



Solid Fuel Building Consent Application Checklist

Form 2 (SF) (in conjunction with Form 2)

Project address:	Project N°:
	Complexity:
	Date Received:

NB: The following is required on application in sufficient detail to show compliance with aspects of the District Plan and the New Zealand Building Code. Additional information may be requested during processing of the application.		Supplied	N/A	Council
Online Application Form 2: COMPLETED (ensure mandatory fields are completed)	<input type="checkbox"/>			<input type="checkbox"/>
Plans and specifications:	<input type="checkbox"/>			<input type="checkbox"/>
• One copy of plans and specifications				
Site Plan	<input type="checkbox"/>			<input type="checkbox"/>
• Must include legal description and or site address	<input type="checkbox"/>			<input type="checkbox"/>
• Where there are multiple buildings/dwellings on site – label the building that the wood burner is going into	<input type="checkbox"/>			<input type="checkbox"/>
Application fee: (GST Incl) For Building, alterations and other projects See KDC Fees and Charges on website An invoice will be issued on receipt of application	<input type="checkbox"/>			<input type="checkbox"/>
Record of Title (Including schematic maps, no older than 3 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• This must be supplied with all applications without exception.	<input type="checkbox"/>			
• Sale and Purchase agreement accompanied by a Record of Title in the name of the current owner, as above, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
• Obtainable online from Land Information New Zealand				

FLOORPLAN (<i>Information should include the following:</i>)	Yes	No
Each room should be labelled with use particularly sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Placement of fireplace/hearth and distance to external openings ie. doors/windows. Curtain/blind information if the fireplace is a meter or closer to an external opening ie. doors/windows	<input type="checkbox"/>	<input type="checkbox"/>
All doors/windows in the room of installation to be shown	<input type="checkbox"/>	<input type="checkbox"/>
Add a note 'No structure will be compromised during the installation of the fireplace'	<input type="checkbox"/>	<input type="checkbox"/>
Interconnected smoke detectors in all bedrooms, hallways, living areas.	<input type="checkbox"/>	<input type="checkbox"/>
ELEVATION (<i>Information should include the following:</i>)	Yes	No
The roof pitch and roof cladding type – include elevation photo	<input type="checkbox"/>	<input type="checkbox"/>
Flue details including flue height, location in relation to ridge, and flashing details	<input type="checkbox"/>	<input type="checkbox"/>
The window/door openings and type of opening e.g. slider or top hung window	<input type="checkbox"/>	<input type="checkbox"/>

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SPECIFICATIONS (<i>Information should include the following</i>):	Yes	No
Make and Model	<input type="checkbox"/>	<input type="checkbox"/>
The most current specification for the proposed fire appliance that includes installation details, clearances, fixing details etc. and owner maintenance information.	<input type="checkbox"/>	<input type="checkbox"/>
Installation details including clearances, fixing details etc.	<input type="checkbox"/>	<input type="checkbox"/>
Details of roof penetration including the proposed flashing, and mid floor penetration details if applicable	<input type="checkbox"/>	<input type="checkbox"/>
The flashing technical/installation specifications	<input type="checkbox"/>	<input type="checkbox"/>
Clean air approval if the property area is less than 2 Ha	<input type="checkbox"/>	<input type="checkbox"/>
Current specifications for proposed flue	<input type="checkbox"/>	<input type="checkbox"/>
Wet back specifications and plumbing schematic including Hot Water Cylinder details if applicable	<input type="checkbox"/>	<input type="checkbox"/>

SECOND HAND UNITS (in-built/insert fires)	Yes	No
Make and Model	<input type="checkbox"/>	<input type="checkbox"/>
Third party report on appliance including detail of existing chimney/flue	<input type="checkbox"/>	<input type="checkbox"/>
Comment on compliance with latest emission standards	<input type="checkbox"/>	<input type="checkbox"/>
Wet back - compatibility with HWC (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION

Means of Compliance with the New Zealand Building Code clauses to be considered in the application for a fireplace should be B1, B2, E2, F7, G4 and G12 if a wet back is going to be installed.

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