



Heating Unit

Form Ck 7

Version
2006/07

Processing Check Sheet

Building Consent No: Property Address: File Reference:	Definitions:	
	<input checked="" type="checkbox"/>	Denotes box applicable hardcopy version
	<input checked="" type="checkbox"/>	Denotes box applicable electronic version
	Comp	Complies with acceptable solutions B Code
	N/A	Construction sequence not part of project
	Not Appl	Construction element not part of sequence
	Fur Info	Further information needed for processing
Add Info	Additional details required on Fur Info	

Further Information Required for Issuing Protect Form to enter appl

Further Information Required: (Not electronic till Pathways 06-07)	Date Provided	Comp Code	Add Info	Date Additional Info Provided
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

BC Officer Processing

Heating	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information Help Link
Method of heating	Multi <input type="checkbox"/> Wood <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other:				
Wood-burner < 2 ha site omissions/effic		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diesel supply filter, cut-off & isolating	AS 1691 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diesel tank location to window/boundary	AS 1691 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Diesel room venting for combustion	AS 1691	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder open vented or closed circulating heat exchanger used	G12 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder exhaust insulation	G12 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetback cylinder tempering valve (except replacing existing)	G12 37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pumic-concrete-masonry chimney	B1-C1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy certificate for gas	Policy NZBA 92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					

Fire Spread/Egress	N/A to project	<input type="checkbox"/>			<input checked="" type="checkbox"/> Protect Form to enter appl
Building Element	Refer Doc	Comp Code	Not Appl	Fur Info	Further Information Help Link
Dead end lengths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open path lengths	C2 Pt 3 93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke alarms	F7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative Solution & Basis of Approval					

BC Officer Finalise Processing

1. Determine all further information requested satisfies provisions of NZ Building Code.
2. Determine construction prompts to be entered:
 - PIM
 - Inspections required for project
 - Construction Prompts in general order of construction sequence
3. Sign-off workflows in Pathways.
4. Set-up workflows if application needs referred to other sections of Council before issuing.
5. Secure separately applicants information to be posted out with issued consent and Council's file copy. This could include:
 - Development contributions notices (Section 36)
 - Resource Management certificate (Section 37)
6. Stamp each page of the plans with the red "omission stamp" including cover page of specification.
7. Stamp top copy of plans with "consent no/processing officer/date stamp.
8. Ensure processing time, any additional processing time and any additional charges are entered in the "For Council Use Only" area on the back of application form.
9. Transfer any additional processing charges to the "Consent Fees" section on the cover page of the application.
10. Ensure required inspections specified in the endorsements are reflected in the fees to be charged in the "Consent Fees" section on the cover page of the application.
11. Ensure levies charges are correct in relation to the value of the building work.
12. The floor area is entered into the appropriate area of the cover page.
13. Sign-off application for Building and/or Plumbing and Drainage areas in "For Council Use Only" area.
14. **Print off and sign/date Processing Check Sheet and attach to Council's file copy.**
15. **Forward to Signatory for final sign-off.**

BC Officer:

Date: