

CS19SFLH Solid Fuel or Liquid Heater Application and Processing Checksheet

IMPORTANT INFORMATION FOR THE APPLICANT

1. This checklist is designed to assist the applicant with the level information that must be provided with your Building Consent application.
2. When completing this form please ensure that all sections titled "Applicant to Complete" (orange sections) are filled out in full with the relevant plan or specification page number(s) identified.
3. If any section or specific question is not applicable this can be indicated by selecting the 'N/A' box.
4. A suitable quality of documentation is required before QLDC will accept an 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 refused outright.**
7. The reference (*in italics*) that have been provided relate to the subject of the item to be checked, and may or may not be the specific means of compliance for your project.
8. Once completed this checklist should be uploaded along with all other required Building Consent Application files using the [QLDC website Sharefile File Transfer Portal](#)

Council Use Only

Consent Number						
Processing start date						
Building Category	<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"/> NA 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.

Form 2: Application for Building Consent

Applicant to Complete			Council Use Only			
Yes	N/A	Description	Yes	N/A	RFI	Reasons for Decisions / Comments
<input type="checkbox"/>		All sections of Form 2 completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Proof of ownership provided (Certificate of Title (CT), Rates Account, Sale and Purchase Agreement or Lease)				
<input type="checkbox"/>	<input type="checkbox"/>	Letter or email from the owner appointing agent, where an agent has completed the application				

Plans and details						
Applicant to Complete			Council Use Only			
Yes	NA	Description	Yes	N/A	RFI	Reasons for Decisions / Comments
<input type="checkbox"/>		Plans of suitable quality must be provided. <i>Existing plans of the dwelling can be accessed via eDocs (please ensure they are clear, readable and do not contain any previous stamps).</i> SOLID FUEL – 1. Floor plan provided for <u>each</u> level of building showing location of fire, smoke alarms and bedrooms LIQUID FUEL – 1. Floor plan provided for <u>each</u> level of building showing location of boiler, smoke alarms and bedrooms. 2. Site plan provided showing the location of the storage tank (incl size) and dimensions from the tank to the boundary & existing buildings. Wall cladding material, wall openings and any drainage openings within 1m of the storage tank must be shown (including neighbouring properties)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>		Legal description indicated on plan (i.e. Lot, DP and street address)	<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 noted (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 construction 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	Reasons for Decisions / Comments
<input type="checkbox"/>		SOLID FUEL – Manufacturer's full installation information and minimum clearances supplied for 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 has been given to the proximity of drapes/coverings/curtains in relation to the fire, in order to achieve 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/NZS2918:2001? If so, provide reduction factor calculation and indicate reduced clearances on floor plan (<i>refer to AS/NZS2918:2001 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	Reasons for Decisions / Comments	
<input type="checkbox"/>	Roof flashing specification or detail provided for the flue penetration e.g. Boot flashing, soaker flashing etc. (refer E2/AS1 Sec 8.0 for guidance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Or existing to be used <input type="checkbox"/>					

F7: Warning systems						
Applicant to Complete			Council Use Only			
Yes	Description	Yes	N/A	RFI	Reasons 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 either in every sleeping space or within 3m of every sleeping space door. Smoke alarms also need to be located so that an alarm is given before the escape from any bedroom becomes blocked by smoke. This includes those part of escape routes on other floors. (refer F7/AS1 para. 1.1 & 3.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

G12: Water supply (if heater is fitted with wetback)							
Applicant to Complete		NA <input type="checkbox"/>		Council Use Only			NA <input type="checkbox"/>
Yes	Description	Yes	N/A	RFI	Reasons for Decisions / Comments		
<input type="checkbox"/>	Connected to open vented hot water cylinder (HWC) (refer G12/AS1 Sec 6.13 for guidance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	Tempering valve fitted. (refer G12/AS1 Sec 6.14 for guidance) <input type="checkbox"/> Yes <input type="checkbox"/> Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	Diagram provided showing the pipework between the heater and the HWC. (refer G12/AS1 Fig 15 for guidance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Clean air requirements (woodburners only)							
Applicant to Complete		NA <input type="checkbox"/>		Council Use Only			NA <input type="checkbox"/>
Yes	No	Description	Yes	N/A	RFI	Reasons 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"/>		

Applicant Declaration	
Declaration: I am satisfied that the Building Consent Application Documents submitted together with this Checklist meet the 'suitable quality' requirements defined in this checklist, and are complete and accurate as required by Section 45 of the Building Act 2004 and Queenstown Lakes District Council.	
Name (Print)	Date

COUNCIL USE ONLY- FINAL SIGN OFF

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 2004

Processing Officer Sign-off:

Date:

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 of the Building Act 2004

Processing Officer Sign-off:

Date:

Supervision Sign Off (if required)

Supervisor Sign-off:

Date:

Comments