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| CS19SFLH Solid Fuel or Liquid Heater Application and Processing Checksheet | logo |

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| **APPLICANT INFORMATION** |
| This checklist is designed to assist with the documentation and information that needs to be provided with your application.  The comments provided *in italics* are references to paragraphs of the Acceptable Solutions unless specified otherwise.  These are for guidance only and may not be the specific means of compliance for your project.  **Please complete all orange sections (left side of form) or select N/A where relevant**  Before completing this checklist please ensure the work fits within the scope of this checksheet:   |  |  | | --- | --- | | ☐ | Solid fuel fireplace (i.e. wood, pellets) or liquid fuel fireplace (i.e. diesel) |   Ifoutside this scope, please find and complete applicable checklist available here:[*BC Application Checksheets*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance/#checksheets) |

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| **HEATER INFORMATION** | | | | |
| **Heater make and model** | Click here to enter text. | | | |
| **Installation type** | Freestanding | In built | Wetback | Boiler |
| **Fuel type** | Wood | Multi-fuel | Pellet | Liquid Fuel |
| **Second-hand Heater** | Yes  No  If yes, provide evidence (letter, photos etc) from a suitably qualified person confirming the heater is acceptable to install e.g a member of the NZ Home Heating Association. | | | |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/media/y1gpcr3s/form-2-building-consent-application.pdf) **completed** |  |  |  |  |
|  | **Proof of ownership submitted** |  |  |  |  |

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| **Yes** | **N/A** | **Plans and Details** | **COUNCIL USE ONLY** |
|  |  | **Plans** **of suitable quality must be provided** (*CAD or technical hand drawings*)  *Existing plans of the dwelling can be accessed via* [*eDocs*](https://edocs.qldc.govt.nz/) *(please ensure they are clear, readable and do not contain any previous stamps).*  **SOLID FUEL** –   * **Floor plan** provided foreach level of building showing:   + **Location** of fire   + **Smoke alarms** (see C1-6 section below for location information)   + **All rooms** labelled   **LIQUID FUEL** –   * **Floor plan** provided foreach level of building showing: * **Location** of boiler   + **Smoke alarms** (see C1-6 section below for location information)   + **All rooms** labelled * **Site plan** provided showing:   + **Location** of the storage tank (include size)   + **Dimensions** from the tank to the boundary & existing buildings   + **Wall cladding** material   + **Wall openings**   + Any **drainage openings** within 1m of the storage tank must be shown (including neighbouring properties) |  |

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| **C PROTECTION FROM FIRE** | | | | | | |
| **Yes** | **N/A** | **C1 – 6** [**Protection from Fire**](https://www.building.govt.nz/building-code-compliance/c-protection-from-fire/c2-prevention-of-fire-occurring) | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  |  | **SOLID FUEL** –   * **Manufacturer’s full installation information** * **Minimum clearances**, floor and wall protection (if required) supplied for the fire   **LIQUID FUEL** –   * **Manufacturer’s full specifications** and * **Installation information** supplied for boiler, storage tank and fire valve. |  |  |  |  |
|  |  | **Combustible materials:**   * Show that consideration has been given to the proximity of **drapes/coverings/curtains** in relation to the fire, to achieve the minimum required clearances |  |  |  |  |
|  |  | **Flue and liner system**:   * **Manufacturer’s technical information** provided with installation and clearances included. * **Penetration detail** provided for skillion or flat ceiling, as applicable. * If the **flue penetrates one or more floors,** provide a construction detail of the floor penetration with clearances noted and flue protection if exposed in the upper level rooms * If a **flue offset** is required, provide a dimensioned drawing of the offset and detail where the offset is located * 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)* |  |  |  |  |
|  |  | **Heat shielding:**   * Does the installation require **heat shielding** as it does not meet the clearance requirements of the manufacturer’s instructions or AS/NZS2918? * Provide reduction factor calculation and indicate reduced clearances on floor plan   *(refer to Section 3 AS/NZS2918)* |  |  |  |  |
|  |  | **Smoke alarms: \***  Upgrade to interconnected alarms in whole house required where existing smoke alarms don’t comply (i.e. insufficient existing smoke alarms) or where there are no existing smoke alarms  **Refer to** [NZS4514:2021](https://www.standards.govt.nz/shop/NZS-45142021) **for full location information**  *General required for*(*bedrooms, living spaces, hallways and landing within the building, separate kitchen, on each level etc.*)  ***\*****Required to assess* [*Section 112*](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) *- means of escape from fire* |  |  |  |  |

