Applying for a building consent to install a solid fuel burning appliance (Residential Only)

This information sheet provides guidance on the details we require you to provide when applying for a building consent to install a solid fuel burning appliance in a residential dwelling

**1. GENERAL**

**a.**  The building consent application form is **completed online at** [**Online Services**](https://onlineservices.ccc.govt.nz/epathway/production/web/default.aspx) **(only use a** [**B‑002**](https://www.ccc.govt.nz/consents-and-licences/building-consents/building-consent-forms-guides-fees/building-consent-forms-and-guides/) **application form if you are making a hardcopy application)**

**b.**  To provide **proof of ownership:**

 Attach one of the following showing full name of legal owner(s) of the building:

* Record of title
* Lease
* Agreement for sale and purchase
* Other document

**c.** **Relationship to owner:**

 You as agent must state the details of the authorisation from the owner to make application on the owner’s behalf (e.g. contractual agreement etc). **Please note:** This question **must be** answered before your application for building consent can be processed.

**d.** **Application Fee:**

 Fees payable are set out in the Building consents fee schedule available on our [website](http://www.ccc.govt.nz/the-council/fees-and-charges/fees-building-control) and will be invoiced on acceptance of the application

**2. THE PROJECT**

**a. Details you will need to provide on the application form about the solid fuel burning appliance:**

* Make and model
* Authorisation number
* If it is a new or second-hand appliance
* The installation type; in-built, insert or freestanding
* The fuel type; wood, multi fuel, wood pellets or coal
* If the appliance is fitted with a re-circulation fan
* The distance from the flue to the ridge (metres)
* The distance from the flue to neighbouring structure (metres)
* If the existing or proposed installation involves a wetback. Either disconnecting existing, replacing existing wetback or installing a new wetback
* If a wetback is involved the name, address and license number of the certifying plumber
	+ Please note, when a new wetback is being installed, an anti-scalding device must be fitted in the supply from the hot water cylinder to hygiene fixtures. This requirement does not apply if an existing wetback is being replaced or is existing elsewhere in the hot water system. The hot water cylinder must be open vented.
* If it is replacing an existing operational solid fuel burning appliance
	+ If it is replacing an existing operational solid fuel burning appliance confirm the age of the existing solid fuel burning appliance (to the nearest year) and provide Building Consent number (if known) for the installation.
	+ If it is not replacing an existing operational solid fuel burning appliance, 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)

**b.** **Manufacturer’s installation specifications/instructions**

 Attach the manufacturer’s installation specifications/instructions for installing and using the solid fuel burning appliance. The specification/instructions must be specific to the make and model of the solid fuel burning appliance to be installed.

**c.** **Flue details**

* **Flue Height:**  The minimum flue heights are specified in AS/NZS 2918:2001 (Domestic solid fuel burning appliances – Installation) or in the manufacturer’s installation instructions.
	+ Note, where downdraught conditions may exist (usually caused by the flue terminating downstream of a nearby obstruction to airflow), 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 building code performance B1.3.3. The flue may need lateral bracing to withstand wind-load. If applicable, please include details of flue bracing.

**d. Floor plan to 1:100 scale of all floor levels showing:**

* Location of the solid fuel burning appliance (also location of existing appliance if different from proposed).
* Location of all walls, windows and doors, with the designated use of all spaces (for all floor levels).
* Location of the existing/proposed smoke alarm system that complies with the current smoke alarm standards. The location of each smoke alarm must be marked on the floor plan. Smoke alarms will be inspected and tested prior to the issue of the code compliance certificate.
* Location of the existing hot water cylinder if an appliance with a wetback is to be fitted.

**e. Other details:**

* Provide the following cross section details where applicable:
	+ Cross section through building showing roof material and applicable flue flashing details (only required if outer flue is new)
	+ Cross section through building showing safety clearances of flue penetration through floor construction (only required if the flue penetrates through an intermediate floor where the building has two or more levels.
* If this is an insert or inbuilt appliance installation to a structure built before 2011, provide verification of the structural integrity of the existing fireplace/chimney. Verification includes a report from a suitably qualified or competent person and should include photos of the fireplace/chimney.
*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/](http://www.building.govt.nz/building-code-compliance/canterbury-rebuild/) *Appendix A3 page A3.1*
* If a second-hand solid fuel burning appliance:
	+ A current clean air approval label must be attached to the appliance (not applicable to some rural sites that are greater than two hectares in size).
	+ Evidence that the installed appliance will meet NZ Building Code requirements. (An acceptable method is a written report from the manufacturer or manufacturer’s agent.)
	+ A new inner flue will be required in all cases.