ROTORUA LAKES COUNCIL
Te Kaunihera o ngā Roto o Rotorua

Property File ID #: _____

Date application received: _____

Civic Centre
1061 Haupapa Street
Private Bag 3029
Rotorua Mail Centre
Rotorua 3046
P: 07 348 4199 F: 07 346 3143
E: info@rotorualc.nz W: www.rotorualakescouncil.nz

Form 2 SOLID FUEL HEATER

APPLICATION FOR PROJECT INFORMATION MEMORANDUM AND/OR BUILDING CONSENT Section 33 or 45, Building Act 2004

1. THE BUILDING [if item is not applicable put N/A in the space]

Street address of building: _____

[If no street address – details of nearest intersection]: _____

Legal description of land where building is located: Lot _____ DP_____ Site area: _____m²

Sec _____ Block _____

Building name:_____ Valuation No: _____

Location of building within site/block number: [*Include nearest street access*] _____

_____

Number of levels: *[Above & below ground]* _____

_____

Level/Unit No: _____ Floor area:_____(sq m) *[Indicate area affected by the building work]*

Current, lawfully established, use: _____ Year First Constructed: _____

[Add no. of occupants per level and per use if more than 1] _____

2. OWNER

Name of Owner: _____

Contact person: _____

Mailing address: _____

_____

Street address/registered office: _____

_____

Phone No:_____Landline: _____

Mobile:_____ Daytime: _____

After hours: _____ Facsimile: _____

Email: _____

Website_____

THE FOLLOWING EVIDENCE OF OWNERSHIP IS ATTACHED:

☐ Certificate of Title ☐ Lease Agreement

☐ Agreement for Sale and Purchase ☐ Other document

3. AGENT [Only required if application is being made on behalf of the owner]

Name of Agent:_____

Contact person: _____

Mailing address: _____

_____

Street address/registered office: _____

_____

Phone No: Landline: _____

Mobile:_____ Daytime: _____

After hours: _____ Facsimile: _____

Email: _____

Website_____

Relationship to owner: *[State details of the authorisation from the owner to make the application on the owner's behalf]*_____

_____

FIRST POINT OF CONTACT *[Mark boxes as appropriate]* Notes:

Further information ☐ Agent ☐ Owner Invoicing: ☐ Agent ☐ Owner

Correspondence ☐ Agent ☐ Owner Additional copy of Code Compliance Certificate ☐

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4. APPLICATION [Tick if applicable]

I,*[name]* _____request that you issue one of the following *[for the building work described in this application]*:

Secure digital ID _____ Date: _____

The signature is that of the ☐ Owner OR the ☐ Agent on behalf of and with the approval of the Owner.

☐ Building Consent

☐ Project Information Memorandum (PIM)

Existing PIM No [if applicable] is: _____

Cultural or Heritage Significance? ☐ Yes ☐ No

To be completed in lieu of Authorisation Letter:

I, _____ as the owner of the property, authorise _____ to act as my agent.

Secure digital ID _____ Date: _____

5. 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 forward these regularly to Statistics New Zealand. 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 2020 you have the right to see and correct personal information the Council holds about you.

6. THE PROJECT

Description of Building Work: *[Provide sufficient information below to enable scope of work to be fully understood]*

Will the building work result in a change of use of the building? ☐ Yes ☑ No If Yes, provide details of the new use of the building: _____

Intended life of the building if less than 50 years: _____*[Years]*

List Building Consents previously issued for this project (if any): _____

Estimated value of the building work on which the building levy will be calculated *[including goods and services tax]:*

$ _____ *[State estimated value as defined in section 7 of the Building Act 2004]*

7. CONTACTS [Provide all details where relevant]

Please 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 building work begins].*

INSTALLER:

Name: _____

Address: _____

Email: _____

Telephone:_____ LBP No:_____

Reg No: _____

OTHER KEY PERSONNEL:

Name: _____

Address: _____

Email: _____

Telephone:_____ LBP No:_____

Reg No: _____

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8. PROJECT INFORMATION MEMORANDUM [Do not fill in this section if the application is for a building consent only]

The following matters are involved in the project: *[Tick the matters relevant to the project]*

- ☐ Subdivision
- ☐ Alterations to land contours *[e.g. digging out the site for a building platform]*
- ☐ New or altered connections to public utilities *[e.g. Council sewer, stormwater or water mains]*
- ☐ New or altered locations and/or external dimensions of buildings
- ☐ New or altered access for vehicles
- ☐ Building work over or adjacent to any road or public place
- ☐ Disposal of stormwater and wastewater
- ☐ Building work over any existing drains or sewers or in close proximity to wells or water mains
- ☐ Other matters known to the applicant that may require authorisations from the Territorial Authority: *[Specify]*

9. BUILDING CONSENT [Only complete this section if the application is for a building consent]

The following plans and specifications are attached to this application:

