

CS01 Heating Appliance

Application and Processing Check Sheet

Important Information for the Applicant

1. This check sheet is designed to assist the applicant with the level of information that must be provided with the 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 an application for processing. For further information please refer to the MBIE guidance document [Quality drawings | Building Performance](#)
5. The time invested in the preparation of application documentation, including the completion of this check sheet, will reduce the likelihood of unnecessary delays and requests for significant amounts of further information.
6. 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.
7. Once completed, this check sheet should be submitted with all other required documents in PDF format to building@codc.govt.nz or via our online portal.

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

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 a report 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 Form 2 completed including an accurate estimate of value of work	<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"/>	Has building work already been undertaken, therefore a Certificate of Acceptance is required? (<i>Refer section 42, Building Act 2004</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Is this application for staged building works?	<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? http://www.mfe.govt.nz Authorisation Number:	<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, have measurements and do not contain previous stamps.</i></p> <p>SOLID FUEL –</p> <ol style="list-style-type: none"> 1. Floor plan provided for each level of building showing location of fire, exits, smoke alarms and bedrooms. <p>LIQUID FUEL –</p> <ol style="list-style-type: none"> 1. Floor plan provided for each level of building showing location of boiler, exits, smoke alarms and bedrooms. 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. 	<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"/>		SOLID FUEL – manufacturer’s full installation information and minimum clearances supplied for the fire. LIQUID FUEL – manufacturer’s full specifications and installation information supplied for boiler, storage tank and fire valve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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 BRANZ Build 129 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 E2/AS1 Sec 8.0 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: a. In multi-storey units, there shall be at least one smoke alarm on each level within the household unit. b. On levels containing sleeping spaces, the smoke alarms shall be located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>within every sleeping space or within 3m of every sleeping space door.</p> <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 parts of escape routes on other floors.</p> <p><i>(Refer F7/AS1 para 1.1 & 3.0)</i></p>				
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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"/>	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"/>			

Council Use Only – Final Sign Off

REFUSED	<p>I am NOT satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is therefore refused under Section 50 of the Building Act 2004.</p>	
	<p>Processing Officer Sign-off:</p>	<p>Date:</p>
RFI	<p>I am NOT YET satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code. A Request for Information (RFI) has been made to the applicant under Section 48 of the Building Act 2004 to aid in my decision making.</p>	
	<p>Processing Officer:</p>	<p>Date:</p>
APPROVED	<p>I am satisfied 'on reasonable grounds' that the building consent application demonstrates compliance with the Building Code, and the building consent/amendment application is approved and ready for granting, as per Section 49 and 51 of the Building Act 2004.</p>	
	<p>Processing Officer:</p>	<p>Date:</p>

Council Use Only – Peer Review (if required)

<p>Peer Review Sign-off:</p>	<p>Date:</p>
<p>Comments:</p>	