**Shape

Description automatically generated with medium confidence**

## FIREPLACE INSTALLATION

##### APPLICATION AND CHECKLIST – Electronic copies please email to [lodgement@chbdc.govt.nz](mailto:lodgement@chbdc.govt.nz)

* Please supply 1 copy of the manufacturer’s specifications for the

fireplace, including installation and emissions test results. These **must be** full instructions

to install the free standing or inbuilt fire box, not just indicative clearance distances, and MUST

include how the heater and hearth slab are connected to the floor of the property.

🖵

* Please supply 1 copy of the flue manufacturer’s installation

specifications and not just the type (These are often different to indicative pictures

shown in glossy brochures, please ensure they are manufacturer specific).

🖵

* Please supply 1 copy of the roof penetration flashing and any

framing details. (Please indicate what type of roof cladding you have and

the approximate roof pitch in degrees).

🖵

* Please supply wet back installation details if applicable, and details of how

you will ‘temper’ the hot water temperature.

🖵

* Please supply 1 set of accurate house floor plans showing the position of the new

heater and the positions and types of smoke alarms required by the building code.

Please indicate whether these alarms are on or going on to flat ceilings or sloping.

🖵

* Please supply a current Certificate of Title (CT) with diagram or a Rates Demand, less than

3 months old as proof of ownership of the property.

* Your building plan must be drawn on a site plan that matches you CT diagram (map)
* (An aerial photograph of your property and building may be acceptable, and you can use

our [GIS mapping tool](https://maps.chbdc.govt.nz/IntraMaps96/?project=CHBDC&module=Land) )

* An agreement for Sale and Purchase is acceptable when a CT or Rates Demand

is not available. 🖵

* If your property has multiple dwellings on the title map you will need to indicate

these on an accurate site plan of the property. This must match the CT diagram

and is required to accurately identify which dwelling will have the fireplace installed.

🖵

**Have you complied with and provided all of the above?**

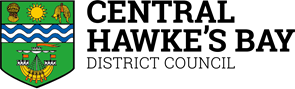
**You must have clearly indicated how you intend to comply with the Building Code**

**Clauses listed. If necessary, please consult your retailer, designer and / or installer to correctly**

**complete this section.**

**All the above is required regardless of what type of fuel burning heater you wish to install.**

🖵

****

## BUILDING CONSENT INSPECTION REGIME

BUILDING CONSENT INSPECTIONS REQUIRED?

Section 7 of the Building Act 2004 defines plans and specifications as follows:

**Plans and specifications**—

(a) Means the drawings, specifications, and other documents

according to which a building is proposed to be

constructed, altered, demolished, or removed; **and**

(b) **Includes the proposed procedures for inspection** during

the construction, alteration, demolition, or removal of a

building; and

*(Excerpt from section 7 of the Building Act 2004)*

Have you supplied an inspection regime for your project? Yes No N/A

☐ ☐ ☐

Would you like the Building Consent Authority to provide

a list of the inspections that they feel are required, to be

satisfied on reasonable grounds that when completed and

passed, should result with the issue of a Code of

Compliance Certificate? ☐ ☐ ☐

**Applicant Name:**

**Signature:** **Date:**

Please email to [lodgement@chbdc.govt.nz](mailto:lodgement@chbdc.govt.nz)

## Application for PIM and/or Building Consent

Section 33 or 45 Building Act 2004 Form 2

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **The Building** [Project Location] | | | |
|  | | | |
| Street address/rapid number of building: [for structures that do not have a street address, state the nearest street intersection and the distance and direction from that intersection]    Section 1 | |  | Legal description of land where building is located: [state legal description as at the date of application and, if subdivision is proposed include details of relevant lot numbers and subdivision consent] |
| Lot: DP: Sec No: |
|  | |  | Blk No: Val No: |
|  | |  | ML No: Blk name & No: |
|  | |  |  |
| Building name: [if applicable] | |  | Location of building within site: [include nearest street access] |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| Number of levels**:** [include ground level and any levels below ground] | |  | Level/Unit number:[if applicable] |
|  | |  |  |
|  | |  |  |
| Area: | Existing floor area: |  | Current, lawfully established, use: [include number of occupants per level and per use if more than one level] |
| New floor area: ­ | |  |  |
| Total floor area: | |  |  |
|  | | | |
| Year first constructed:[approximate date is acceptable e.g.: c1920’s or 1960-1970] | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Owner** [must be completed for all applications and all details must be the owners] | | | | | |
|  | | | | | |
| Name of owner:[include preferred form of title, e.g. Mr, Miss, Dr if an individual and the contact persons name if a company, trust of similar] | | | | | |
| Section 2 | | | | | |
|  | |  |  | | |
|  | |  |  | | |
| Owner’s mailing address: | |  | Street address/Registered office: | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
| Owner’s contact details: | | | | | |
| Landline: Mobile: | | | | | |
| After hours: Facsimile Number: | | | | | |
| Email: Website: | | | | | |
|  | |  |  | | |
| Evidence of ownership**:** [please attach one of the following, as appropriate to the circumstances, showing full name of legal owner(s) of the building/land] | | | | | |
| 🖵 Copy of historical certificate of title, no more than 3 months old | * Agreement for sale and purchase | | | * Lease | 🖵 Other |
| 🖵 Council to obtain historical certificate of title (cost as per Council fee schedule)  If supplying a sale & purchase agreement, a current certificate of title must be supplied, even if it has the previous owners name on it. | | | | | |
|  | | | | | |
| For office use:  **BC No:** | | | | | |
| **Valuation No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| **UPI No:** | | | | | |

|  |  |
| --- | --- |
| **Agent** [only required if application is being made on behalf of the owner] | |
|  | |
| Owner’s authorisation to act as agent: [complete section below, or alternatively: 🖵 authorisation letter attached | |
| I, as owner of the above property, authorise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| to act as my agent. | |
| Signature: [of building owner(s)] Date: | |
|  | |
| *Agent’s mailing address:* | *Street Addresss/ Registered Office:* | |
| *Agent’s contact details:* | | |
| Landline: Mobile: | |  | |
| After hours: Facsimile Number: | |  | |
| Email: Website: | |  | |
|  | |  | |  |
| |  | | --- | | Relationship to owner: [state details and provide written authorisation from the owner to make the application on the owner’s behalf]  First Point of Contact for communications with Council/building consent Authority: (this must be a New Zealand Address)  Full Name:: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |
| --- |
| ***TYPE OF APPLICATION:*** I request that you issue a:  🖵 Building Consent  🖵 PIM (Project Information Memorandum) only  🖵 Building Consent and PIM (Project Information Memorandum)  🖵 Building Consent Only in accordance with existing PIM (Project Information Memorandum) [please complete details below]  *Project Information Memorandum was applied for on \_\_\_\_/\_\_\_\_/\_\_\_\_ [if applicable] was issued on \_\_\_\_/\_\_\_\_/\_\_\_* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **General** | | | | | |
|  | | | |  |  |
| Debtor: [the person responsible for the account] | | | | | |
| 🖵 Owner | 🖵 Agent | 🖵 Other: Address: Phone: | | | |
|  | | | | | |
| First point of contact: [for communications with Council] | | | |  |  |
|  | | |  | |  |
| **Signed by the owner:** | | | **OR** | | **Signed by the agent:** [on behalf of, and with authority from the owner] |
| Signature: | | |  | | Signature: |
| Name: | | |  | | Name: |
| Date: | | |  | | Date: |
|  | | |  | |  |
| Privacy Information: The information you have provided on this form is required so that your building consent application can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has a statutory obligation to regularly forward these to Statistics NZ. The Council stores the information on a public register which must be supplied (as previously determined by the Ombudsman) to whosoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information the Council holds about you. | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Project** | | | | |
|  | | | | |
| Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]      Section 5 | | | | |
|  | | | | |
|  | |  |  | |
| Will the building work result in a change of use of the building? | |  | If yes, provide details of the new use  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 🖵 Yes 🖵 No | |
|  | |  |  | |
|  | |  |  | |
| Intended life of the building if less than 50 years:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | List building consents previously issued for this project (if any): [list who issued the consent, the date of issue and the consent number]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  |  | |
| Estimated value of the building work on which the levy will be calculated (including goods and services tax):  [state estimated value as defined in section 7 of the Building Act 2004]  **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Restricted Building Work** | | | | |
| Will the building work include any restricted building work? **Yes 🖵\*[enter personnel below] No 🖵** | | | | |
| If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted building work:  [if these details are unknown at the time of the application, they must be supplied before the work begins]  With the exception of a Design Memorandum, it MUST be supplied at the time of application | | | | |
| **Name**  **Note:** continue below if necessary | **Licensing class** | | | **Licensed building practitioner number** [or registration number if treated as being licensed under section 291 of the Building Act 2004] |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |

|  |  |  |
| --- | --- | --- |
| **Details for other personnel who will carry out the work** [In addition to any listed above] | | |
| Designer: |  | Builder: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |
|  |  |  |
| Cladding Installer: |  | Roofer: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |
|  |  |  |
| Electrician: |  | Gasfitter: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |
|  |  |  |
| Plumber: |  | Drainlayer: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |
|  |  |  |
| Fireplace Installer: |  | Other [specify]:: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |
| Other [specify]: |  | Other [specify]:: |
| Business/Name: |  | Business/Name: |
| Address: |  | Address: |
| Landline: Mobile: |  | Landline: Mobile: |
| Fax: Registration: |  | Fax: Registration: |

