

**APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT
FOR RESIDENTIAL WOODFIRE**



This form is to be used for applications for residential woodfires only.

PROPERTY DETAILS

Street Address:

 Legal Description of land where building is located:
 Lot: DP:
 Sec: Block: SD:
 Building Description:
 Floor Area in metres²
 Current Use:
 Year first constructed (if applicable):

THE OWNER

Full Name:
 (Dr, Mr, Mrs, Miss, Ms and the contact persons name if company, trust or similar)
 Contact Person:
 Postal Address:

 Street Address:

 Phone: Mobile:
 Fax: After Hrs:
 Email:
 Website:

THE AGENT

Name of Agent
 (Only required if application is being made on behalf of the owner)
 Contact Person: Relationship to Owner:
 Postal Address

 Street Address/Registered Office
 Phone: Mobile: Email:
 After hours: Fax: Website:

APPLICATION

The following evidence of ownership is attached to this application (**tick applicable boxes**):

- Copy of Certificate of Title, no older than 6 months old, and where applicable;
- Lease
- Other Documentation showing Full name of Legal Owners of the Building

First Point of Contact:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent
Who will be paying for this Application:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent
Postal Address for Correspondence:	<input type="checkbox"/>	Owner	<input type="checkbox"/>	Agent

I request that you issue a:

- Project Information Memorandum
- Building Consent
- Both

Signature of owner/agent on behalf of and with the authority of the owner.

.....
Signature

.....
Date

I/we require that my/our Plans Specifications be treated as confidential in order to protect the security of the building.

THE PROJECT

Type of Woodfire?		In-built	Free standing
Wet back		New wetback	Existing wet back
			No wet back

(If wet back, state craftsman plumber's details below)

Make		Model	
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New		Second hand	
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\$ Estimated value of the Building Work

RESTRICTED BUILDING WORK AND LICENSED BUILDING PRACTITIONERS

Restricted Building Work	Licensed Building Practitioner	License Number
Craftsman Plumber: <i>(Required for Wetback installations only)</i>	Name: Address: Phone:	
Installer: <i>(Can be company name)</i>	Name: Address: Phone:	<i>Not required until Nov 2010</i>
Other: <i>(for work associated with fire installation e.g. alteration to structure)</i>	Name: Address: Phone:	<i>Not required until Nov 2010</i>

COMPLIANCE WITH NEW ZEALAND BUILDING CODE

Clause

Tick relevant building code clauses

- B1** Structure
- B2** Durability
- C1** Outbreak of fire
- E2** External moisture
- F7** Warning systems
- H1** Energy efficient
- Other
- Other
- Other

Means of Compliance

(Refer to the relevant compliance document(s) or detail of alternative solution in the plans and specifications. If not applicable, write N/A)

Alternative Solutions

	B1/AS2	NZS 4229	NZS 3604	NZS 4203	
	B2/AS1	NZS 3604	NZS 3101	NZS 3602	
	C1/AS1	AS/NZS 2918			
	E2/AS1		Specific Design		
	F7/AS1	AS/NZS 1668	NZS 4512	NZS 4515	
	H1/AS1	NZS 4214	NZS 4218	NZS 4243	

Waiver/Modification to Building Code

State nature of waiver or modification.

WOODFIRES CHECKLIST

How to use this Checklist

Use this checklist when finalising your building drawings and plans to assist you to lodge a complete application and to avoid delays in processing. Your application will be accepted based on this checklist to ensure that it has sufficient information to commence processing.

- All items on this checklist must be ticked to show that they are either provided (**Provided**) or are not applicable to project (**N/A**).

Later, additional information may be requested during the processing of your building consent to confirm compliance with the Building Code. Processing time will be suspended until information is received.

<i>Applicant Use</i>	P - Information	N/A - not applicable to this project
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- | | | |
|--------------------------|--------------------------|---|
| Provided | N/A | 1. Minimum building consent application documentation |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Complete application forms |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Two sets of plans and two sets of specifications and other documentation for both fire and flue |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Plans drawn in black ink (not pencil or red pen) |
| Provided | N/A | 2. Floor Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Floor plan for each level with use of each area designated |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Location of woodfire to be shown; confirm if fireplace is inbuilt or freestanding |
| <input type="checkbox"/> | <input type="checkbox"/> | (c) Smoke detectors indicated (must be in or within 3m of each bedroom) |
| <input type="checkbox"/> | <input type="checkbox"/> | (d) Window and door openings, specifying in a metric scale distance and nearest opening to a fireplace |
| <input type="checkbox"/> | <input type="checkbox"/> | (e) Method of fixing woodstove to the floor Dynabolt or Tek Screwed |
| Provided | N/A | 3. Water Heating |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Piping layout if wetback is to be installed |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Tempering valve details |
| Provided | N/A | 4. Specifications |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Manufacturer's Specifications for make and model being installed |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Flue details |

Other Information that may be required

- | | | |
|--------------------------|--------------------------|---|
| Provided | N/A | 5. Second-hand woodfire (over 2 years old) |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) Confirm new flue to be installed |
| <input type="checkbox"/> | <input type="checkbox"/> | (b) Letter from member of the Home Heating Association confirming that the woodfire has been inspected and is suitable for reinstallation. |
| Provided | N/A | 6. Other supporting documentation or plans |
| <input type="checkbox"/> | <input type="checkbox"/> | (a) This is a generic checklist for this project type. There may be other information that you know about, specific to your project or site, that has not been covered in the above items |

Please sign and date when you have completed both your application and checklist.

Applicant Signature: _____ **Date:** _____

Office Use Only

Checking Officer Signature: _____ **Date:** _____

Fireplaces are one of the oldest ways of introducing warmth into houses. Fireplaces can be dangerous and regulations exist to ensure that the potential risk to your family is minimised.

Do I need to get a building consent for a fireplace?

Yes - it is a legal requirement under the New Zealand Building Act 2004. The Act requires all owners installing fireplaces, for both open fires and solid fuel heating appliances ('fireboxes'), to obtain a building consent before installation. A building consent helps to make sure that the fireplace meets all safety standards.

Make sure you have a final inspection prior to using your new woodfire. If the inspection passes, the Council will issue your code compliance certificate (CCC).

What if a fireplace is installed without consent?

The health and safety of occupants may be at risk if an illegally installed fireplace causes damage to your property and your household insurance may be invalid.

Are there different types of fireplaces?

Yes. There are inbuilt and freestanding fireplaces. Freestanding fireplaces stand away from the wall and the flue pipe is clearly visible (the flue pipe is the passage that the smoke travels through). Inbuilt fireplaces are partly encased inside a building structure and you cannot see the flue pipe.

Can I put a firebox into an existing fireplace?

Yes - but be very careful. Any materials near these appliances need to be properly protected by maintaining clearances or by the use of adequate screens (clearances are the distances between).

Council will inspect the opening prior to the insert being installed. The manufacturer's specifications for the insert must be followed.

Follow the manufacturer's instructions when installing fireplaces. Any variation from these instructions must first be discussed with a Council building officer.

What do I need to know if I'm installing a second-hand firebox?

Fireboxes also require a building consent. They must first obtain a certificate, from the Home Heating Association of New Zealand, confirming that the second-hand woodfire is still suitable to use.

The heater and flue system need to be assembled and installed according to the original manufacturer's instructions. The installation instructions are specific to the year and model of the firebox. Using installation instructions from a different year may result in incorrect clearances being used.

All second-hand heaters need to have a new flue.

Wood heaters and flue systems that have been altered in any way from the original specification are considered to be untested for purposes of installation and are to be installed in accordance with the requirements of AS/NZS2918:2001.

Do fireplaces require maintenance?

All fireplaces should be regularly checked for reliability. The best time for a check is in autumn - well before heating is needed.

For inbuilt fires, you will need to check that none of the timber framing around the fireplace is in contact with, or closer than 50 mm to, the outside of the fire surround.

A firebox works best with the fuel that it was designed for. Other types of fuel may be harmful to the appliance and to your family's safety.

A cleaner flue will burn more efficiently and give off more heat, especially in slow combustion heaters. If the chimney is not cleaned, the fire will not draw properly, will burn slower and may smoke.

Frequently-used fireplaces and flues must be cleaned regularly to avoid flue fires. They should be cleaned at least once a year or more often if in constant use.

Smoke Alarms

When applying for a building consent for a fireplace, you will also need to get a smoke alarm installed. Installing a smoke alarm is a part of the building consent. A code compliance certificate will not be issued if a smoke alarm is not installed

Binding interpretations of the acts, regulations and bylaws can be issued only by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a "no liability" basis and in any particular case those concerned should consult their own legal advisor.

FOR COUNCIL USE ONLY

Receipt Number Date

Received By

Application Number

Application and Checklist both completed: ☺ Yes (Only accept application if you can tick the smiley face)