

GUIDANCE INFORMATION

Documentation must cover all aspects identified in this lodgement checklist. The checklist is designed to ensure applicants know up front what information is required, please ensure you read it and answer all questions with the applicable answer. This will ensure your application is processed in a timely manner. For guidance refer to the building consent practice notes on the Auckland Council website.

All applications submitted in hard copy only must be accompanied by 2 x comprehensive sets of documentation.

Standard of documentation

Section 7 of the Building Act defines 'plans and specifications' as the drawings, specifications and other documents according to which a building is to be constructed, altered, demolished or removed.

Please note: the term professional standard does not mean plans have to be drawn by a designer. As long as the plans are drawn to scale, the applicant may draw their own plans. For record-keeping purposes, it is important that each application accurately reflect any new building work. For solid fuel heating applications only, photocopies of previously approved drawings *maybe* used if, the quality of the plans are acceptable. *However*, drawings must be to scale; any stamps relating to that approval removed; and any reference to the work *proposed* under that earlier application updated.

Drawings must be: -

- Produced to scale on white A3, A2 or A1 paper. Minimum font size of 10 or if CAD 2.5.
- Produced in black ink or colour (no freehand drawings)
- each drawing must contain: -
 - a drawing number and title
 - designer's name
 - address of property
 - be dated for version control
- specifications must be project specific and include relevant supporting documentation (installation details)

Producer statement vs inspection

If the appliance is being installed by an approved installer a reduced fee may apply if the installer provides Council with a producer statement construction (PS3). In this circumstance, the producer statement negates the need for an inspection. Producer statements will only be accepted by approved installers who are listed on the Auckland Council Producer Statement register.

N.B. If the appliance includes a wetback, an inspection will be charged on top of the fixed fee to enable council officers to inspect the plumbing work. Plumbing work must be installed by a registered and licensed Plumber.

. For a list of approved authors and their approved scope please visit www.aucklandcouncil.govt.nz

NZ NATIONAL ENVIRONMENTAL STANDARDS & ARC AIR QUALITY MANAGEMENT RULES

There are 2 main sets of regulations that control domestic fires in the Auckland Region:

1. The National Environmental Standards (NES); and
2. Auckland Regional Plan – Air; Land and Water Plan

Guidance information is available to explain the rules and regulations for solid fuel heating appliances. Please refer to AC1808 "How to apply for a building consent for solid fuel heating appliances" for further information on council's website.

Note: some wood-burners are exempt from the National Environment Standards; please refer to our guidance information or the Ministry for the Environment's website for further information <http://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners>

SITE ADDRESS	
Property address:	1334 Sandspit Rd, Sandspit
DECLARATION	
I / We confirm that all the documentation as indicated on this checklist is provided and that the following type of solid fuel appliance will be installed, (please tick ✓ as applicable).	
☐ Freestanding	☒ Insert
☐ In-built	☐ Wetback
To be installed by: Steve Rumley	
Owner / applicant signature:	<i>Sharon Marinovich</i>
Name:	Sharon Marinovich
	Date: 26.8.22

