

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"/>	PLANS	2x full copies of Floor plans are required.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	SCOPE OF WORK	This needs to identify all work covered by the application.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	COMPLIANCE WITH NZBC	Details of what construction is complying with NZBC acceptable solutions or if any alternative solutions . If alternative solution, provide full details for Council's consideration.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	PROOF OF OWNERSHIP	This could be a Certificate of Title, Sale & Purchase Agreement or a Rates notice .		<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"/>	Free Standing	<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"/>	Inbuilt	<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"/>	Second Hand Heater	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"/>	Clean air no (Ecan) No:	Woodburner or Pellet Burner only – Please provide the clean air number for the chosen appliance. Lists can be found at: www.mfe.govt.nz/laws/standards/woodburners If site is over 2ha or 5 acres clean air number not required.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Heater installed in an alcove	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"/>	Heater	Manufacturer's information supplied.Heater is tested to and complies with AS/NZS 2918:2001		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Untested Unit	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"/>	Alternate solution	All supporting documentation to allow assessment.		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Hearth	Dimensions indicated on floor plan. <input type="checkbox"/> Ash Hearth <input type="checkbox"/> Insulated Hearth Materials and thicknesses of Hearth _____		<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Clearances	Indicate the clearances from the sides 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"/>	Heat Shielding	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. Reduction Calculation Provided Heat Shield Construction detail to be provided	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Flue	<input type="checkbox"/> Flue is tested to and complies with AS/NZS 2918:2001 <input type="checkbox"/> Flue guard – if one is required relevant Manufacturer's technical information provided <input type="checkbox"/> Flue offsets – if flue offsets are being used drawing provided detailing offset and supports. <input type="checkbox"/> Skillion Roof – if dwelling has a skillion roof construction detail of flue penetration provided, if drop box being used provide details. <input type="checkbox"/> Balanced Flue system for Boiler	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Double Story installation	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"/>	NZBC E2 Weather Tightness	<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"/>	NZBC F7 Warning Systems	Smoke alarms are shown on floor plan. Smoke alarms to be located on all levels, and in escape routes and in all sleeping rooms or 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"/>	Heater fitted with Wetback	Connected to open vented HWC system, complies with NZBC G12 Tempering valve being fitted. YES / NO / EXISTING Name of Certifying Plumber <input type="checkbox"/> Schematic Drawing provided of wetback revolve pipe and venting setup.	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Drapes/Curtains	To restrained to prevent encroaching minimum clearances, (<i>Note: Fire Service also recommend 1m clearance.</i>)	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Seismic Fixing	Seismic Fixing requirements provided	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Backflow Prevention	Boiler water connections, detail how backflow prevention is provided, atmospheric breaker, air gap etc	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Oil Tank	<input type="checkbox"/> Tank manufacturer's information <input type="checkbox"/> Location shown on site plan Tank Size (in l) _____ <input type="checkbox"/> Tank is 2.5m minimum away from any window on neighbouring property. <input type="checkbox"/> Tank is no closer than 380mm to the boundary (refer 3.2.7 AS 1691) <input type="checkbox"/> Tank is 100mm away from a combustible wall or 20mm away from non-combustible wall. Is bunding required? <input type="checkbox"/> No <input type="checkbox"/> Yes – provide construction details (110%) (<i>Fuel must be contained to prevent from entering drains or flowing to neighbouring properties</i>) <input type="checkbox"/> If the tank is over 1000l secondary containment details provided (<i>double skinned or bunding</i>) <input type="checkbox"/> Tank vent opening is not within 1m from any opening into the dwelling. <input type="checkbox"/> Details of how the tank is restrained / fixed down are provided. <input type="checkbox"/> Fuel supply line is metallic .	<input type="checkbox"/>	

APPLICANT			DETAILS REQUIRED	VETTING OFFICER	
YES	N/A			Acc.	Notes
<input type="checkbox"/>	<input type="checkbox"/>	Fire Valve	<input type="checkbox"/> Fire Valve make: _____ <input type="checkbox"/> Fire Valve type: _____ <input type="checkbox"/> Fire valve located outside of dwelling <input type="checkbox"/> Location shown on plan	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Building Work	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 R1 R2 R3 C1 C2 C3	
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
	<input type="checkbox"/> Returned with letter giving reasons for declining
Returning Officer:	Date:
Accepting Officer:	Date: