

APPLICATION FOR BUILDING CONSENT TO INSTALL SOLID FUEL HEATING APPLIANCE
 (INCLUDING OUTDOOR FIREPLACE) Section 33 or section 45, Building Act 2004

BY NO: _____

SECTION 1

PROJECT ADDRESS / BUILDING LOCATION

Rapid/Street No.: _____ Road/Street: _____
 Legal Description: Lot No _____ D.P. No _____ Val No _____ Sec No _____ Blk No _____
of land where building is located [state legal description as at the date of application]
 Blk name & No _____

SECTION 2

DETAILS OF OWNER

Agent contact must be NZ address **AGENT** [if application made on behalf of owner]

<p>Title: (r) Mr / Mrs / Miss / Ms (other _____) Surname: _____ First Name(s): _____ Contact Person [if owner not an individual] _____ Mailing Address: _____ _____ Street Address/Registered Office: _____ _____ Phone No: (Ah) _____ (Bh) _____ Mobile No: _____ Fax : _____ Email Address: _____</p>	<p>Title: (r) Mr / Mrs / Miss / Ms (other _____) Surname: _____ First Name(s): _____ Contact Person [if agent not an individual] _____ Mailing Address: _____ _____ Street Address/Registered Office: _____ _____ Phone No: (Ah) _____ (Bh) _____ Mobile No: _____ Fax : _____ Email Address _____</p>
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Relationship To Owner: _____
(state details of authorisation from the owner to make the application on the owner's behalf)

	OWNER	AGENT	
FIRST POINT OF CONTACT: For communications with the Council	<input type="radio"/>	<input type="radio"/>	* Please delete items not applicable
Mail documents to	<input type="radio"/>	<input type="radio"/>	
Debtor	<input type="radio"/>	<input type="radio"/>	

BY NO: _____

SECTION 3

DESCRIPTION OF PROPOSED WORK

HEATER TYPE: New Heating Appliance Second Hand Heating Appliance

TYPE OF INSTALLATION AND FEE *(Please tick appropriate box)* Fee includes GST and Certificate of Title

<input type="checkbox"/> Free Standing:	<input type="radio"/> with wetback	\$175.00
<input type="checkbox"/> Inbuilt:	<input type="radio"/> with wetback	
<input type="checkbox"/> Other (Describe)		

INTENDED LIFE OF FIRE: Indefinite but not less than 15 years or Specified as - _____ years

MANUFACTURERS NAME: _____ MODEL: _____

Two copies of the manufacturers installation instructions and specification to be supplied with all applications.

The make & model listed above complies with national environmental standards (for more info refer to the attached regulations)

The appliance is to be installed on a lot larger than 2 hectares in size (please provide proof)

ESTIMATED VALUE OF WORK [GST inclusive] \$ _____ [include value of heater, installation & wetback (if applicable)]
[State estimated value as defined in section 7 of the building act 2004]

I request that you issue a BUILDING CONSENT for the building work described in this application

X _____ Date: _____
 SIGNATURE OF OWNER / AGENT ON BEHALF OF AND WITH THE AUTHORITY OF THE OWNER

Please complete sec 4, 5 & 6
continued over leaf ...

SECTION 4

KEY PERSONNEL

INSTALLER : _____ Registration No* _____

Address: _____

Phone: _____ Mobile: _____ Fax: _____

LICENCED PLUMBER: _____ Registration No* _____

Address: _____

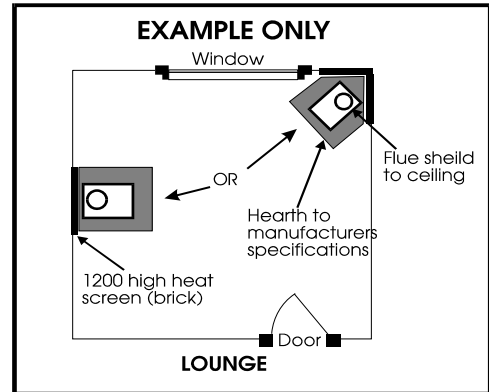
Phone: _____ Mobile: _____ Fax: _____

INSTALLATION

FLOOR PLAN (*Required for free standing appliances only)

For FREE STANDING APPLIANCES a floor plan as per example to be drawn on separate, plain (minimum size A4) sheet must include the following details;