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| **E MOISTURE** | | | | | |
| **Yes** | [**E2 External Moisture**](https://www.building.govt.nz/building-code-compliance/e-moisture/e2-external-moisture) | **COUNCIL USE ONLY** | | | |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  | **Roof flashing**:   * **specification or detail** provided for the flue penetration e.g. boot flashing, soaker flashing etc.   (*refer to Section 8.0 E2/AS1)*  Existing to be used |  |  |  |  |

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| **G SERVICES AND FACILITIES** | | | | | | |
| **Yes** | **N/A** | [**G12 Water supplies**](https://www.building.govt.nz/building-code-compliance/g-services-and-facilities/g12-water-supplies)  ***(if heater is fitted with wetback)*** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  |  | Connected to **open vented hot water cylinder** (HWC)  *(refer to Section 6.13 G12/AS1)* |  |  |  |  |
|  |  | **Tempering valve fitted**  *(refer to Section 6.14 G12/AS1)*  Yes  Existing |  |  |  |  |
|  |  | **Diagram** provided showing the pipework between the heater and the HWC.  *(refer to Figure 15 G12/AS1)* |  |  |  |  |

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| **Yes** | **N/A** | **Clean Air Requirements**  ***(wood burners only)*** | **N/A** | | | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
|  |  | Does the heater comply with any applicable **Regional Authority or MFE emission standards**?  <https://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners>  **Authorisation number**: Click here to enter text. |  |  |  |  |

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| **Advice Notes**  See [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* | | | | **IS 25 #** | **Yes** | **N/A** |
| Domestic Heating appliance | | | | 33 |  |  |
| **Inspections**  *See* [*IS SI Site Inspection Descriptions*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* | | | | | | |
| Pre Lining |  | Final |  | | | |

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| **COUNCIL USE ONLY- FINAL SIGN OFF AND TECH ONE CHECK** | |  |
| **BC NUMBER** Click here to enter text. | | |
| [**Building Category**](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=HVRbPct64U4VszYMlkTmz5) | Correct. If changed, state why: Click here to enter text. | |
| [**Classified Use**](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses) | Correct. If changed, state why: Click here to enter text. | |
| **Description of Work** | Correct. If changed, state why: Click here to enter text. | |

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| **APRROVED** | **I am satisfied** ‘on reasonable grounds’ that the Building Consent Documentation to be stamped ‘Approved’ demonstrates compliance with the Building Code, and the Building Consent/Amendment is approved and ready for granting, as per Section 49 of the Building Act 2004 | |
| **Processing Officer Sign-off**:  Click here to enter text. | **Date**:  Click here to enter text. |
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| **REFUSED** | **I am NOT satisfied** that the Building Consent Application Documentation received demonstrates compliance with the Building Code, and the Building Consent/Amendment is therefore recommended for **Refusal** under Section 50 of the Building Act 2004 | |
| **Processing Officer Sign-off**:  Click here to enter text. | **Date**:  Click here to enter text. |

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| **Supervision Sign Off (if required)** | |
| **Supervisor Name:** Click here to enter text. | **Date**: Click here to enter text. |
| **Comments**  Click here to enter text. | |

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| **COUNCIL USE ONLY** | |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** |
| Invoice sent (Fixed fee as per [AF CALC](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=GQDckUU4Hek9e1XEyyZQWe)) |  |

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| **Checking Officer (Section 45 check)** | **Complete** |
| Select initial Building Category in TechOne *(will be confirmed by processing officer)*  R1 – Single storey, R2 – Two storey, R3 – Multi Unit Dwelling  C1 – Non-residential | Choose an item. |
| Check Classified Use is correct in TechOne  [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) | Choose an item. |
| Complete the TechOne event:   * ‘**Application Check – Further Information Required?**’   + Select ‘**No’** in Decision field. |  |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ |  |
| Name: | Date:Click or tap to enter a date. |

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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Complete** |
| Fees paid  Indicate whether fees paid, amount and date of payment |  |  |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. |  |  |