



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.

Additional information may be requested during the processing of your application to confirm compliance

with the Building Code. Processing time will be suspended until information is received.

The relevant New Zealand Building Code clauses are shown in the checklist headings.

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

OFFICE USE

Applicant use

P - Information provided

N/A - Not applicable to this project

P N/A

- Radio buttons for P and N/A

1. Type of wood burner (NZBC B1, B2, E2)

- a. Make, model, manufacturer's specifications and installation instructions.
b. Manufacturer's flue kit and instructions for that model.
c. It is a clean air approved model for properties under two hectares.

CONSENT PROCESSING USE ONLY

- Radio buttons for Passed, Failed, More information, Not applicable

Comments:

Comments input field

P N/A

- Radio buttons for P and N/A

2. Minimum building consent application documentation

- a. Complete application forms.
b. Two full sets of plans and specifications.
c. All plans drawn to a recognised metric scale, include enough surrounding area on the floor plan to be able to locate and recognise where the wood burner is being installed (draw in black ink).

CONSENT PROCESSING USE ONLY

- Radio buttons for Passed, Failed, More information, Not applicable

Comments:

Comments input field

P N/A

- Radio buttons for P and N/A

3. Floor plan

- a. A floor plan showing the location of the wood burner, if two storey show both floor areas affected.
b. Show all distances from walls, windows and curtains.
c. The floor protector specifications and hearth size, construction details and clearances are to be shown.
d. Smoke detectors shown within 3m of bedroom doors (fitted with Hush Button facility). (F7/AS1)
e. Confirm that the wood burner is fixed to the floor.

CONSENT PROCESSING USE ONLY

- Radio buttons for Passed, Failed, More information, Not applicable

Comments:

Comments input field

P N/A

- Radio buttons for P and N/A

4. Flue height

- a. The minimum height of the flue above the roof is shown to comply with
AS/NZS 2918:2018 Alternative solution (provide details below)

Alternative solution details input field

CONSENT PROCESSING USE ONLY

- Radio buttons for Passed, Failed, More information, Not applicable

Comments:

Comments input field

P N/A

- Radio buttons for P and N/A

5. Flashing type (NZBC B2, E2)

- a. Concrete tile roof with lead flashing.
b. Metal tile or profiled metal roof with EPDM flexible boot flashing and/or soaker flashing.

CONSENT PROCESSING USE ONLY

- Radio buttons for Passed, Failed, More information, Not applicable

Comments:

Comments input field

**OFFICE USE**

Applicant use      P - Information provided      N/A - Not applicable to this project

P    N/A

**6. Wetback (NZBC G12/AS1)**

- a. Wetback/hotwater booster location (show location of the floor plan if applicable).
- b. Provide full details of the hot water cylinder type and wetback piping system in accordance with
  - NZS 4603:1985 Part 4     AS/NZS 3500.4:2015
- c. Other.

**CONSENT PROCESSING USE ONLY**

Comments:

- Passed                       Failed
- More information     Not applicable

P    N/A

**7. Inbuilt specific information (NZBC B1/B2)**

- a. Identify where the wood burner is going to be placed.
  - Existing alcove                       New alcove
- b. For purpose made alcove, provide full construction details, alcove size and information on the proposed heat screening materials and clearances.

**CONSENT PROCESSING USE ONLY**

Comments:

- Passed                       Failed
- More information     Not applicable

**Other information that may be required**

P    N/A

**1. Second-hand wood burner (more than two years old)**

- a. Confirm new flue to be installed.
- b. Letter from member of the Home Heating Association confirming that the wood burner has been inspected and is suitable for reinstallation.

**2. Other supporting documentation or plans**

This is a generic checklist for this type of project. You may provide other information specific to your project that has not been covered in this checklist.

**OFFICE USE ONLY**

Application accepted?	<input type="radio"/> Yes <input type="radio"/> No	Date of acceptance	<input type="text"/>
Further information required?	<input type="radio"/> Yes <input type="radio"/> No	Officer	<input type="text"/>

**CONSENT PROCESSING USE ONLY**

- Further information required?     Yes     No
- Further information received?     Yes     No

This building consent application has been assessed under the Building Act 2004 section 112(1)(b). If this building complies or non-compliance is present before the work detailed within this consent commences, it has been assessed that the building will continue to comply to at least the same extent as before this proposed alteration in relation to means of escape from fire.

I confirm that I have evaluated the proposed project against all items in the checklist. Based on the information provided by the applicant, the project complies with the Building Code and the building consent will be granted.

<input type="text"/>	<input type="text"/>
Building Officer (Consents)	Date