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| CS19SFLH Solid Fuel or Liquid Heater Application and Processing Checksheet  | logo |

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| **APPLICANT INFORMATION** |
| This checklist is designed to assist the applicant with the documentation and level of design information that must be provided with a Building Consent application. The checklist will help ensure that drawings, specifications and other relevant design documents are complete, accurate and demonstrate compliance with the New Zealand Building Code. **Please complete all orange sections** (left side of form) or selecting N/A where relevant. The reference (*in italics*) 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. These references are to paragraphs in the Acceptable Solutions unless specified otherwise. A suitable quality of documentation is required before QLDC will accept an application for processing. For further information please refer to the MBIE guidance document: *‘*[*Guide to applying for a building consent*](https://www.building.govt.nz/projects-and-consents/apply-for-building-consent/)*.*’**Before completing this checklist please** **ensure the work fits within the scope of this checksheet:**

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| **Yes** | **No** |  |
| [ ]  | [ ]  | Solid fuel fireplace (i.e. wood, pellets) or liquid fuel fireplace (i.e. diesel) |

If **NO** to the above, please find and complete applicable checklist available here: [*QLDC Building Consents*](https://www.qldc.govt.nz/services/building-services/building-consents) |

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| **HEATER INFORMATION**  |
| **Heater make and model** | Click here to enter text. |
| **Installation type** | [ ]  Freestanding  | [ ]  In built  | [ ]  Wetback  | [ ]  Boiler |
| **Fuel type** | [ ]  Wood | [ ]  Multi-fuel | [ ]  Pellet | [ ]  Liquid Fuel |
| **Second-hand Heater** | [ ]  Yes [ ]  NoIf 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.  |

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| **Select** | **Form 2: Application for Building Consent** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **All sections of** [**Form 2**](https://www.qldc.govt.nz/services/building-services/building-consents#residential) **completed** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | **Proof of ownership submitted** | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| **Description of work in TechOne checked and correct** | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Yes** | **N/A** | **Plans and Details** | **COUNCIL USE ONLY** |
| [ ]  |  | **Plans** **of suitable quality must be provided** (*CAD or technical hand drawings*) *Existing plans of the dwelling can be accessed via* [*eDocs*](https://edocs.qldc.govt.nz/) *(please ensure they are clear, readable and do not contain any previous stamps).***SOLID FUEL** –* **Floor plan** provided foreach level of building showing location of fire, **smoke alarms** and bedrooms

**LIQUID FUEL** –* **Floor plan** provided foreach level of building showing location of boiler, **smoke alarms** and bedrooms.
* **Site plan** provided showing the location of the storage tank (include 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)
 | Click here to enter text. |

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| **C PROTECTION FROM FIRE** |
| **Yes** | **N/A** | **C1 – 6 Protection from Fire** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  |  | **SOLID FUEL** – * **Manufacturer’s full installation information**
* **Minimum clearances**, floor and wall protection (if required) supplied for the fire

**LIQUID FUEL** – * **Manufacturer’s full specifications** and
* **Installation information** supplied for boiler, storage tank and fire valve.
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Combustible materials:** * Show that consideration has been given to the proximity of **drapes/coverings/curtains** in relation to the fire, to achieve the minimum required clearances
 | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  |  | **Flue and liner system**: * **Manufacturer’s technical information** provided with installation and clearances included.
* **Penetration detail** provided for skillion or flat ceiling, as applicable.
* 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
* If a **flue offset** is required, provide a dimensioned drawing of the offset and detail where the offset is located
* If the **flue is enclosed in a chimney**, provide the **ventilation information** for the enclosure (construction detail or photos)

*(refer to* [*BRANZ Build 129*](https://www.buildmagazine.org.nz/assets/PDF/Build-129-20-DesignRight-FlueInstallationsInEnclosures.pdf) *for guidance)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | [ ]  | Click here to enter text. |
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| [ ]  | [ ]  | **Heat shielding:** * Does the installation require **heat shielding** as it does not meet the clearance requirements of the manufacturer’s instructions or AS/NZS2918?
* Provide reduction factor calculation and indicate reduced clearances on floor plan

*(refer to Section 3 AS/NZS2918)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **E MOISTURE** |
| **Yes** | **E2 External Moisture** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **Roof flashing**:* **specification or detail** provided for the flue penetration e.g. boot flashing, soaker flashing etc.

