



Masterton District Council
64 Chapel Street
PO Box 444
MASTERTON 5840



Carterton District Council
Holloway Street
PO Box 9
CARTERTON 5743



South Wairarapa
District Council
19 Kitchener Street
PO Box 6
MARTINBOROUGH

Application for a Building Consent and/or Project Information Memorandum

For a Solid Fuel Heating Appliance

Section 33 or Section 45, Building Act 2004
Send or deliver your application to the Building Consent Authority in your district at the address above

Application No: BC.....
PIM No: PIM.....

The Building

Valuation Number (Office Use Only): _____

Street address of building works: _____

Legal description of land where the building is located: _____

State the legal description as shown on the certificate of title or rates as at the date of this application. If the land is proposed to be subdivided, include details of the relevant lot numbers and subdivision consent on separate documents and present with the latest certificate of title.

Building name: _____

Location of building within site: _____

Number of levels: _____ *Enter the number of floor levels incl. Basements.*

Level / Unit number: _____ *Level or unit no. where building work proposed.*

Total floor area: _____ *Total floor area of proposed building work.*

Current, lawfully established Use: _____

Include no. of occupants per level and use if more than one

Year first constructed: _____ *approximate date is acceptable e.g.: 1920's etc.*

Planning zone: _____

The Owner

Name of Owner: _____ *Owners name or business*

Contact person: _____ *Only if the owner is not an individual*

Owners Mailing Address: _____

Street Address / Registered Office: _____

Phone Landline: _____ **Phone Mobile:** _____

Phone Daytime: _____ **Phone After Hours:** _____ **Facsimile:** _____

Email Address: _____ **Website** _____

The Agent (Only required if the application is being made on behalf of the owner)

Name of Agent: _____ Agents name or business
Contact person: _____ Insert NA if agent is an individual
Mailing Address: _____
Street Address / Registered Office: _____
Phone Landline: _____ Phone Mobile: _____
Phone Daytime: _____ Phone after hours: _____ Facsimile: _____
Email Address: _____ Website _____
Relationship to Owner: _____

State details of the authorisation from the owner to make the application on the owners behalf.

First Point of Contact for communication with the Council/ Building Consent Authority

Contact person: _____

State full name, mailing address, phone number(s), facsimile number(s) and email address(es)

Privacy information

The information you have provided on this form is required so that your building consent can be processed under the Building Act 2004. The Council collates statistics relating to issued building consents and has statutory obligations 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 whoever requests the information. Under the Privacy Act 1993 you have the right to see and correct personal information that Council holds about you.

Certificate of Title

Note: Please attach a copy of Certificate of Title which must include the Deposited Plan Diagram. If you are waiting for a new CT to be issued then we also require a copy of Agreement for Sale and Purchase. The document must not be older than 3months and must show full name of legal owner(s) of the property. A copy of Title can be obtained from LINZ (Land Information NZ. www.LINZ.govt.nz phone 0800 665463).

Application

I request you issue a Building Consent *Only* for the building work described in this application
 Project Information Memorandum *Only*
 Project Information Memorandum and a Building Consent combined

Signed by the owner OR by the agent on behalf of and with the authority of the owner

Signed by the owner (if owner applicant)

Signature: _____

Name: _____

Date: _____

Signed by the agent (if agent applicant)

Signature: _____

Name: _____

Date: _____

The Project *Installation of solid fuel heating device*

State the make and model of the appliance being installed _____

 Free Standing Inbuilt

Is a wetback being installed?

 Yes No Connecting to existing cylinder elementIntended Life of the Appliance (*in years*) if not indefinite: Indefinite Specified life less than 50 years: _____

Estimated value of the heater including installation:

(Including goods and services tax): \$ _____**Building Code Compliance Path**

(Please note; a project may contain acceptable and alternative solutions)

Building Code Clause	Not applicable To this application	Acceptable Solution (Provide specific reference to relevant acceptable solution)	Alternative Solution	Waiver/ Modification
B1 Structure (installation and supports)		<input type="checkbox"/> NZS2918:2001	<input type="checkbox"/>	<input type="checkbox"/>
B2 Durability (Material life)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C1 Outbreak of fire (restraints and separation)		<input type="checkbox"/> C/AS1 9.1	<input type="checkbox"/>	<input type="checkbox"/>
C2 Means of escape from fire (DEOP and TOP)		<input type="checkbox"/> C/AS1 3.1	<input type="checkbox"/>	<input type="checkbox"/>
E2 External moisture (Roof / wall penetrations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F7 Warning systems (Type 1 smoke alarms)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G12 Water supplies (wetback only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Alternative solutions must be supported by substantial evidence of compliance***Information to be submitted with the application (2 copies plus application fee)****Site plan:**

Site plan showing which building contains the installation, if more than one dwelling on the property or the installation is in a building other than the dwelling.

Floor plan (not less than 1:100) showing:Location of the solid fuel appliance in the dwelling, including proximity to any windows. If flue extends through or past a second storey, plans of the upper stories are also required.
Location and type of smoke detectors (required where none are currently installed or where existing need to be replaced or moved)**Manufacturer's specifications**For correct installation and use of the solid fuel appliance
The specifications must relate to the specific make and model of fire being installed.
Alternatively state the generic standard being applied.
All heaters must comply with the Ministry for Environments regulations**Flue details**

Where these are not included in the manufacturer's specifications

Weatherproofing details

Flashing details for the flue penetrations

Wetback Installation pipe work details (if wet back being installed)Schematic of pipe layout to hot water cylinder
Specification of all materials and material sizes to be used**Contacts****Installer**

Business Name: _____

Address: _____

Plumber

Business Name: _____

Address: _____

Day Phone: _____	Day Phone: _____
Mobile: _____	Mobile: _____
Facsimile: _____	Facsimile: _____
Registration / Qualification: _____	Registration / Qualification: _____

Council Use Only

Value: \$ _____	Pricing Code: _____	Application Accepted/Declined Initials: _____ Date _____
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Instructions for completing this application

Please read this section before completing the application.

This application is a legal document required by the Building (Forms) Regulations 2004 and must be completed in full. Please follow these instructions to complete each question on the application form.

Incomplete application will not be accepted.

The Building:

Street addresses; enter the physical street address of the proposed works.

Legal description; enter the legal description as shown on the certificate of title or rates as at the date of this application. If the land is proposed to be subdivided, include details of the relevant lot numbers and subdivision consent on separate documents and present with the latest certificate of title.

Location of building within site; enter where the building is located within the site, i.e. north, south, east, west or centre, or in relation to other buildings, or the building name.

Number of levels; enter the number of floor levels in the building incl. basements. Must be 1 to max.

The Owner

Enter all the details of the owner of the building where the proposed building work is to be carried out.

The Agent

If the person applying for the building consent is someone other than the owner of the building, enter all the details of the applicant. If the applicant is the building owner, put a line through this block.

First Point of Contact

Enter the name of the person with whom the BCA communicates and the contact details.

Signature

The application MUST be signed by the building owner *or* the consent applicant.

The Project

Enter the make and model of heater being installed and indicate if it is free standing or inbuilt and includes a wetback.

Intended Life

If this is a standard installation with normal life expectancy check the indefinite box. Or enter the specified life after which time the heater must be removed.

The value of the work must include the heater and material cost plus installation labour.

Compliance Path

Check the relevant boxes. Note that alternative solutions require substantial supporting evidence.

Submitted Application

Submit all the listed information with the application.

Contacts.

Enter the contact details for the relevant contractors carrying out the work.

NOTE: Applications for installation in a commercial building or a building to which the general public have access, will require an assessment of the whole building for compliance with section 112 of the Building Act 2004. Please consult with a suitably qualified person to carry out this assessment.