



Clutha District Council

Building Consent Application Checklist Heating Appliances

Application details required before a building consent can be processed by Council staff

The purpose of this customer information is to assist you in making an application for a Building Consent for a Heating Appliance.

If you present the information described, together with accurate and well presented drawings, then your application will be processed quickly and efficiently. Further information may be requested to clarify compliance with the Building Code.

Application

- Has an application form for installation of a heating appliance been completed?
- Has the application form been correctly signed and dated?
- Has the correct total value of building work been shown? Note the value should include a labour content.
- Have you paid the required fee?

Full House Floor Plan

- Have you included a detailed single line drawing showing exactly where in the dwelling the heating appliance is to be installed?
- If smoke alarms are not installed yet, are the locations you intend to put them clearly identified on the floor plan?

Other Information

- Have the manufacturer's installation instructions been provided detailing the following:
 - Make and model
 - Flue installation details
 - Hearth thickness and clearances
 - Clearances from combustible surfaces
 - Compliance with Otago Regional Council Air Plan
 - Compliance with the Ministry for the Environment National Environmental Standards for Wood Burners.

NB: If the plans or specifications are not complete or drafted to a satisfactory standard, there may be delays in issuing the Building Consent.

For Office Use

Owner's Name: VNZ No:

Receiving Officer: Date:

Action Taken: Returned Accepted for processing Approved for Issue