

Application for a building consent for the installation of a solid/liquid fuel heating appliance

Section 33 or Section 45, Building Act 2004, Building (Forms) Regulations 2004 – Form 2

About this form

- Please check on our website (ccc.govt.nz/building-consent-forms-and-guides) that the form you are using is current at the time of application as forms are subject to change without notice.
- Further guidance for solid/liquid fuel heaters is available on our website at ccc.govt.nz/solid-or-liquid-fuel-burner/
- Other general information can be found on our website at ccc.govt.nz/consents-and-licences
- A building consent is the formal approval issued by a Building Consent Authority (BCA) to ensure certain works meet the requirements of the Building Act 2004, Building Regulations and the New Zealand Building Code.

GENERAL INFORMATION:

- **Application fees and charges:** The latest Building Consents Fee Schedule is available on our website at ccc.govt.nz/fees-building-control or from one of our Council service desk (ccc.govt.nz/contact-us). A building consent will not be issued by the Council until all fees and charges relating to that consent application have been paid in full. When applying for a consent the costs/charges may vary depending on the time a building consent officer spends processing your consent. Further information could also impact on these costs and delay issuing of a consent.
- For general enquiries please phone (03) 941 8999 or email info@ccc.govt.nz
- Christchurch City Council reserves the right, from time to time, to contact customers in regard to the services provided.

SUBMITTING AN APPLICATION:

An application can be lodged via the following methods:

- **Online** via onlineservices.ccc.govt.nz. You will need to register to use Online Services. You can register at onlineservices.ccc.govt.nz.
- **Post** (additional costs apply) your application to: Consenting & Compliance Group, PO Box 73013, Christchurch 8154
- **Hand delivered** (additional costs apply) to Civic Offices, 53 Hereford Street, Christchurch Central or dropped off at any Council service desk (ccc.govt.nz/contact-us).

All applications will be checked for completeness prior to acceptance. Please ensure that you have compiled your documents carefully to avoid delays in accepting your application. If your application is incomplete it will not be accepted and the statutory processing timeframe will not start until the missing information has been provided and resubmitted.

Please complete all fields unless marked otherwise

1. The building

Street address of building: *(for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection)*

Legal description of land where building is located: *(state legal description as at the date of application and, if the land is proposed to be subdivided, include details of relevant lot numbers and subdivision consent)*

Building name:

Location of building within site/block number: *(include nearest street access)*

Number of levels: *(including ground level and any levels below ground)*

Level/unit number:

Area: (total floor area; indicate area affected by the building work if less than the total area)

Total floor area:	Existing floor area:	New floor area:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Current, lawfully established, use: (include number of occupants per level and per use if more than 1)

Year first constructed:

<input type="text"/>	<input type="text"/>
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2. The owner (All details must be the owner's)

Name of owner: (include preferred form of address, e.g. Mr, Mrs, Ms, Miss, Dr if an individual)

Contact person: (not required if the applicant is an individual) must have a New Zealand address

Mailing address:

Street address/Registered office: (if different than above)

Phone number:

Landline:	Mobile:	Daytime:	After hours:	Fax:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address:

Website:

<input type="text"/>	<input type="text"/>
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The following evidence of ownership is attached to this application: (copy of certificate of title, lease, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building)

A recent copy of certificate of title(s) (less than six months old) and where applicable the following:

- Lease
- Agreement for sale and purchase
- Licence or property management agreement
- Other document (showing full name of legal owner(s) of the building)

Certificate of title(s) are available from the Christchurch City Council for a fee. Required? Yes No

3. Agent (Only required if the application is being made on behalf of the owner)

Name of agent: (only required if application is being made on behalf of the owner)

Contact person: (not required if the applicant is an individual. Must have a New Zealand address)

New Zealand Companies Registered Number: (If applicable - Refer to www.business.govt.nz/companies)

Mailing address:

Street address/Registered office: (if different than above)

Phone number:

Landline:	Mobile:	Daytime:	After hours:	Fax:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address:

Website:

<input type="text"/>	<input type="text"/>
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Relationship to owner: (state details of the authorisation from the owner to make the application on the owner's behalf)

First point of contact for communications with the council/building consent authority: *(contact details must be in New Zealand, mark boxes as appropriate)*

Agent Owner Other: *(if other specify whom and provide contact details as per above)*

4. Application

I request that you issue a project information memorandum / project information memorandum and building consent / building consent for the building work described in this application.

This application is for: *(write building consent or approval number below)*

Amendment to building consent:

I wish to receive my building consent/PIM and approved documentation in the following format:

Electronically via Online Services

Email – Email address(es):

Hard copy/CD to be collected from:

Hard copy *(additional costs apply)* CD

All consent related invoices to be billed and sent via email or post to: Owner Agent

All of the included information on this form is, to the best of my knowledge, true and correct. I understand that all plans, documentation and reports submitted as part of an application are required to be kept available for public record, therefore the public (including business organisations and other units of the Council) may view this application, once submitted.

