



# User Guide for Heating Appliance

Please complete this user guide, your building consent application form and compile all the necessary documentation. **This user-guide must accompany your application.** When you are ready to lodge your application, please phone 440 0056 [Alexandra] or 445 0211 [Cromwell] to make a PAC (lodgement) appointment. Your application can be couriered to 1 Dunorling St, Alexandra 9340 (if you are unable to lodge it in person)

A Building Control Officer and a Planning Officer will be allocated to review your application for completeness and compliance prior to it being accepted. **The application will only be accepted if it appears complete and compliant.** 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.**

**Fee payment starts the '20 working day clock' which is the time-frame in which we must grant your building consent. How do you wish to pay?**

Invoice owner via e-mail    Invoice agent via e-mail    Pay at lodging (eftpos/ cheque/ cash)

(Guidance about smoke alarm requirements over the page)	Applicant to complete		Office use only
	Yes	N/A	
<b>Application</b>			
Have you used the correct valuation number, legal description and location address? Has the application form been completed, 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"/>
Have you provided proof of ownership? [e.g. copy of your rates account]	<input type="checkbox"/>		<input type="checkbox"/>
Have you provided written authority to act as agent for the owner? [For applications made on behalf of the owner.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Please provide two copies of the following:

For <b>wood burners/pellet fires/multi-fuel fires</b> a floor plan of the dwelling is required showing the location of the heating appliance and the position of smoke alarms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For <b>oil and diesel fires/boilers</b> a site plan is required to show the location of the fuel tank [in relation to near-by windows and doors] and the emergency cut off valve. The floor plan must show the location of the heating appliance, radiators and the position of smoke alarms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Manufacturer's installation instructions showing:

Make and model of appliance. [Please highlight relevant parts where installation instructions are for more than one model.]	<input type="checkbox"/>		<input type="checkbox"/>
Flue installation and flashing details	<input type="checkbox"/>		<input type="checkbox"/>
Hearth type, thickness and clearances	<input type="checkbox"/>		<input type="checkbox"/>
Clearances from combustibile surfaces	<input type="checkbox"/>		<input type="checkbox"/>
Seismic restraint requirements	<input type="checkbox"/>		<input type="checkbox"/>
Compliance with the Otago Regional Council air plan requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New wet-backs require a tempering valve and plumbing layout [compliant with G12/AS1.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific detail will be required for non-standard installations [e.g. alcove situation, sloping ceiling, less than 2.4m ceiling height etc.] If the manufacturer's installation instructions do not cover your specific situation you will need to provide this.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Second hand heating appliances only:**

Have you provided a durability statement from a recognised representative of the fire manufacturer?	<input type="checkbox"/>		<input type="checkbox"/>
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**Council use ONLY**

<b>CONSENT FORMALLY ACCEPTED FOR PROCESSING</b>	
<b>DATE:</b>	<b>SIGNED:</b>

## Smoke Alarm Guidance

**In April 2003 new regulations concerning the installation of automatic smoke detection and alarm systems in residential buildings came into effect.**

All new houses and consented alterations are now required to have smoke alarms installed.

Whenever work is carried out on a dwelling that requires a building consent, the whole dwelling, not just the altered area, must be fitted out with smoke alarms.

The Acceptable Solution allows smoke alarms to be battery powered and not interconnected. However, they must have a 'hush' facility with a 60-second minimum duration. They should have a test facility (usually a button or switch) that is easily accessible.

Smoke alarms shall be listed or approved by a recognised authority as complying with at least one of: UL 217, ULC S531, AS 3786 and BS 5446 Part 1.

### Where do I need to install smoke alarms?

Smoke alarms must be located on the escape routes on all levels within the house. Alarms must also be located in areas where people sleep, either:

- In every sleeping area
- Within 3 metres of every bedroom door. The alarms must be audible to sleeping occupants on the other side of the closed door.

Smoke alarms are to be installed on or near the ceiling, in accordance with the manufacturer's instructions.

### How do I keep my smoke alarms in good working order?

Follow the manufacturer's maintenance advice. Generally, it is advised that on a monthly basis you should:

- Confirm that the alarm still works by pressing the test facility located on the outside of the device. Replace dead batteries immediately.
- Gently vacuum the dust that gathers on the device. Do not take the alarm apart or off its mount to do this.

### Further information

Visit the New Zealand Fire Service website for a range of fire safety-related information: [www.fire.org.nz](http://www.fire.org.nz)