

## HEATER CHECKLIST

(Free standing / Inbuilts / Boilers)

**Details required before a Building Consent application can be accepted**  
**Fees Required to be Paid on Application**

APPLICANT YES    N/A		GENERAL REQUIRED ITEMS		VETTING OFFICER		
				Acc.	Notes	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PLANS</b>	2x full copies of <b>Floor plans</b> are required.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>SCOPE OF WORK</b>	This needs to identify all work covered by the application.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLIANCE WITH NZBC</b>	Details of what construction is complying with <b>NZBC acceptable solutions</b> or if any <b>alternative solutions</b> . If alternative solution, provide full details for Council's consideration.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROOF OF OWNERSHIP</b>	This could be a <b>Certificate of Title, Sale &amp; Purchase Agreement</b> or a <b>Rates notice</b> .		<input type="checkbox"/>	
APPLICANT YES    N/A		DETAILS REQUIRED		VETTING OFFICER		
				Acc.	Notes	
<input type="checkbox"/>	<input type="checkbox"/>	Heater Make and Model: _____		<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Free Standing</b>	<input type="checkbox"/> Wood <input type="checkbox"/> Multi Fuel <input type="checkbox"/> Pellet <input type="checkbox"/> Oil <input type="checkbox"/> Boiler		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Inbuilt</b>	<input type="checkbox"/> Wood <input type="checkbox"/> Multi Fuel <input type="checkbox"/> Pellet <input type="checkbox"/> Oil		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Second Hand Heater</b>	Provide a letter from an Approved Person as selected by the Heater Manufacturer confirming the heater is acceptable to install Note: Must have a new flue system		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Clean air no (Ecan)</b>  No: .....	<b>Woodburner or Pellet Burner only</b> – Please provide the clean air number for the chosen appliance. Lists can be found at: <a href="http://www.mfe.govt.nz/laws/standards/woodburners">www.mfe.govt.nz/laws/standards/woodburners</a> If site is over 2ha or 5 acres clean air number not required.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Heater installed in an alcove</b>	Provide a detailed plan showing dimensions from walls to sides of fire and a side elevation showing heights of alcove ceiling and room ceiling ( <i>Refer below if any heat shielding required</i> )		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Heater</b>	Manufacturer's information supplied.Heater is tested to and complies with AS/NZS 2918:2001		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Untested Unit</b>	For example, heater complies with AS/NZS 2918:2001, flue system is untested. Relevant extracts from AS/NZS 2918:2001 for untested units included with application.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Alternate solution</b>	All supporting documentation to allow assessment.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Hearth</b>	Dimensions indicated on floor plan. <input type="checkbox"/> Ash Hearth <input type="checkbox"/> Insulated Hearth <b>Materials and thicknesses of Hearth</b> _____		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Clearances</b>	Indicate the clearances from the <b>sides</b> of the heater to the nearest walls on your floor plan. <input type="checkbox"/> Heater meets clearance requirements of Manufacturer <input type="checkbox"/> Heater doesn't meet clearance requirements of Manufacturer. ( <i>Fill in section below for heat shielding.</i> )		<input type="checkbox"/>	