(*refer to Section 8.0 E2/AS1)* [ ]  Existing to be used  | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **F SAFETY OF USERS** |
| **Yes** | **F7 Warning Systems** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | **Smoke alarms\*** located as follows:* In multi-storey units, there shall be at least one smoke alarm on each level 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.
* 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 para. 1.1 & 3.0 F7/AS1)****\*****Required to assess* [*Section 112*](http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306875.html) *- means of escape from fire* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **G SERVICES AND FACILITIES** |
| **Yes** | **N/A** | **G12 Water Supply** ***(if heater is fitted with wetback)*** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | Connected to **open vented hot water cylinder** (HWC) *(refer to Section 6.13 G12/AS1)*  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Tempering valve fitted** *(refer to Section 6.14 G12/AS1)*[ ]  Yes [ ]  Exisiting  | [ ]  | [ ]  | [ ]  | Click here to enter text. |
| [ ]  | [ ]  | **Diagram** provided showing the pipework between the heater and the HWC. *(refer to Figure 15 G12/AS1)* | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Yes** | **N/A** | **Clean Air Requirements** ***(wood burners only)*** | [ ]  **N/A** | **COUNCIL USE ONLY** |
| **Yes** | **N/A** | **RFI** | **Reasons for Decisions / Comments** |
| [ ]  | [ ]  | Does the heater comply with any applicable **Regional Authority or MFE emission standards**? <https://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners>**Authorisation number**: Click here to enter text. | [ ]  | [ ]  | [ ]  | Click here to enter text. |

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| **Advice Notes**See [*IS 25 BC Conditions Construction Documentation and Advice Notes*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* | **IS 25 #** | **Yes** | **N/A** |
| Domestic Heating appliance | 33 | [ ]  | [ ]  |
| **Inspections** *See* [*IS SI Site Inspection Descriptions*](https://www.qldc.govt.nz/services/building-services/application-forms-checksheets-and-guidance#information-sheets-78422) *for guidance* |
| [ ]  Pre Lining |  | [ ]  Final  |  |

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| **COUNCIL USE ONLY- FINAL SIGN OFF**  |  |
| **BC NUMBER** Click or tap here to enter text. |
| **TECHONE CHECK**  | [ ] Building Category (correct or corrected)If changed state why: Click here to enter text. | [ ] Classified use (correct or corrected)If changed state why: Click here to enter text. |

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| **APRROVED** | [ ]  **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**: Click here to enter text. |
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| **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**: Click here to enter text. |

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| **Supervision Sign Off (if required)** |
| **Supervisor Sign-off:**  | **Date**: Click here to enter text. |
| **Comments**Click here to enter text. |

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| **COUNCIL USE ONLY** |
| **Building Support Lodgement Name:** Click or tap here to enter text. | **Yes** |
| Invoice sent Fixed fee as per [AF CALC](https://au.promapp.com/qldc/Documents/Minimode/Permalink?crypto=GQDckUU4Hek9e1XEyyZQWe) | [ ]  |

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| **Checking Officer (Section 45 check) Name:** Click or tap here to enter text. | **Complete** |
| Select Building Category in TechOne. [IS CAT Building Category Guidance](https://www.building.govt.nz/building-officials/national-bca-competency-assessment-system/national-bca-competency-assessment-system-levels/)  | Choose an item. |
| Check Classified Use is correct in TechOne [Building Regulations 1992, Schedule 1, Clause A1-Classified Uses](https://www.building.govt.nz/building-code-compliance/a-general-provisions/a1-classified-uses/) | Choose an item. |
| Complete the TechOne event: * ‘**Application Check – Further Information Required?**’
	+ Select ‘**Yes’** or ‘**No’** in Decision field.
	+ If ‘**Yes’** complete RFI letter and email to applicant.

Receive and check RFI response: * Complete TechOne event ‘**Application Check – Further Information Received?**’
	+ Select ‘**Yes’** in Decision field.
 | [ ] Click or tap to enter a date. |
| Confirm TechOne Stage/Decision has changed to ‘Applicant Documentation Checked’ | [ ]  |

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| **Building Support Entering into processing Name:** Click or tap here to enter text. | **Yes** | **Complete** |
| Fees paid Indicate whether fees paid, amount and date of payment | [ ]  | Click here to enter text. |
| Complete TechOne event ‘Application Complete’ by selecting ‘Yes’ in Decision field. | [ ]  | Click here to enter text. |