



Document type

Procedure: Managing solid fuel appliance applications

Document no

BLD-5.2-PROC

Purpose

The purpose of this document is to describe the processes required to lodge and process solid fuel appliance applications.

Scope

This document covers the steps to be followed when solid fuel appliance applications are lodged and processed at Auckland City Environments.

References

This document refers to the following:

CENV 4080, Application for project information memorandum and building consent – Installation of Solid Fuel Appliance

BLD-3.2-PROC, Managing a customer enquiry

BLD-18.2-PROC, Consent processing

BLD-9.2-PROC, Project information memorandum

BLD-28.2-PROC, Inspections

BLD-31.2-PROC, Code of compliance certificate (CCC)

PRNT 0016 Solid Fuel Appliance Checklist

Roles and responsibilities

Building control manager: Ensures that building officials and streamers have the appropriate competence to undertake the procedures listed below.

Quality manager: Audits the procedures involved when processing of solid fuel appliance applications.

Building support officer: Undertakes the processing of the solid fuel appliance applications.

Abbreviations

- BC Building consent
- BCA Building consent authority
- NZHHA New Zealand Home Heating Association
- PIM Project information memorandum
- TA Territorial authority

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Approved by				
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Procedure

Step #	Description	Responsibility
1	<p>Application received The application may be received either by mail or in person. Refer to BLD-3.2-PROC, Managing a customer enquiry</p>	<p>Building support officer</p>
2	<p>Application checked Before the application details are entered into WorkSmart, check the following items:</p> <ol style="list-style-type: none"> 1. CENV 4080 is completed in full. 2. Applicant's details: match up with the address listed in Pathway. change of ownership requires a copy of the Certificate of title. 3. Paper work complies with the appropriate standards. 4. Required attachments are submitted in duplicate, ie. <ul style="list-style-type: none"> • Make and model type • Installation instructions • Floor plans showing window/s and smoke detector location/s in accordance with F7 clause 3.1 NZ Building Code • Wetback details (if applicable) 5. Other documents: any producer statement application (NZHHA). 6. Correct fees received. <p>If a fireplace is being installed by an installation technician of the NZHHA, then attach a copy of the installation technician's certificate. If the solid fuel appliance is not being installed by an installation technician of the NZHHA, then the appropriate inspections will be required and fees paid. Contact NZ Home Heating Association on 0800 866 667 or 09 414 4300</p>	<p>Building support officer</p>
3	<p>Lodge into WorkSmart both BC and PIM numbers Open WorkSmart to generate the unique BC application number. When all details have been completed the BC lodgement is complete. To lodge the PIM refer to: BLD-9.2-PROC. Record this PIM number on the application form, CENV 4080.</p>	<p>Building support officer</p>
4	<p>Lodge application into Workbench Open Workbench and enter the required fields. Questions regarding producer statements and wetback details are asked. If a producer statement has been submitted with the application, then following the procedures described in BLD-18.2-PROC. If a Wetback is to be installed, the application is then processed by a building official. Refer to BLD-18.2-PROC. If not, create a Workpacket and process accordingly.</p>	<p>Building support officer</p>



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5	Create Workpacket and process Enter details into the appropriate field. Go to step 7, if the application has had a producer statement provided on lodgement. If not, proceed to the step 6.	Building support officer
6	Add inspection fee to invoice Add an inspection fee so that the TA/BCA can carry out an inspection when requested.	Building support officer
7	Create invoice The following fees are calculated automatically, ie. lodgement fee and, PIM administration and lodgement fee.	Building support officer
8	Prepare PIM document and issue PIM Refer to BLD-9.2-PROC.	Building support officer
9	Update Workbench and WorkSmart When Workbench and WorkSmart are updated, the PIM is issued.	Building support officer
10	Prepare BC report in Workbench Open Workbench and enter the PIM application number. Note: the document is saved under the BC number, not the PIM number.	Building support officer
11	Update WorkSmart BC issued If an inspection is required, issue a BC and then follow the procedures described in BLD-28.2-PROC. If not, issue a BC and when the request for a CCC is made then follow the procedures as described in BLD-31.2-PROC.	Building support officer