Section 6

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Information Memorandum**  Section 5 | | | |
|  | | | |
| The following matters are involved in the project: | | | |
| 🖵 | Subdivision | 🖵 | Alterations to land contours |
| 🖵 | New or altered connections to public utilities | 🖵 | Disposal of storm water and wastewater |
| 🖵 | New or altered locations and/or external dimensions of buildings | 🖵 | Building work over any existing drains or sewers or in close proximity to wells or water mains |
| 🖵 | New or altered access for vehicles | 🖵 | Building work over or adjacent to any road or public place |
| 🖵 | Other matters known to the applicant that may require authorisations from the territorial authority [specify]: | | |
|  | | | |
| **Building Consent** | | | |
| The Following Plans & Specifications are attached to this application:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Code Compliance** | | | |
| Please supply a design summary with your application or list all of the appropriate design Standards used to demonstrate compliance with the Building Code Clauses below.Please also identify any alternative solutions as part of the application, and where required any waivers or modifications to the Building Code Clauses)  **Please note: Incorrect or incomplete means of compliance, without having identified waivers or modifications or alternative solutions is sufficient reason to refuse this application. Please fill out all of the appropriate boxes here or in your separate design summary.** Email to [lodgement@chbdc.govt.nz](mailto:lodgement@chbdc.govt.nz) | | | |
|  | | | |
| The building work will comply with the building code as follows: [must be completed in full by the designer] | | | |
| **Clause**  Identify which clauses will be involved in the  building work | | **Means of compliance**  Tick N/A if not applicable. **If “☑ Other ” please specify. – Continue on a separate page if required.** | |
|  |  |  |  |
| B1 | Structure | N/A 🖵 VM1 🖵 VM4 🖵 AS1 🖵 AS3 🖵 other 🖵 | |
|  | | | |
| B2 | Durability | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| C1-6 | Protection from fire | N/A 🖵 C/VM1 🖵 C/VM2 🖵 C/AS1 🖵 C/AS2 🖵 C/AS3 🖵 C/AS4 🖵 C/AS5 🖵  C/AS6 🖵 C/AS7 🖵 other 🖵 | |
|  | |
| D1 | Access routes | N/A 🖵 VM1 🖵AS1 🖵 other 🖵 | |
|  | | | |
| D2 | Mechanical installations for access | N/A 🖵 AS1 🖵 AS2 🖵 AS3 🖵 other 🖵 | |
|  | | | |
| E1 | Surface water | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵  AS1 🖵  other 🖵 | |
|  | | | |
| E2 | External moisture | N/A 🖵 VM1 🖵 AS1 🖵 AS2 🖵 other 🖵 | |
|  | | | |
| E3 | Internal moisture | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F1 | Hazardous agents on site | N/A 🖵 VM1 🖵 other 🖵 | |
|  | | | |
| F2 | Hazardous building materials | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F3 | Hazardous substances etc | N/A 🖵 VM1 🖵 other 🖵 | |
|  | | | |
| F4 | Safety from falling | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F5 | Construction & demolition hazards | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F6 | Visibility in escape routes | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F7 | Warning systems | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| F8 | Signs | N/A 🖵 AS1 🖵 other 🖵 | |
|  |  |  | |
| F9 | Residential Pool Barriers | N/A 🖵 AS1 🖵 AS2 🖵 other 🖵 | |
|  | | | |
| G1 | Personal hygiene | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| G2 | Laundering | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |
| G3 | Food preparation etc | N/A 🖵 AS1 🖵 other 🖵 | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Building Code Compliance - Continued** | | | |
| G4 | | Ventilation | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G5 | | Interior environment | N/A 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G6 | | Airborne and impact sound | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G7 | | Natural light | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G8 | | Artificial light | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G9 | | Electricity | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G10 | | Piped services | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G11 | | Gas as an energy source | N/A 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G12 | | Water supplies | N/A 🖵 VM1 🖵 AS1 🖵 AS2 🖵 other 🖵 |
|  | | | |
| G13 | | Foul water | N/A 🖵 VM1 🖵 VM4 🖵 AS1 🖵 AS2 🖵 AS3 🖵 other 🖵 |
|  | | | |
| G14 | | Industrial liquid waste | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| G15 | | Solid waste | N/A 🖵 AS1 🖵 other 🖵 |
|  | | | |
| H1 | | Energy | N/A 🖵 VM1 🖵 AS1 🖵 other 🖵 |
|  | | | |
| SH | | Simple House | N/A 🖵 SHAS1 🖵 other 🖵 |
|  | | | |
| **Waiver/modification/alternative solution to NZ Building Code required for following parts of code:**  [State nature of waiver or modification of building code required]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |
| --- |
| **Compliance Schedule Details** (Not required for PIM only applications) |
| Does the building have any specified systems [Specified Systems are defined in regulations; if you are not sure whether your building has specified systems, talk to the Council or your architect]?  Section 7   * No, there are no specified systems in the building [go to section 8] * Yes, please complete the following * The specified systems for the building are as follows: [complete column for existing in table below] and if; * Specified systems are being altered, added to, or removed in the course of the building work: [complete column for new/altered in table below] * The building includes a cable car (includes residential dwelling) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| …continued: **Compliance Schedule Details** [complete this section only if you answered yes for the previous question] | | | | | |
| **If there are specified systems, please select which of these are contained in the building:** | | | | | |
| Existing New/Altered Existing New /Altered | | | | | |
| 🖵 | 🖵 | **1** Automatic systems for fire suppression e.g. sprinklers | 🖵 | 🖵 | **12** Audio loops or other assistive listening systems |
| 🖵 | 🖵 | **2** Automatic or manual emergency warning systems for fire or other dangers | 🖵 | 🖵 | **12/1** Audio Loops |
|  |  | **3** Electromagnetic or automatic doors or windows (e.g. ones that close on fire alarm activation) | 🖵 | 🖵 | 12/2 FM systems & infrared beam transmission systems |
| 🖵 | 🖵 | **3/1** Automatic doors |  |  | **13** Smoke control systems |
| 🖵 | 🖵 | **3/2** Access controlled doors | 🖵 | 🖵 | **13/1**  Mechanical smoke control |
| 🖵 | 🖵 | 3/3 Interfaced fire or smoke doors or windows | 🖵 | 🖵 | **13/2** Natural smoke control |
| 🖵 | 🖵 | **4** Emergency lighting systems | 🖵 | 🖵 | 13/3 Smoke curtains |
| 🖵 | 🖵 | **5** Escape route pressurisation systems |  |  | **14** Emergency power systems for, or signs relating to a system or feature specified in clauses 1 to 13 |
| 🖵 | 🖵 | **6** Riser mains for use by fire service | 🖵 | 🖵 | **14/1** Emergency power systems relating to system in clauses 1-13 |
| 🖵 | 🖵 | **7** Any automatic backflow preventer connected to a potable water supply | 🖵 | 🖵 | 14/2 Signs relating to a system specified in clauses 1-13 |
|  |  | **8** Lifts, escalators, travelators or other systems for moving people or goods within buildings |  |  | **15** Any of the following systems, that form part of a building’s means of escape and so long as those means also contain any or all of the systems or features specified in 1-6, 9 & 13: |
| 🖵 | 🖵 | **8/1** Passenger carrying lifts |
| 🖵 | 🖵 | **8/2** Service lifts | 🖵 | 🖵 | **15/1** Systems to communicate spoken info to facilitate evacuation |
| 🖵 | 🖵 | **8/3** Escalators & moving walkways | 🖵 | 🖵 | **15/2** Final exits |
| 🖵 | 🖵 | **9** Mechanical ventilation or air conditioning systems | 🖵 | 🖵 | **15/3** Fire separations |
| 🖵 | 🖵 | **10** Building maintenance units for providing access to the exterior and interior walls of buildings | 🖵 | 🖵 | **15/4** Signs for communicating information to facilitate evacuation |
| 🖵 | 🖵 | **11** Laboratory fume cupboards | 🖵 | 🖵 | **15/5** Smoke separations |

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| **Attachments** The following plans and specifications are attached to this application:  Section 8  🖵Plans and Specifications [as listed in the attached checklist]  🖵 Completed Application Checklist 🖵Project Information Memorandum  🖵Development Contribution notice 🖵Certificate attached to a Project Information Memorandum  🖵Evidence of Ownership 🖵Certificate of Design  **First Point of Contact details are required to be a New Zealand Address**  **PLEASE ALLOW 20 WORKING DAYS FOR THE PROCESSING OF YOUR BUILDING CONSENT**  **Additional fees MAY be charged prior to us issuing your Building Consent** |

## MINIMUM DRAWING STANDARDS

Drawings must be made on a minimum of size of A4 white paper, be ruled clear and legible, preferably in black ink, showing room layout as existing and as proposed, including the position of the smoke alarms to comply with the Building Code, and also the fireplace position.