I / we understand that no work is to commence until the building consent is issued.

If you are signing this application on behalf of a company/trust/other entity (the applicant), you are declaring that you are duly authorised to sign on behalf of the applicant to make such an application.

By signing this application you are accepting responsibility to pay all actual and reasonable costs incurred by the Christchurch City Council. Where an invoiced amount has not been paid by the stated due date (within 30 days from the date of the invoice), the Council may commence debt recovery action. The Council reserves the right to charge interest, payable from the date the debt became due, and recover costs incurred in pursuing recovery of the debt. Please also note that for any refund due, the refund will be credited to the “deserving party” who may not have been the original “payee”.

Signature of: owner / agent on behalf of, and with the authority of the owner

Date:

Print name:

PRIVACY INFORMATION:

If you would like to request access to: or correction of; your details, please contact the Council.

5. The project

Description of the building work:

Make:	Model:	Authorisation no:

The appliance is: New Second hand ^{(1) see Advisory Note below}

The installation type is: In-built Insert Free standing

The fuel type is: Wood Multi fuel Wood pellets Coal Diesel/Diesel blend

The appliance is fitted with re-circulation fan: Yes No

Does the existing or proposed installation involve a wetback? No Yes

If yes, state the name and address of the certifying plumber who will: disconnect / replace existing wetback /
 install new wetback¹

Plumber Name (individual):	Address:	License number:

Please note:

¹ When a new hot water booster or wetback is being installed, an anti-scalding device must be fitted in the supply from the cylinder to the sanitary fixtures. This requirement does not apply if an existing hot water booster or wetback is being replaced, or is existing elsewhere in the hot water system. The hot water cylinder must be open vented.

Please confirm that an anti-scalding device will be fitted if this is a new wet back connection: Yes

Is this replacing an existing operational solid fuel burning appliance:

<input type="checkbox"/> Yes	Confirm the age of the existing solid fuel burning appliance (to the nearest year), and provide Building Consent number (if known) for the installation of the operational solid fuel burning appliance:	
<input type="checkbox"/> No	Please provide the resource consent number from Environment Canterbury (ECan) (applies to wood, wood pellet or coal burning appliances only):	

Estimated value of appliance and installation (incl. GST): \$

Refer to ECan's website to note if a particular solid fuel burning appliance has been approved: ecan.govt.nz/authorised-burners/

6. Restricted building work

Will the building work include any restricted building work? Yes No
(e.g. Alterations to the primary structure or external moisture management system. Note - forming a new penetration through roof cladding larger than 300mm or alterations to rafters, joist and trusses are considered restricted building work)

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work. *(If these details are unknown at the time of the application, they must be supplied before the building work begins.)*

Name	Licensing class	Licensed building practitioner number (or registration number if treated as being licensed under section 291 of Act)	Record attached? (eg Certificate of design work, Record of building work)

Note: Continue on another page if necessary

7. Building consent

The following plans and specifications are attached to this application:

The building work will comply with the building code as follows:

Clause <i>(select relevant clause numbers of building code)</i>	Means of compliance <i>(refer to the relevant acceptable solution or verification method or detail of alternative solution in the plans and specifications)</i>	Waiver/Modification required <i>(state nature of waiver or modification of building code required)</i>
<input type="checkbox"/> B1 - Structure		
<input type="checkbox"/> B2 - Durability		
<input type="checkbox"/> C1-6 - Protection from Fire		
<input type="checkbox"/> E2 - External Moisture		
<input type="checkbox"/> F3 - Hazardous Substances and Processes		
<input type="checkbox"/> F7 - Warning Systems		
<input type="checkbox"/> G9 - Electricity		
<input type="checkbox"/> G10 - Piped Services		
<input type="checkbox"/> G11 - Gas as an Energy Source		
<input type="checkbox"/> G12 – Water Supplies		

8. Attachments

The following documents are attached to this application:

- Floor plan of the installation - a floor plan of the building showing the proposed siting of the heater and smoke alarms (refer to section B in the Appendix).
- Third Party Statement/report on condition of chimney - Insert or inbuilt installation, verify existing structural integrity of existing fireplace/chimney include photos (check suitability of appliance to be installed in chimney, e.g. AS/NZS2918 appendix E).
- For earthquake damaged chimney repairs: Refer to MBIE guidance repairing and rebuilding houses affected by the Canterbury earthquakes - www.building.govt.nz/building-code-compliance/canterbury-rebuild/- appendix A3.
- Manufacturer's specifications/installation instructions - full set of manufacturer's specification and installation instructions for both the appliance and flue system.
- Test certificate - from recognised testing agency (only required if appliance is an alternative system to AS/NZS2918).
- Cross sections and flashing details (as per advisory information below).
- Second-hand appliance test certification from manufacturer or authorised manufacturer's agent.
- Memoranda from licensed building practitioner(s) who carried out or supervised any design work that is restricted building work.
- Copy of authorisations from Regional Authority (e.g. ECan).