APPLICANT YES N/A			DETAILS REQUIRED	VETTING OFFICER	
				Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<b>Heat Shielding</b>	Indicate the extent of the heat shielding required on your floor plan and provide height dimensions for it. Refer to AS/NZS 2918:2001 for guidance. <b>Reduction Calculation Provided</b> ..... Heat Shield Construction detail to be provided	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Flue</b>	<input type="checkbox"/> <b>Flue</b> is tested to and complies with AS/NZS 2918:2001 <input type="checkbox"/> <b>Flue guard</b> – if one is required relevant Manufacturer’s technical information provided <input type="checkbox"/> <b>Flue offsets</b> – if flue offsets are being used drawing provided detailing offset and supports. <input type="checkbox"/> <b>Skillion Roof</b> – if dwelling has a skillion roof construction detail of flue penetration provided, if drop box being used provide details. <input type="checkbox"/> <b>Balanced Flue</b> system for Boiler	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Double Story installation</b>	If flue will be penetrating the upper level floors, provide a construction detail of this penetration	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>NZBC E2 Weather Tightness</b>	<input type="checkbox"/> Roof flashing information provided to comply with NZBC E2 eg. Dektite, Tray flashing etc. <input type="checkbox"/> Wall flashing details for wall penetrations.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>NZBC F7 Warning Systems</b>	Smoke alarms are shown on floor plan. <b>Smoke alarms</b> to be located on all levels, and in escape routes and in all sleeping rooms <b>or</b> in all escape routes and within 3m of every sleeping room door and the alarm must be audible on the other side of the closed door. Must have a test facility and a hush facility having a minimum duration of 60 seconds and are to comply with UL 217, ULC S531, AS 3786 or BS 5446 Part 1	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Heater fitted with Wetback</b>	Connected to open vented HWC system, complies with NZBC G12 Tempering valve being fitted. <b>YES / NO / EXISTING</b> <b>Name of Certifying Plumber</b> ..... <input type="checkbox"/> Schematic Drawing provided of wetback revolve pipe and venting setup.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Drapes/Curtains</b>	To restrained to prevent encroaching minimum clearances, (Note: Fire Service also recommend 1m clearance.)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Seismic Fixing</b>	Seismic Fixing requirements provided	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Backflow Prevention</b>	Boiler water connections, detail how backflow prevention is provided, atmospheric breaker, air gap etc	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Oil Tank</b>	<input type="checkbox"/> <b>Tank manufacturer’s information</b> <input type="checkbox"/> <b>Location</b> shown on site plan <b>Tank Size</b> (in l) _____ <input type="checkbox"/> <b>Tank is 2.5m minimum away from any window</b> on neighbouring property. <input type="checkbox"/> <b>Tank is no closer than 380mm</b> to the boundary (refer 3.2.7 AS 1691) <input type="checkbox"/> <b>Tank</b> is 100mm away from a combustible wall or 20mm away from non-combustible wall. Is <b>bunding</b> required? <input type="checkbox"/> No <input type="checkbox"/> Yes – provide construction details (110%) (Fuel must be contained to prevent from entering drains or flowing to neighbouring properties) <input type="checkbox"/> If the tank is <b>over 1000l</b> secondary containment details provided (double skinned or bunding) <input type="checkbox"/> <b>Tank vent opening is not within 1m from any opening</b> into the dwelling. <input type="checkbox"/> <b>Details</b> of how the tank is <b>restrained / fixed down</b> are provided. <input type="checkbox"/> <b>Fuel</b> supply line is <b>metallic</b> .	<input type="checkbox"/>	

APPLICANT			DETAILS REQUIRED	VETTING OFFICER	
YES	N/A			Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fire Valve</b>	<input type="checkbox"/> Fire Valve <b>make:</b> _____ <input type="checkbox"/> Fire Valve <b>type:</b> _____ <input type="checkbox"/> Fire valve <b>located outside</b> of dwelling <input type="checkbox"/> <b>Location</b> shown on plan	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Work</b>	Is any building work required for this installation, If so provide full details	<input type="checkbox"/>	

**NB: Unsatisfactory site plans which fail to show distances to legal boundaries, inadequate specifications covering all trades, and a lack of elevations may cause delays in issuing of your building consent.**

<u>For Office Use</u>	
Owner's Name: .....	VNZ No: ..... Ozone ID No: .....
Building Category <b>R1 R2 R3 C1 C2 C3</b>	
Application Lodgement Accepted <input type="checkbox"/>	Information provided satisfactory for lodgement commence application processing
Application Lodgement Declined <input type="checkbox"/>	Returned with verbal reasons for declining
	Returned with letter giving reasons for declining
Returning Officer: .....	Date: .....
Accepting Officer: .....	Date: .....