

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		
		PLANS	2x full copies of Floor plans are required.			
		SCOPE OF WORK	This needs to identify all work covered by the application.			
		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.			
		PROOF OF OWNERSHIP	Select one or more: Certificate of Title Rates notice Sale & Purchase Agreement			
APPLICANT YES N/A			DETAILS REQUIRED		VETTING OFFICER	
			Acc.	Notes		
			Heater Make and Model: _____			
		Free Standing	Wood Oil	Multi Fuel Boiler	Pellet	
		Inbuilt	Wood Oil	Multi Fuel	Pellet	
		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			
		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.			
		Oil Burner Worksafe test No:				
		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>)			
		Heater	Manufacturer's information supplied.Heater is tested to and complies with AS/NZS 2918:2001			
		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.			
		Alternate solution	All supporting documentation to allow assessment.			
		Hearth	Dimensions indicated on floor plan. Ash Hearth Insulated Hearth			
		Clearances	Indicate the clearances from the sides of the heater to the nearest walls on your floor plan. Heater meets clearance requirements of Manufacturer Heater doesn't meet clearance requirements of Manufacturer. (Fill in section below for heat shielding.)			

APPLICANT YES N/A		DETAILS REQUIRED	VETTING OFFICER		
			Acc.	Notes	
		Heat Shielding (Wall & Ceiling)	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 Yes Heat Shield Construction detail to be provided. Yes		
		Flue	Flue is tested to and complies with AS/ NZS 2918:2001 Flue guard – if one is required relevant Manufacturer’s technical information provided Flue offsets – if flue offsets are being used drawing provided detailing offset and supports. Skillion Roof – if dwelling has a skillion roof construction detail of flue penetration provided, if drop box being used provide details. Balanced Flue system for Boiler		
		Double Story installation	If flue will be penetrating the upper level floors, provide a construction detail of this penetration		
		NZBC E2 Weather Tightness	Roof flashing information provided to comply with NZBC E2 eg. Dektite, Tray flashing etc. Wall flashing details for wall penetrations.		
		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.		
		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 Schematic Drawing provided of wetback revolve pipe and venting setup.		
		Drapes/Curtains	To restrained to prevent encroaching minimum clearances, Refer NZS2918 clause 3.2.2 (<i>Note: Fire Service also recommend 1m clearance.</i>)		
		Seismic Fixing	Seismic Fixing requirements provided		
		Backflow Prevention	Boiler water connections, detail how backflow prevention is provided, atmospheric breaker, air gap etc		
		Oil Tank	Tank manufacturer’s information and test certificate Location shown on site plan Tank Size (in l) _____ Tank is 2.5m minimum away from any window on neighbouring property. Tank is no closer than 380mm to the boundary (refer 3.2.7 AS 1691) Tank is 100mm away from a combustible wall or 20mm away from non-combustible wall. Is bundling required? No Yes – provide construction details (110%) (<i>Fuel must be contained to prevent from entering drains or flowing to neighbouring properties</i>) If the tank is over 1000l secondary containment details provided (<i>double skinned or bunding</i>) Tank vent opening is not within 1m from any opening into the dwelling. Details of how the tank is restrained / fixed down are provided.		

			Fuel supply line is metallic.			
APPLICANT YES N/A		DETAILS REQUIRED			VETTING OFFICER	
		Fire Valve	Fire Valve make: _____ Fire Valve type: _____ Fire Valve located outside of dwelling Location shown on plan	Acc.	Notes	
		Building Work	Is any building work required for this installation, If so provide full details ie: cutting of rafters or trusses			

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.F

<u>For Office Use</u>						
Owner's Name:		VNZ No:		Ozone ID No:		
Building Category	R1	R2	R3	C1	C2	C3
	<u>Fees</u>	Drainage	Yes	No	Minor Plumbing	
Application Lodgement Not Complete Advised On By Email Or Phone Initial						
Returned with letter giving reasons for declining.						
Application Lodgement Accepted Information provided satisfactory for lodgement commence application processing.						
Vetting Officer:				Date:		

Privacy statement

The information you provide in this application and any supporting documents will be used by the Clutha District Council to process your application under the Building Act of 2004 and may be shared with relevant government agencies. Any member of the public may, under the Local Government Official Information and Meetings Act 1987, request access to information held by the council. Under the Privacy Act 2020, you have the right to see and correct personal information that the council holds about you. If you would like a copy of the personal information we hold about you, or to have the information corrected, please contact us at help.desk@cluthadc.govt.nz or 0800 801 350.