Appendix

A. Additional Information

Earthquake related work:

Is this application earthquake related? No Yes

If yes, is it coordinated by an insurance company via a project management organisation (PMO), e.g. Arrow, Fletchers, etc?


No

Yes - name of PMO:

B. Advisory notes for solid/liquid fuel heaters

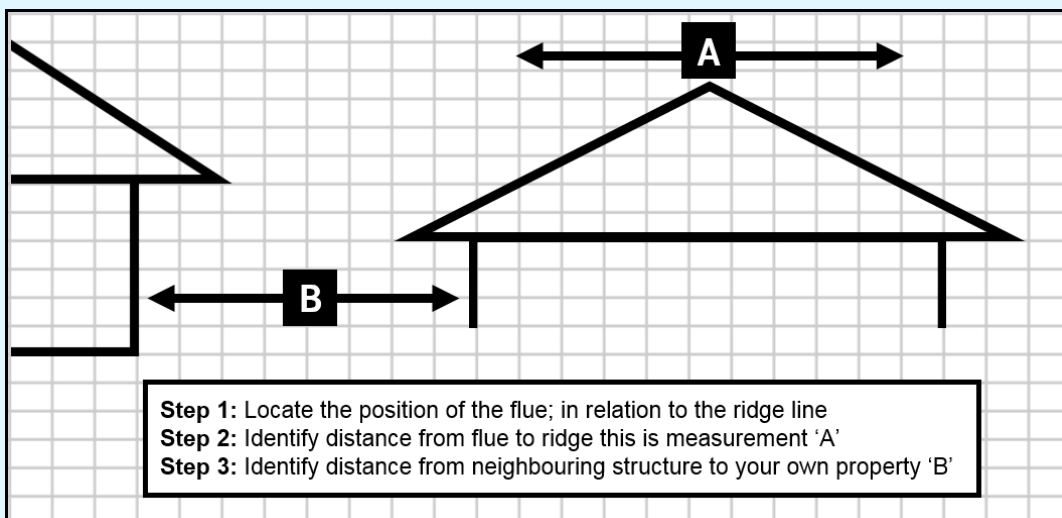
Provide the following information where applicable:

Full floor plan (scaled or dimensioned) of all floors showing:

- Location of the heater (existing location also if different from proposed).
- Location of all walls, windows and doors, with all rooms named (for all floors).
- Location of existing/proposed smoke alarms (that comply with the relevant standards including having a “hush” facility); they must be marked with  on the floor plan (refer to B-311 for guidance on smoke alarms locations). Smoke alarms will be inspected and tested prior to the issue of the code compliance certificate. Note: If the property has a sleep-out, the sleep-out is also required to have smoke alarms fitted.
- Location of the existing water cylinder if a wetback/hot water booster is to be fitted.
- **Flue Height:** The minimum flue heights specified in AS/NZS 2918:2001 (Solid Fuel/Liquid Fuel Heaters) or the manufacturer’s installation instruction may be insufficient if combustion problems and smoke or odour nuisance are to be avoided. Consideration should be given to extending the flue height above those required by the manufacturer or AS/NZS 2918:2001.

Note: If the flue height exceeds 1.2m above the roofline, consideration needs to be given to NZ Building Code performance B1.3.3.

The flue will need lateral bracing to withstand wind-load. If applicable please include details of complying bracing.



- Insert or inbuilt installation: Third party statement/report on condition of chimney
Please provide verification of the structural integrity of the existing fireplace/chimney where the installation involves an insert or inbuilt type appliance. Verification includes a report from a suitably qualified or competent person and could including photos, etc.

For earthquake damaged chimney repairs: Refer to Ministry of Building Innovation and Employment (MBIE) guidance document on repairing and rebuilding houses affected by the Canterbury earthquakes - www.building.govt.nz/building-code-compliance/canterbury-rebuild/ Appendix A3 page A3.1.

Provide cross section details where applicable:

- Cross section through building showing flue penetration through floor joists/fire protection (only required if the flue penetrates through an intermediate floor and the building is two or more stories in height).
- Cross section through building showing roof material and flashing details of the flue (only required if flue penetration is new).

Second hand solid/liquid fuel burners cannot be installed unless:

- A current clean air approval label is attached to the appliance (not applicable to some minor rural areas of Christchurch).
- Written evidence is provided to show that the appliance meets Building Code requirements. (An acceptable method is a satisfactory report from the manufacturer or manufacturer's agent.)
- A new inner flue is required in all cases.

Liquid fuel storage:

- Show type of fuel (e.g. diesel, home blend, kerosene), size and location of the fuel storage tank in relation to the building and site boundaries. Wall openings (windows or doors) and wall cladding material within one metre of the storage tank should be shown (including neighboring properties).

Certification that the storage tank complies with AS1692.