- Show room names.
- Position of heater relative to walls and other combustible materials showing distances to walls.
- Specify heat screen, heat shields and hearth type
- Show position of smoke alarms.
- If an oil burner is used show the position and details of the storage tank



INSTALLATION

- All new wetback installations require a tempering valve on the existing hot water cylinder. Please check with your supplier, some makes of tempering valve will not operate effectively at the high water temperatures generated by wet back systems.
- All heaters are to have seismic restraints, i.e. bolted in position.
- Inspection required prior to heater being used. Please provide 24 hours notice. Ceiling plate not to be fixed in place until heater has been inspected.
- Inspection of prepared existing fireplace and chimney is required prior to heater installation. Heater to be installed in compliance with manufacturers installation instructions.
- All documentation and manufacturers installation instructions are required on site at the time of each inspection.
- Additional information is supplied on the attached sheet/s, please read these carefully.

SECTION 5

TO AVOID DELAYS IN PROCESSING OF YOUR APPLICATION

PLEASE ENSURE YOU HAVE ATTACHED/PROVIDED FOLLOWING INFORMATION:

- Fire manufacturers' installation instructions and specifications (2 copies).
- Second hand fires require a certificate from an approved Heating Engineer.
- Floor plan as described above (2 copies, if applicable).
- Details of whether it is intended to heat your hot water (Water booster information and plumbing specification may be required)
- Gas fitters certificate (if gas is installed)
- Application fee.
- Please check ALL details on this form are filled out and **ENSURE YOU HAVE SIGNED** at the bottom of page one.

SECTION 6

PROCESSING SHEET: FOR OFFICE USE ONLY

ORDER / OFFICER	OFFICERS NAME	DATE RECEIVED	DATE COMPLETE	INITIALS	✓ = Approved ✗ = Cancelled
Received by					
Entered into system by					
Processing Officer					<input type="checkbox"/>
Issuing Officer					

TOTAL AMOUNT PAYABLE \$ _____

Date _____

WAIROA DISTRICT COUNCIL INFORMATION SHEET



SOLID FUEL HEATERS

WHAT HEATING SYSTEMS REQUIRE A BUILDING CONSENT?

All solid and liquid fuel space heaters (ie, wood, pellet, or diesel burners) require a building consent. The application form must be completed, fee paid, and the application approved **before** the fire is installed.

A Code Compliance Certificate must be issued **before** the burner is used. Please note that the use of the burner before the issue of the Code Compliance Certificate may jeopardise your insurance.

Failure to obtain a Building Consent and Code Compliance Certificate could result in problems: i.e. in settling a claim as a result of a house fire that is attributed to the solid fuel heater, selling your property or legal action from Council.

WHAT HEATING SYSTEMS DO NOT REQUIRE A BUILDING CONSENT?

- **Gas heaters** (permanently fixed in place) do not need a building consent, but they must be installed by a registered gas fitter who will certify their own work
- **Fixed electric space heaters** do not require building consents but they must be installed by registered electricians who certify their own work.

FOR ENQUIRIES AND TO BOOK INSPECTIONS

Contact Wairoa District Council Building Control Dept **Phone: 06 838 7309 Fax 06 838 8874**

WOOD BURNERS MUST COMPLY WITH ENVIRONMENTAL / EMISSION STANDARDS

All wood burners installed on a property smaller than **2 hectares** must comply with national environmental standards. Few, if any second-hand fires will meet these standards. Council will not issue consent for appliances which do not comply. Tested and approved wood burners are listed on the ministry for the environment's website: www.mfe.govt.nz or ask to view the current list at WDC's customer service counter.

The wood burner standard is not retrospective, so existing wood burners which do not meet the standard will not be affected.

Some frequent queries regarding emission standard:

If you wish to move your wood burner from one room to another (within the same house), technically this is considered a newly installed burner and therefore must meet the standard.

Open fires, multi-fuel, pellet heaters, cooking stoves and coal burners are outside Ministry of Environment regulations.

Multi fuel heaters are domestic heating appliance designed to burn more than one type of solid fuel. This can be a fireplace insert, a built-in fireplace or free standing stove, and is designed to burn wood and/or coal. Required design features are over fuel combustion air supplies with separate controls, grate in the base of the firebox and ash pan under the grate.

We give building consents only to those wood burners present on the authorised list. This is because wood burners advertised on the authorised list have been through a rigorous checking process to assess compliance. If a wood burner has not been through the authorisation process, there is less certainty that it is compliant with the standards. A wood burner not on the "authorised list" can be installed if it has been tested in accordance with AS/NZ4012:1999 to demonstrate it meets the standards. We strongly urge people to only purchase burners on the authorised list for their own protection.

