



## CO3 Heating Appliance Application and Processing Check Sheet

### Important Information for the Applicant

1. This checklist is designed to assist the applicant with the level of information that **must** be provided with the Building Consent 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 and application for processing and granting of a building consent. For further information, please refer to the MBIE guidance document: '[Guide to applying for a building consent \(residential building\)](#)'
5. The time invested in the preparation of application documentation, including the completion of this checklist, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. Failure to provide complete documentation may result in the Building Consent Application being delayed due to RFI requests or being refused outright.
7. 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.
8. Once completed, this checklist should be submitted with all other required Building Consent Application documents in PDF format to [building@codc.govt.nz](mailto:building@codc.govt.nz)

### Council Use Only

Consent Number							
Processing Start Date							
Building Category	<input type="checkbox"/> Res1A	<input type="checkbox"/> Res1	<input type="checkbox"/> Res2	<input type="checkbox"/> Res3	<input type="checkbox"/> Com1	<input type="checkbox"/> Com2	<input type="checkbox"/> Com3
Processor's Name							

### General Information

Applicant to Complete	
Address:	
Heater make and model:	
Installation type:	<input type="checkbox"/> Free Standing <input type="checkbox"/> Inbuilt <input type="checkbox"/> Wetback <input type="checkbox"/> Boiler
Fuel type:	<input type="checkbox"/> Wood <input type="checkbox"/> Multi Fuel <input type="checkbox"/> Pellet <input type="checkbox"/> Liquid Fuel
Second Hand Heater:	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <i>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.</i>

## Form 2: Application for Building Consent

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		All sections of <a href="#">Form 2</a> completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Proof of ownership provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Owner/Agent Authorisation</a> provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Plans & Details

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		<p><i>Plans of suitable quality must be provided; please ensure they are clear, readable and do not contain previous stamps.</i></p> <p>SOLID FUEL –</p> <ol style="list-style-type: none"> <li>1. Floor plan provided for each level of building showing location of fire, smoke alarms and bedrooms.</li> </ol> <p>LIQUID FUEL –</p> <ol style="list-style-type: none"> <li>1. Floor plan provided for each level of building showing location of boiler, smoke alarms and bedrooms.</li> <li>2. 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.</li> </ol>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Details of the wall and floor protection provided, including clearance dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Provide a construction detail of the penetration with clearances notes (skillion roof or through roof cavity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## C1-6: Protection from Fire

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>		<p>SOLID FUEL – manufacturer’s full installation information and minimum clearances supplied for the fire.</p> <p>LIQUID FUEL – manufacturer’s full specifications and installation information</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		supplied for boiler, storage tank and fire valve.				
<input type="checkbox"/>	<input type="checkbox"/>	Consideration have been given to the proximity of drapes etc. in relation to the fire in order to meet the minimum required clearances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Flue and liner system – manufacturer’s technical information provided with installation and clearances included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	If a flue offset is required, provide a dimensioned drawing of the offset and detail where the offset is located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	If the flue is enclosed in a chimney, provide the ventilation information for the enclosure (construction detail or photos). <i>(Refer to <a href="#">BRANZ Build 129</a> for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	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. <i>(Refer to AS/NZ2918:2001 Sec 3 for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## E2: External Moisture

Applicant to Complete		Council Use Only			
Yes	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>	Roof flashing specification or detail provided for the flue penetration e.g. boot flashing, soaker flashing etc. <input type="checkbox"/> OR EXISTING TO BE USED <i>(Refer <a href="#">E2/AS1 Sec 8.0</a> for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## F7: Warning Systems

Applicant to Complete		Council Use Only			
Yes	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>	Smoke alarms located as follows: <ul style="list-style-type: none"> <li>a. In multi-storey units, there shall be at least one smoke alarm on each level within the household unit.</li> <li>b. On levels containing sleeping spaces, the smoke alarms shall be located within every sleeping space or within 3m of every sleeping space door.</li> </ul> <p>Smoke alarms also need to be located so that an alarm is given before the escape from any bedroom becomes blocked by the smoke, This includes those part of escape routes on other floors. <i>(Refer <a href="#">F7/AS1 para 1.1 &amp; 3.0</a>)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Applicant to Complete		N/A <input type="checkbox"/>	Council Use Only			N/A <input type="checkbox"/>
Yes	Description	Yes	N/A	RFI	Reason for Decisions/Comments	
<input type="checkbox"/>	Connected to open vented hot water cylinder. <i>(Refer G12/AS1 Sec 6.13 for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Tempering valve fitted. <input type="checkbox"/> OR EXISTING TO BE USED <i>(Refer G12/AS1 Sec 6.14 for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Diagram provided showing the pipework between the heater and the hot water cylinder. <i>(Refer G12/AS1 Fig 15 for guidance)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Clean Air Requirements (wood burners only)**

Applicant to Complete		N/A <input type="checkbox"/>	Council Use Only			N/A <input type="checkbox"/>
Yes	No	Description	Yes	N/A	RFI	Reason for Decisions/Comments
<input type="checkbox"/>	<input type="checkbox"/>	Does the heater comply with any applicable Regional Authority or MFE emission standards? <a href="http://www.mfe.govt.nz">http://www.mfe.govt.nz</a> Authorisation Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Applicant Declaration**

**Declaration:** I am satisfied that the Building Consent Document submitted together with the Checklist meet the 'suitable quality' requirement defined in the checklist and are complete and accurate as required by Section 45 of the Building Act 2004 and Central Otago District Council.

Name:

Date:

**Council Use Only – Final Sign Off****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 for the Building Act 2004.

Processing Officer Sign-off:

Date:

**APPROVED**

**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.

Processing Officer Sign-off:

Date:

**Council Use Only – Peer Review (if required)**

Peer Review Sign-off:

Date:

Comments: