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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:

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| ☐ | 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 [ ]  NoIf 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. | [ ]  |  |