GENERAL REQUIREMENTS							Entire section N/A	☐
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Application form completed in full and signed	☒	☐	☐		
☒	☐	☐	Application fee, note if approved installer, reduced fee may apply	☒	☐	☐		
☒	☐	☐	If specified systems present in building (commercial applications only), please use PIM / Building consent application form AC2130	☐	☐	☒		
☒	☐	☐	Means of compliance section completed in full	☒	☐	☐		
☒	☐	☐	AC2326 Agreement to provide producer statement if using approved author	☒	☐	☐		
☒	☐	☐	Current copy of certificate of title (no older than 90 days); lease agreement, agreement for sale and purchase, or other document showing full name of legal owner(s) of the building (i.e. current rates demand)	☒	☐	☐		
☒	☐	☐	Letter of authorisation from owner if application is submitted by an agent, company or on behalf of a trust.	☒	☐	☐		
FLOOR PLAN (SCALE 1:100 OR 1:50)							Entire section N/A	☐
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☒	☐	☐	Legal description indicated in drawing title (i.e. Lot, DP and street address)	☒	☐	☐		
☒	☐	☐	Location of solid fuel heating appliance identified on floor plan?	☒	☐	☐		
☒	☐	☐	Location of smoke alarms indicated on floor plan?	☒	☐	☐		
☒	☐	☐	Location of all windows and doors in close proximity to appliance shown?	☒	☐	☐		
☒	☐	☐	Location of hot water cylinder, (only required if wetback installed)	☐	☐	☒		
CROSS-SECTIONS (SCALE 1:10 OR 1:20)							Entire section N/A	☐
Customer use			Description	Council use only				
Yes	No	N/A		Yes	No	N/A		
☐	☐	☒	Cross section through building showing flue penetration through floor joists / fire protection (only required if flue penetrates through mid-floor and the building is two or more stories in height)	☐	☐	☒		
☐	☐	☒	Cross section through building showing roof material and flashing details for flue; floor construction (i.e. timber / concrete floor) and type of restraint (i.e. method of fixing appliance to hearth and hearth to floor)	☒	☐	☐		
☐	☐	☒	Cross section through chimney where false chimney surround constructed	☐	☐	☒		

ELEVATIONS / PHOTOS (SCALE 1:100 OR 1:50)										Entire section N/A			☐				
Customer use			Description							Council use only							
Yes	No	N/A								Yes	No	N/A					
☒	☐	☐	Elevation or photo of external wall that the appliance is being installed on to show location of flue (dimensions to be included showing height of flue, clearances from upper storey windows and flue support)							☒	☐	☐					
WETBACK DETAILS										Entire section N/A			☒				
Customer use			Description							Council use only							
Yes	No	N/A								Yes	No	N/A					
☐	☐	☒	Details of valves and water supply pipes							☐	☐	☐					
☐	☐	☒	Type and capacity of hot water cylinder Note: HWC must be NZ approved mains or open vented low pressure system if wetback installed							☐	☐	☐					
OTHER DOCUMENTATION										Entire section N/A			☐				
Customer use			Description							Council use only							
Yes	No	N/A								Yes	No	N/A					
☒	☐	☐	Manufacturer's specifications indicating make and model							☒	☐	☐					
☒	☐	☐	Installation instructions indicating appliance clearances							☒	☐	☐					
☒	☐	☐	Method of ventilation specified (i.e. opening window; air duct; air blower)? • If opening window please describe window dressings (i.e. curtains, blinds)							☒	☐	☐					
☒	☐	☐	National Environmental Standard: details of emission and thermal efficiency ratings for model installed refer http://www.mfe.govt.nz/air/home-heating-and-authorised-wood-burners							☒	☐	☐					
			<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Authorisation number</td> <td>ECAN</td> <td>142832</td> <td>Nelson</td> <td></td> </tr> </table>							Authorisation number	ECAN	142832	Nelson		☒	☐	☐
Authorisation number	ECAN	142832	Nelson														
☒	☐	☐	In-built / insert fires: third party report on condition of existing chimney required							☒	☐	☐					
☐	☐	☒	Second hand appliance: third party report on condition of appliance, third party must also confirm that the appliance complies with emission standards							☐	☐	☒					
☐	☐	☒	Heritage buildings: approval required from Heritage NZ and / or Planning Team							☐	☐	☒					
RESTRICTED BUILDING WORK (RBW)										Entire section N/A			☒				
Customer use			Description							Council use only							
Yes	No	N/A								Yes	No	N/A					
☐	☐	☐	If RBW, has an exemption of building work been requested under exemption 2 of Schedule 1?							☐	☐	☐					

COUNCIL USE													
Consent number:		BCO10355877				PIM number:							
Other relevant consent numbers:													
Building complexity level?		R1 ☒		R2 ☐		R3 ☐		C1 ☐		C2 ☐		C3 ☐	
Application accepted: (please circle)				Yes		No		If NO, state the reason(s) why application not accepted below in comments section:					
Name of Lodgement Officer:		Lorna Andrew				Signature:				Date:		29.08.22	
COMMENTS													