

WOODBURNER CHECKLIST



An up-to-date version of Adobe Reader is required to fill this form out online.
Download for free  <http://get.adobe.com/reader/>

Address:

- This checklist shows you the information that has to be supplied with your building consent application.
- You can fill this checklist out electronically, and submit it electronically, with the rest of your application. Basic instructions on how to apply are at the end of this form.
For additional help go to: www.huttcity.govt.nz/apply-online
- Please tick each relevant box in the Customer Use column as you attach the information.

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

Customer Use		For office use only
<input type="checkbox"/>	a Building Consent Application form (one (1) copy) Completed and signed by the owner or by an agent on behalf of the owner.	<input type="checkbox"/>
<input type="checkbox"/>	b Proof of ownership (one (1) copy) The Council can usually satisfy itself as to ownership through its rating information if you have owned the property for more than a few months. Otherwise; <ul style="list-style-type: none"> ▪ If you have purchased the property recently (last three (3) months) please provide a copy of your Certificate of Title ▪ If you have not yet completed the purchase of the property please provide a copy of the purchase agreement ▪ If you lease the property please provide a copy of the relevant portions of the current lease that indicate that you have authority from the owner to undertake the work 	<input type="checkbox"/>
<input type="checkbox"/>	c Application fee Applications will not be accepted without payment of the appropriate fees. Fees payable are set out in the published fee schedule of the council that has jurisdiction over the project site.	<input type="checkbox"/>
<input type="checkbox"/>	d 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 (existing and proposed)	<input type="checkbox"/>
<input type="checkbox"/>	e 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. Information must include specific installation information including required clearances for the woodburner.	<input type="checkbox"/>
<input type="checkbox"/>	f Flue details - where these are not included in the manufacturer's specifications.	<input type="checkbox"/>
<input type="checkbox"/>	g Weatherproofing details - flashing details for the flue penetrations.	<input type="checkbox"/>
<input type="checkbox"/>	h Second-hand appliances must have an acceptable Producer Statement. Producer statements must be from an expert source, be on firm's letterhead, state the residual durability of both the appliance and/or the flue, and be signed and dated.	<input type="checkbox"/>

How to submit

Once you have completed this checklist, please save it to your computer.

You can then submit it with your application and supporting documentation by selecting 'Apply for it' under the 'Do it here' menu at www.huttcity.govt.nz.

If you would prefer to post or deliver your application, please print all the required documents, including this checklist, and send or deliver them to:

Environmental Consents Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040.

For enquiries, please phone 04 570 6666