Drawings to scale are preferred but if the basic dimensions of the dwelling are shown this is acceptable for residential single household units.

Commercial applications may require more detail and you should refer to the standard Building Consent application form and checklist.

Further advice is available by consulting one of the Building Control Officers on **(06) 857-8060.**

**ADVICE AND FAQ’s**

**CHBDC policy and advice on fireplace installation:**

**New fireplaces being installed must comply with the emissions standards at present allowed by the Hawke’s Bay Regional Council (HBRC) and published by the Ministry for the Environment (MFE).**

**Below are some of the FAQ’s to the MFE about fireplaces, and also any comments about HBRC and CHBDC requirements.**

**What is the wood burner design standard?**

* All new wood burners installed after 1 September 2005 must have a particle emission of less than 1.5 grams per kilogram of dry wood burnt.
* They must also have a thermal efficiency of greater than 65%.
* The requirements exclude open fires, multi-fuel heaters, pellet heaters, and cooking stoves.
* Note: some council’s may have more stringent rules.

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| **CHBDC does NOT have different standards from those above, and are not affected by any HBRC Rules** |

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### Where does the wood burner standard apply?

Everywhere in New Zealand on properties of less than 2 Ha.

### Can you consider wood burners on a case-by-case basis, to allow for exemptions in certain circumstances?

No. The air quality standards are national **regulations**, so it would be illegal to use a non-compliant wood burner if it was installed on a property less than 2 Ha in size after September 2005.

**Why do certain regional councils have more stringent rules than the national standard?**

The air quality standards also require regional councils to meet limits for air pollution by 2013. In the more polluted areas of New Zealand, regional councils may impose more stringent rules on burners to ensure they meet the standards by 2013.

**What is the authorised list of wood burners?**

The more stringent requirements listed in the HBRC Regional Rules at this stage only apply to the Hastings and Napier air shed regions.

* The Ministry provides a [national list of authorised wood burners](http://www.mfe.govt.nz/laws/standards/woodburners/authorised-woodburners.html). This list contains burners that comply with the wood burner standard. All burners on this list have been authorised by either Environment Canterbury or Nelson City Council.
* The list is provided purely for informative purposes, to assist purchasers and building consent officers find compliant wood burner models.

**What does authorised mean?**

Some fires may not be listed on this information web-site that are allowed to be used in CHB.

This is because these 2 other Regional Councils have higher air quality requirements with most fires having to meet less than 1.0gram per kilogram emissions. It is essential that you check when considering the purchase of your new fireplace that if you are installing a wet back with it that the fireplace has been tested for its emissions with this in place!

If the fireplace has not been tested with the wet back or it exceeds the 1.5 gram emission standards, you will not be allowed to install it on a property in CHB with a land size of less than 2Ha.

Please see FAQ 1 for CHB requirements.

There are two steps for a burner to be authorised:

* The emissions and efficiency are tested by a laboratory. The laboratory issues a test report to state whether it meets the emissions and efficiency standards.
* An alternative authorisation scheme was introduced (June 2011) for wood burners that are excluded from being tested using the prescribed AS/NZS testing protocol. These wood burners can now demonstrate compliance with the National Environmental Standards for Air Quality using a functionally equivalent method. The burner is then physically checked against the test report by an independent body (this is done by Environment Canterbury or Nelson City Council).

**Can I install a burner that is not on your ‘authorised’ list, but advertised as meeting the standards?**

* **We advise caution.** Yes, if the burner has been tested in accordance with AS/NZ4012:1999 and AS/NZ4013:1999 to demonstrate it meets the standards or was authorised using a functionally equivalent method.
* However, the district and city councils have been advised to give building consents only to those wood burners present on the latest authorised list. This is because wood burners advertised on the authorised list have been through a rigorous checking process to assess compliance. A national review of performance of wood burners in 2006 revealed poor compliance overall. If a wood burner has not been through the authorisation process, there is less certainty that it is compliant with the standards
* We strongly urge people to only purchase burners on the authorised list for their own protection.

