

**PLEASE NOTE: LODGING YOUR BUILDING CONSENT APPLICATION**

When the drawings and specifications are finished, complete a Building Consent Application Form (Form 250) and this Check Sheet.

You must provide 2 copies of each of the following: (unless otherwise indicated)

- Plans    Specifications    Engineers Documentation

## Check sheet – Solid Fuel Heaters

**If the installation includes a wetback, please use Form 200 Single Residential Dwelling Checksheet**

**Address:** \_\_\_\_\_

Use this check sheet to help you lodge a complete application and to avoid delays in processing.

Please attach the completed check sheet and **two copies** of the following information (unless otherwise specified) with your completed application form.

Please tick each relevant box in the customer use column as you attach the information. If the box is not relevant to your application, write **NA** across the box. Please check each section carefully and complete those sections that are relevant to your project.

Once you have attached all the required information, please check it is complete as an incomplete application or lack of supporting information will mean that your application cannot be accepted for processing.

### GENERAL:

**Complete for all applications.**

Customer  
Use ✓

Office Use  
only ✓

	a) <b>Building Consent Application Form</b> (one copy) Completed and signed by the owner or by an agent on behalf of the owner.	
	b) <b>Proof of Ownership</b> (one copy) The Council can usually confirm ownership through its rating information if you have owned the property for more than a few months. Otherwise: if you <ul style="list-style-type: none"><li>• Have purchased the property recently (last three months), please provide a copy of your certificate of title.</li><li>• Have not yet completed the purchase of the property, please provide a copy of the purchase agreement.</li><li>• Lease the property, please provide a copy of the relevant portions of the current lease to show you have authority from the owner to do the work.</li></ul>	
	c) <b>Locality Plan (1:100) showing:</b> <ul style="list-style-type: none"><li>• Physical location of the building in relation to streets or landmarks, north point and lot and DP number.</li><li>• Location of the building on the site and location of work within the building.</li></ul>	
	d) <b>Application Fee</b> Applications will not be accepted without the appropriate fees – refer to Councils fee structure.	

### FREESTANDING/INBUILT FIRES:

**Complete where the proposal is only for the installation of a fire appliance in an existing building.**

Customer  
Use ✓

Office Use  
only ✓

	a) <b>Floor Plan (not less than 1:100) Showing</b> <ul style="list-style-type: none"><li>• Location of the solid fuel appliance in the dwelling, including proximity to windows. If flue extends through or past a second storey, plans of the upper storeys are also required.</li><li>• Location and type of smoke detectors (required where none are currently installed or where existing smoke detectors need to be replaced or moved).</li></ul>	
	b) <b>Manufacturer's Specifications</b> <ul style="list-style-type: none"><li>• For correct installation and use of solid fuel appliance.</li><li>• The specifications must relate to the specific make and model of the fire appliance being installed. Alternatively, state the generic standard being applied.</li></ul>	

	<b>c) Flue Details</b> Where these are not included in the manufacturer's specifications.	
	<b>d) Weatherproofing Details</b> Flashing details for the flue penetrations.	
	<b>e) Secondhand Appliances must have an acceptable Producer Statement</b> Producer Statement must be from an expert source, be on firms' letterhead, state the residual durability of both the appliance and/or the flue, and be signed and dated.	

**For Office Use Only: Office/Officer verification**

All required documents present, application accepted

Signed: \_\_\_\_\_

<b>Formally Received Date:</b> _____
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Lodgement Fee Payable \$

Application Declined, details required for items above marked **X**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only: Customer service Officer**

Application Date Stamped  
 Monies Received and Receipted

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_