <input type="checkbox"/> Wood <input type="checkbox"/> Wood Pellets <input type="checkbox"/> Multi Fuel <input type="checkbox"/> Diesel / Diesel Blend</p> <p><input type="checkbox"/> In-built <input type="checkbox"/> Free Standing <input type="checkbox"/> Wetback</p> <p>If wetback – supply Craftsman Plumber’s details: Name: _____ Address: _____ Registration: _____</p>	<p><input type="checkbox"/> New Model <input type="checkbox"/> Second Hand Model</p> <p>Make: _____</p> <p>Model: _____</p> <p>Clean Air Certification No (if applicable): _____</p> <p>Installer: _____</p> <p>Address: _____</p>
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THE OWNER

Evidence of ownership attached:
 Certificate of Title Lease Agreement
 Sale & Purchase Agreement Other

Owners Name: _____

Contact person:
(if owner is not an individual)

Mailing Address: _____

Street Address/Registered Office

E-mail address: _____

THE AGENT

If this section is completed, the **Agent** will be the first point of contact for communications with Council and will receive all correspondence **including all invoices and consent documents.**

Agent’s Name

Contact person:

Mailing/Billing Address: _____

Street Address/Registered Office

E-mail address: _____

PHONE

Day: _____

Mobile: _____

After hours: _____

PHONE

Day: _____

Mobile: _____

After hours: _____

FURTHER INFORMATION REQUIRED (APPLICANT TO COMPLETE)

1. Type of Appliance:	
2. Is heater new or second hand?	
3. Hearth construction and thickness:	
4. Air gap between hearth and timber floor:	
(only required for some models)	
5. Distance hearth projects from heater - Front:	
Sides:	
Distance from wall to - Back of heater:	
Side of heater:	
6. When heater is on an angle – corner of heater:	
7. State method of wall protection, if required (heat resistant materials eg brick with 25mm air gap.)	
8. Does flue pass - Horizontally through wall:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vertically through wall:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vertically through ceiling:	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. If horizontally, state method of wall protection:	
10. Type of flue kit- Single Shield:	
Double Shield:	
11. Distance from outer shield to framing timbers:	
12. Height of flue above ridge:	
13. Wetback connection:	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is any existing spaceheater connected to a wetback?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Is this appliance replacing an existing fire/spaceheater? (If yes, please state details)	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Fixing to hearth (not less than 8mm diameter bolts. Wet backs are not seismic restraints). State type of fixing:	
17. Type of early warning system to be used in the event of a fire ie smoke detectors.	

IMPORTANT TO NOTE: All new wetback heater installations are required to have a tempering valve fitted to comply with the New Zealand Building Code.

Draw a floor plan AND Cross Section view

- **Location** of the heater
- **Location** of all walls and doors, with all rooms named (for all floors).
- **Location** of existing / proposed early warning device systems that comply with the relevant standards ie smoke detectors
- **Liquid Fuel Storage: Size and location** of the fuel storage tank related to the building and site boundaries. (Note type of fuel on page one eg: diesel, home blend, kerosene)
- Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).
- **Show the location** of the existing water cylinder if a wetback / hot water booster is to be fitted.

Floor Plan of entire building

Cross Section

REQUIRED INFORMATION / ATTACHMENTS

- 2 COPIES **Floor Plan of the Installation** – a floor plan of the building showing the proposed siting of the heater is required (as per additional information below)
- 2 COPIES **Manufacturer’s specifications**

SIGNATURE

<input type="checkbox"/> Owner <input type="checkbox"/> Agent	<input type="checkbox"/> We require our plans and/or specifications to remain confidential
_____ Signed by or for and on behalf of the Owner	_____ Date

Note: If acting “or and on behalf”, please read the following declaration before signing: “I hereby declare that I am authorised to act as Agent of the Applicant”.

Additional Information to Note

Second hand solid / liquid fuel burners cannot be installed unless:

- It meets any required “Clean Air” requirements.
- Written evidence is provided to show that the appliance meets Building Code requirements. (An acceptable method is a satisfactory report from the manufacturer or manufacturers agent)
- A new inner flue is required in all cases.

Draw a floor plan showing:

- Location of the heater
- Location of all walls and doors, with all rooms named (for all floors).
- Location of existing / proposed early warning system devices to be used in the event of a fire ie smoke detectors. These will be inspected and tested prior to the issue of a Code Compliance Certificate.

Show the location of the existing water cylinder if a wetback / hot water booster is to be fitted.

Liquid Fuel Storage. Show type of fuel (eg: diesel, home blend, kerosene), size and location of the fuel storage tank related to the building and site boundaries. Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).

INTERNAL OFFICE USE ONLY – Processing Costs

RECEIVED	
Officer:	
Date received:	
Deposit paid:	
Receipt:	
Fire Service	
Historic Places Trust	
External Processing	
ISSUED	
Officer:	
Date:	
Invoice:	
RELEASED	
Officer:	
Receipt/Transaction:	
Payment Date:	

FEES AND CHARGES		
Administration Fee		
Processing Charges		
Inspections (Number _____)		
Compliance Schedule		
Code Compliance Certificate		
PIM		
Title Endorsement		
Fire Services Assessment		
Other _____		
SUBTOTAL		
BCA Levy		
DBH Levy \$1.97/\$1,000		
BRANZ Levy \$1/\$1,000		
SUBTOTAL		
LESS DEPOSIT PAID		
TOTAL		