**It is CHBDC policy to only allow fireplaces on the approved list!**

* **Can I install a second hand burner?**
* You can still install a second hand wood burner as long as it meets the standards or if you live on a property of 2Ha or greater.
* It should be noted that older second-hand burners are less likely to meet these standards.

**Can I install a multi-fuel or coal burner?**

It is this Building Consent Authority policy that if you wish to apply to install a second hand fireplace that it is no older than 2 years old!

\*It must also only be installed in the area for which had been tested and approved for i.e. you cannot install a fireplace intended for a section greater than 2 Ha onto a smaller section, but the other way around is possible.

\*Second hand flues purchased with a fireplace are not allowed!

\*(It may be possible to install second hand components outside these requirements, however you will have to demonstrate that the components meet all of the requirements of the building code through what would have been the original testing standards for each item, without exception!)

* Multi-fuel and coal burners are outside our regulations.
* Some council’s regulate multi-fuel and or coal burners through their regional rules. You will need to find out from the HAWKE’S BAY REGIONAL COUNCIL whether it is legal to install these burners in your region.

CHBDC allows the use of multi-fuel burners on any section size, however they must comply fully with the definition of that type of appliance as shown below.

* **What is a multi-fuel burner?**

A domestic heating appliance designed to burn more than one type of solid fuel. The New Zealand Home Heating Association definition of a multi-fuel burner is as follows:

A multi-fuel appliance is a domestic solid fuel burning space heater which can be a fireplace insert, a built-in fireplace or free standing stove, and is designed to burn wood and/or coal. Required design features:

* over fuel and under fuel combustion air supplies with separate controls
* grate in the base of the firebox
* ash pan under the grate.

**Can I install a cooking stove?**

* As long as it is designed and used for cooking and is heated by burning wood, you can install a cooking stove.
* A good indication of a cooking stove is one that contains an oven.
* A hot plate on top of a freestanding wood burner is not a cooking stove

**Are wetbacks still allowed?**

**CHBDC imitates exactly the definitions above, and as long as the requirements are met you are permitted to install this type of appliance on any section size.**

* Wetbacks have not been banned. They simply have to meet the minimum efficiency standard of 65%.
* There are a number of wetback burner options on our list of authorised wood burners

**Please check before purchasing your appliance that it has been tested with the wet back installed, and that it meets the emission requirements!**

### Why are the shops still selling burners that do not meet the standard?

You can still install burners that do not meet the standard on a property of 2 Ha or greater

* **Why is there the 2 Ha rule?**
* Most built up areas in New Zealand suffer from air pollution during winter. Our focus is on improving air quality in those areas.
* As there is no nationally consistent definition for an urban environment, a property size of less than 2 Ha was used.
* New Zealand also has to honour the Trans Tasman Mutual Recognition Agreement (TTMRA) with Australia which says they can sell their products here and vice versa. The Australian wood burners are made to an emission limit of 4.0 g/kg with no efficiency requirement, so they do not always meet our standard. The 2 Ha rule means that Australian burners may still be legally sold in New Zealand
* **Can I install an open fire?**
* Open fires are outside the national environmental standards. However, a number or regional councils have rules about open fires in their regional plan.

CHBDC has no limitations at present on the installation of open fires, and has no restrictions imposed within this region by HBRC

* **Can I still use my existing wood burner even though it does not meet the standard?**

The wood burner standard is not retrospective, so existing wood burners will not be affected.

**NOTE:**

**If the installation of your heater involves either structural changes and alterations to the framing of the dwelling, alterations to the water supply and plumbing or a penetration through the wall or roof cladding larger than 300mm it will become Restricted Building Work (RBW).**

**This means that the parts of this of the heater installation that are RBW will have to be completed or supervised by a Licensed Building Practitioner (LBP) or the consent will have been applied for under the ‘Owner Builder Exemption’ available under the Building Act 2004.**

**It is an offence to permit RBW to take place on your property without following these obligations.**

**Owner Builder Exemption forms are available on the council website www.chbdc.govt.nz in ‘Building’ section after clicking ‘Get a Consent’.**

**We can also supply you one from our office free of charge. Contact 06 857 8060 BCA Administrator or email** [**customerservice@chbdc.govt.nz**](https://chbdcouncil-my.sharepoint.com/personal/ngai_deckard_chbdc_govt_nz/Documents/Documents/customerservice@chbdc.govt.nz)