NEW FIRES

New, Inbuilt fires require two inspections New, Free standing fires require one inspection

New fires are those new solid fuel or open type fireplaces that are being installed in houses that did not have them before **or** are being installed in place of previously existing fires that are being removed (i.e. changing models or upgrading). The appliance must comply with national environmental standards and be on the approved list of woodburners (as explained above)

1. A building consent must be applied for.
2. **Inbuilt fires** require the first inspection to be carried **before** the fire is installed.
3. Installation shall follow the manufacturers' specifications.
4. Smoke alarms must be installed, as per schedule attached to this application.
5. Final inspection:
 - Inbuilt fires* - Inspection must be carried out by Council's Building Inspectors.
 - Free standing fires* - Inspection must be carried out by Council's Building Inspectors on completion of installation but **before** fixing of ceiling plates in place.
6. Subject to satisfying N Z Standard 7421, a Code Compliance Certificate will be issued

SECOND HAND; OR EXISTING HEATERS INSTALLED WITHOUT A CONSENT

A second hand heater can be installed if it is inspected and certified by an Approved Heating Engineer or other approved person. This report from the Heating engineer must detail the age of the fire box, the door and other component parts. The fire will need to be installed with a new flue. It should be noted that older second-hand burners are less likely to meet the emission standards.

A heater installed without a consent is to be removed from its cavity (in the case of inbuilts) so that the installation can be perceived and inspected as for a second hand fire. The appliance must comply with national environmental standards and be on the approved list of woodburners (refer previous page).

SECOND HAND INBUILTS

Two inspections required

1. The fire must be certified as safe by an Approved Heating Engineer, Craftsman Plumber or other approved person. Installation Certificate must be attached to building consent application.
2. A building consent must be applied for.
3. The fire must be removed from the fire place so that the existing fire place can be checked by council inspectors and fire box can be thoroughly checked by an Independent Qualified person.
4. A copy of the manufacturers' specifications should be on-site and re-installation must follow these instructions.
5. Installation must be inspected by Council's Building Inspector. If a wet back is involved this must also be checked by the inspector at the same time.
6. Smoke alarms must be installed, as per schedule attached to this application.
7. Final Inspection.
8. Subject to the above requirements a Code Compliance Certificate will be issued.

SECOND HAND FREE STANDING

One inspection required

1. The fire must be certified as safe by an Approved Heating Engineer, Craftsman Plumber or other approved person. Inspection Certificate must be attached to this application.
2. A building consent must be applied for.
3. Installation should follow the manufacturers' specifications.
4. Installation must be inspected by Council's Building Inspector. If a wet back is involved this must also be checked by the inspector at the same time.
5. Smoke alarms must be installed, as per schedule attached to this application.
6. Final Inspection.
7. Subject to the above requirements a Code Compliance Certificate will be issued.

WAIROA DISTRICT COUNCIL INFORMATION SHEET

SMOKE ALARMS

Whenever work is carried out on a dwelling that requires a building consent, no matter how minor that work is e.g. installation or relocation of a solid fuel heater) the whole dwelling is to be upgraded with smoke detectors to comply, not just the area altered.

If the dwelling is already fitted with smoke detectors but these do not comply (e.g. without hush facility) the whole dwelling will be required to be upgraded with smoke detectors to comply before a Code Compliance Certificate is issued.

Smoke alarms are to be located on escape routes on all levels within the household unit. On levels containing sleeping spaces the smoke alarms shall be located either:

- In every sleeping space OR
- Within 3m of every sleeping space door.

The alarms must be audible to sleeping occupants on the other side of the closed door.

They must comply with F7/AS13.2.2 and F7/AS13.2.3 ie. they must be of approved standard and they must have a hush facility provided, having a minimum duration of 60 seconds. A hush facility is a button which silences the alarm for a limited time. This allows the cause of the nuisance alarm to be cleared without removing the battery.

Also check the alarm is identified by at least one of the following compliance codes:
UL217 ULCS531 AS3786 BS5446 Part 1

It is important to place smoke detectors on the ceiling to get the earliest warning. Or if you must position it on the wall put it 100mm away from the ceiling due to dead air pockets.

If you have any questions about smoke alarm regulations please contact the Department of Building and Housing www.dbh.govt.nz