



User Guide for Building Consent Applicants Heating Appliance

Please complete this user guide, your building consent application and compile all the necessary documentation. When you are ready to lodge your application, please phone 4400056 [Alexandra] or 4450211 [Cromwell] and make a PAC appointment.

A Building Control Officer will be allocated to review your application for completeness and compliance prior to being accepted. If there is further information required after the application is accepted you will be contacted requesting this detail.

Complete and technically correct building consent applications are processed FASTER than incorrect ones.

Property Valuation number: Application	Applicant to complete	Office use only
Have you provided two copies of:	Yes	
Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	<input type="checkbox"/>	<input type="checkbox"/>
Are the plans done in black lines on a white background?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the correct valuation number, legal description and location address?	<input type="checkbox"/>	<input type="checkbox"/>
Has the application form been completed correctly signed and dated?	<input type="checkbox"/>	<input type="checkbox"/>
Has the correct total value of building work been shown?	<input type="checkbox"/>	<input type="checkbox"/>

Full House Floor Plan

Have you included a floor plan of the dwelling showing exactly where the heating appliance is to be installed and the position of smoke alarms?	<input type="checkbox"/>	<input type="checkbox"/>
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Project Specifications

Have the manufacturer's installation instructions been provided detailing the following:		
Make and model [to be highlighted where installation instructions contain more than one model]	<input type="checkbox"/>	<input type="checkbox"/>
Flue installation details	<input type="checkbox"/>	<input type="checkbox"/>
Hearth thickness and clearances	<input type="checkbox"/>	<input type="checkbox"/>
Clearances from combustible surfaces	<input type="checkbox"/>	<input type="checkbox"/>
Is a free standing appliance being installed in an alcove situation (If yes, provide details)	<input type="checkbox"/>	<input type="checkbox"/>
Is the appliance being installed in a room with a minimum 2.4m ceiling height and a ceiling slope of less than 30 degrees? (If no, provide specific installation details)	<input type="checkbox"/>	<input type="checkbox"/>
Complies with Otago Regional Council Air Plan	<input type="checkbox"/>	<input type="checkbox"/>
New wetback requires tempering valve and plumbing layout [complies with G12/AS1]	<input type="checkbox"/>	<input type="checkbox"/>

SECOND HAND HEATING APPLIANCES ONLY

Have you provided a Durability Certificate from a recognized representative of the fire manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>
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