



This form is to be used for applications for residential wood burners only. If your project involves any building work in addition to the installation of a wood burner, please use the standard application form for a PIM and/or building consent.

1. Property details

1a. Site address
(Specify unit/level number, location of building within site/block number, building name and street name)

1b. Legal description

1c. Rapid number

2. Property owner details

2a. Full name

First name(s)

Surname

2b. Contact person
(If owner is a corporation, partnership or trust)

2c. Postal address
(Include postcode)

2d. Contact details

Home

Work

Mobile

2e. Email

3. Applicant details

3a. I am the

Property owner
As stated in section 2.
Proceed to 3f.

Lessee
Provide details below

Agent authorised
by owner/lessee.
Provide details below

3b. Full name

First name(s)

Surname

3c. Postal address
(Include postcode)

3d. Contact details

Home

Work

Mobile

3e. Email

3f. Preferred means for formal correspondence

Mail

Email

Please turn over

OFFICE USE ONLY

Date received

Time received

Received by

Scale code

Property #

Land #

Owner #

Application #

Document #

Amount paid

4. The project

- 4a. Type of wood burner In-built Free standing
- 4b. Wetback New wetback Existing wetback No wetback

If wetback, state certifying plumber's details below:

Plumber's name and registration number

Name of plumber

Registration number

Address

Contact details

Phone

Email

4c. Make

4d. Model

- New model Second-hand model

4e. Estimated value of the building work

 Including GST

5. Applicant's declaration

I request that you issue a building consent for the building work described in this application.

PRIVACY STATEMENT:

Information on this form is to be provided under the Acts, regulations and bylaws administered by New Plymouth District Council and is required to process your application. This information, including your personal information, has to be made available to the members of the public and media including business organisations upon request. In appropriate circumstances, it may also be made available to other units of NPDC, NPDC's approved contractors and other government agencies. Under the Privacy Act 2020, you have the right to access the personal information held about you by NPDC and you can also request that NPDC correct any personal information it holds about you.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that NPDC will send all invoices and refunds for fees to me and I will be responsible for, and indemnify NPDC in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature of applicant

Date



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