CS01 Heating Appliance
Application and Processing Check Sheet

# Important Information for the Applicant

1. This check sheet is designed to assist the applicant with the level of information that must be provided with the application.
2. When completing the form, please ensure that all sections titled “Applicant to Complete” are filled out in full.
3. If any section or specific question is not relevant to your application, this can be indicated by selecting the N/A box.
4. A suitable quality of documentation is required before CODC will accept an application for processing. For further information please refer to the MBIE guidance document [Quality drawings | Building Performance](https://www.building.govt.nz/projects-and-consents/apply-for-building-consent/support-your-consent-application/quality-drawings/)
5. The time invested in the preparation of application documentation, including the completion of this check sheet, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. The references (in italics) that have been provided relate to the subject of the item to be checked. They may, or may not, be the specific means of compliance for your project.
7. Once completed, this check sheet should be submitted as a word document with all other required documents in PDF format to building@codc.govt.nz or via our online portal.

# Council Use Only

|  |  |
| --- | --- |
| Consent Number |  |
| Processing Start Date |  |
| Building Category | [ ]  Res1 | [ ]  Res2 | [ ]  Res3 | [ ]  Com1 | [ ]  Com2 | [ ]  Com3 |
| Processor’s Name |  |

# General Information

|  |
| --- |
| Applicant to Complete |
| Heater make and model: |  |
| Installation type: | [ ]  Free Standing [ ]  Inbuilt [ ]  Wetback [ ]  Boiler |
| Fuel type:  | [ ]  Wood [ ]  Multi Fuel [ ]  Pellet [ ]  Liquid Fuel |
| Second Hand Heater: | [ ]  Yes [ ]  N/A*If yes, provide a report from a suitably qualified person confirming the heater is acceptable to install e.g. a member of the NZ Home Heating Association.*  |

# Form 2: Application for Building Consent

| Applicant to Complete | Council Use Only  |
| --- | --- |
| Yes | N/A | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|[ ]   | All sections of Form 2 completed including an accurate estimate of value of work |[ ] [ ] [ ]   |
|[ ]   | Proof of ownership provided |[ ] [ ] [ ]   |
|[ ] [ ]  Has building work already been undertaken, therefore a Certificate of Acceptance is required? *(Refer section 42, Building Act 2004)* |[ ] [ ] [ ]   |
|[ ] [ ]  Is this application for staged building works?  |[ ] [ ] [ ]   |

# Clean Air Requirements (Wood Burners Only)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant to Complete |  | Council Use Only  |  |
| Yes | No | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
|[ ] [ ]  Does the heater comply with any applicable Regional Authority or MFE emission standards? <http://www.mfe.govt.nz>Authorisation Number:  |[ ] [ ] [ ]   |

# Plans and Details

| Applicant to Complete N/A [ ]  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | *Plans of suitable quality must be provided; please ensure they are clear, readable, have measurements and do not contain previous stamps.*  SOLID FUEL – 1. Floor plan provided for each level of building showing location of fire, exits, smoke alarms and bedrooms.

LIQUID FUEL – 1. Floor plan provided for each level of building showing location of boiler, exits, smoke alarms and bedrooms.

Site plan provided showing the location of the storage tank (incl. size) and dimension from the tank to the boundary and existing buildings. Wall cladding material, wall opening and any drainage openings within 1m of the storage tank must be shown.  |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Details of the wall and floor protection provided, including clearance dimensions. |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Provide a construction detail of the penetration with clearances notes (skillion roof or through roof cavity) |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | If the flue penetrates one or more floors, provide a constructions detail of the floor penetration with clearances noted and flue protection if exposed in the upper-level rooms. |[ ] [ ] [ ]  Click to enter text. |

# C1-6: Protection from Fire

| Applicant to Complete N/A [ ]  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | SOLID FUEL – manufacturer’s full installation information and minimum clearances supplied for the fire. LIQUID FUEL – manufacturer’s full specifications and installation information supplied for boiler, storage tank and fire valve. |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Consideration have been given to the proximity of drapes etc. in relation to the fire in order to meet the minimum required clearances.  |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Flue and liner system – manufacturer’s technical information provided with installation and clearances included. |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | If a flue offset is required, provide a dimensioned drawing of the offset and detail where the offset is located. |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | If the flue is enclosed in a chimney, provide the ventilation information for the enclosure (construction detail or photos). *(Refer to* [*BRANZ Build 129*](https://www.buildmagazine.org.nz/assets/PDF/Build-129-20-DesignRight-FlueInstallationsInEnclosures.pdf) *for guidance)* |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Does the installation require heat shielding as it does not meet the clearance requirements of the manufacturer’s instructions or AS/NZ2918:2001? If so, provide reduction factor calculation and indicate reduced clearances on floor plan. *(Refer to AS/NZS 2918:2018 for guidance)* |[ ] [ ] [ ]  Click to enter text. |

# E2: External Moisture

| Applicant to Complete N/A [ ]  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Roof flashing specification or detail provided for the flue penetration e.g., boot flashing, soaker flashing etc. [ ]  OR EXISTING TO BE USED*(Refer E2/AS1 Sec 8.0 for guidance)* |[ ] [ ] [ ]  Click to enter text. |

# C/AS1 Part 2: Fire Safety Systems

| Applicant to Complete N/A [ ]  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Smoke alarms located as follows: 1. On or near the ceiling;
2. In all bedrooms, living spaces, hallways and landings;
3. In a kitchen where a kitchen can be closed off. This may be a heat alarm to avoid nuisance activations;
4. In a multi-level unit, at least one on each level; and
5. Where more than one smoke alarm is needed, be interconnected.

Smoke alarms shall be spaced as follows:1. <5m from walls; and
2. Within 10m of each other in any direction.

Smoke alarms shall be located as follows:1. In rooms with flat ceilings, or with slope <1 in 10: at least 200mm from the wall;
2. In rooms with ceiling slopes >1:10, on the high side of the ceiling, between 200mm & 500mm from the apex;
3. In rooms where a ceiling mount is not possible: between 100mm and 300mm from the ceiling;
4. At least 200mm from an exposed ceiling framing member.

*(Refer NZS 4514:2021 2.2 and Table 1)* |[ ] [ ] [ ]  Click to enter text. |

# G12: Water Supply (if heater is fitted with wetback)

| Applicant to Complete N/A [ ]  | Council Use Only |
| --- | --- |
| Page Ref/Comments | Description | Yes | N/A | RFI | Reason for Decisions/Comments |
| Click to enter text. | Connected to open vented hot water cylinder.*(Refer G12/AS1 Sec 6.13 for guidance)* |[ ] [ ] [ ]  Click to enter text. |
| Click to enter text. | Diagram provided showing the pipework between the heater and the hot water cylinder. *(Refer G12/AS1 Fig 15 for guidance)* |[ ] [ ] [ ]  Click to enter text. |

### Inspections

|  |  |
| --- | --- |
| COUNCIL USE ONLY |  |
| [ ]  Final Heating Appliance |  |

# Council use only – Final Sign off

|  |  |
| --- | --- |
| REFUSED | I am NOT satisfied ‘on reasonable grounds’that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is therefore refused under Section 50 of the Building Act 2004. |
| **Processing Officer:** | **Date:** |  |
| **RFI** | I am NOT YET satisfied ‘on reasonable grounds’ that the building consent application demonstrates compliance with the Building Code. A Request for Information (RFI) has been made to the applicant under Section 48 of the Building Act 2004 to aid in my decision making.  |
| **Processing Officer:** | **Date:** |  |
| APPROVED | I am satisfied ‘on reasonable grounds’ that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is approved and ready for granting, as per Section 49 and 51 of the Building Act 2004. |
| **Processing Officer:** | **Date:**  |  |

# Council use only – peer review (if required)

|  |  |  |  |
| --- | --- | --- | --- |
| **Peer Review Sign-off:**  |  | **Date:** |  |
| **Comments:**  |  |