[Note: All plans and specifications must meet the minimum requirements set out in the regulations or required by the building consent authority]

The building work will comply with the building code as follows:

Building Code Clause *Tick relevant clauses*	**Acceptable Solution & NZS 4121 Accessible Design**	**Verification Method**	**Alternative Solution** [Supporting documents listed below]	**Waiver/ Modification** [Supporting documents listed below]	**Proposed Inspections**
☐ B1 Structure	☐ B1/AS1 ☐ B1/AS2 ☐ B1/AS3	☐ B1/VM1 ☐ B1/VM2 ☐ B1/VM3 ☐ B1/VM4	☐	☐	☐ Council ☐ Engineer ☐ Other (*Specify*): _____
☐ B2 Durability	☐ B2/AS1	☐ B2/VM1	☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ C1-6 Protection from Fire	☐ C/AS1 ☐ C/AS2	☐ C/VM1 ☐ C/VM2	☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ E2 External moisture	☐ E2/AS1 ☐ E2/AS4 ☐ E2/AS2 ☐ E2/AS3	☐ E2/VM1 ☐ E2/VM2	☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ F7 Warning systems	☐ F7/AS1		☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ G4 Ventilation	☐ G4/AS1	☐ G4/VM1	☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ G10 Piped Services	☐ G10/AS1	☐ G10/VM1	☐	☐	☐ Council ☐ Other (*Specify*): _____
☐ G12 Water supplies	☐ G12/AS1 ☐ G12/AS2 ☐ G12/AS3	☐ G12/VM1	☐	☐	☐ Council ☐ Other (*Specify*): _____

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10. WAIVER/MODIFICATION TO NZ BUILDING CODE REQUIRED FOR FOLLOWING PARTS OF CODE:

Supporting documentation attached as follows *[please list]*:

11. COMPLIANCE SCHEDULE:

The specified systems for the building are as follows: [specified systems are defined in regulations]

There are no specified systems in the building ☐ **Applicant to complete**

Any system installed from below to be accompanied by procedures for inspection and routine maintenance. [***Council to vet and verify in first column.***]		COUNCIL	Existing	New	Altered	Added	Removed	If there is any specified systems, then complete and provide the Rotorua Lakes Council Specified Systems Installation Checklist
Specified Systems Prescribed by Building Act 2004 Compliance Schedule Handbook 25 May 2007 (List Systems)								
		☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	

12. ATACHMENTS

The following documents are attached to this application: *[Tick as applicable]*

☐ Plans and specifications (list).

☐ Alternative plans and specifications (if the applicant wants to obtain pre-approval for possible product substitutions, list)

☐ Current (CodeMark) product certificate(s).

☐ Alternative (CodeMark) product certificate(s) (if the applicant wants to obtain pre-approval for possible product substitutions).

☐ Current (BuiltReady) manufacturer's certificate(s).

☐ Memoranda (Certificates of Design Work) from licensed building practitioners who carried out or supervised any design work that is restricted building work.

☐ Project Information Memorandum

☐ Development contribution notice

☐ Certificate attached to Project Information Memorandum

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ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

NAMING CONVENTION FOR APPLICATION DOCUMENTS

IMPORTANT INFORMATION
Applications provided that include documentation not following this naming convention will be returned and required to re-submit.

APPLICATION FORMS	COUNCIL USE ONLY
Form 2 Form 8 Form 15 Etc.	Documents correctly named? ☐ YES ☐ NO

PLANS – [NAMED AS FOLLOWS]	COUNCIL USE ONLY
Plans - Architectural Plans - Structural Plans - Civil Plans – Mechanical Plans - Fire Etc.	Documents correctly named? ☐ YES ☐ NO

Engineering [replace Engineer with professional]	COUNCIL USE ONLY
Engineer - Engineering PS1 and supporting documentation or; Engineer - Engineering PS1 Engineer - Engineering calculations Engineer - Engineering supporting documentation Fire design Geotechnical report Truss design	Documents correctly named? ☐ YES ☐ NO

SUPPORTING DOCUMENTATION	COUNCIL USE ONLY
MCM certificates Manufacturers technical literature (brand/produce name) H1 calculations Specification - Architectural Specification – Engineering Specification - Civil Etc. Design memorandum (2A) Record of Title Authorisation Letter	Documents correctly named? ☐ YES ☐ NO

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Solid Fuel Burner Vetting/ Processing Checklist

For initial completion by the applicant

Address:_____

How to use this checklist

Use this checklist when finalising your building drawings 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. All items on this checklist must be circled to show that they are either provided or are not applicable to your project (N/A).

Later additional information may be requested during the processing of your building consent to confirm compliance with the Building Act, Building Code, District/City Plan and any other relevant legislation. Processing time will be suspended until information is received.

Person completing checklist

Name of person signing: _____ Date: _____

☐ Agent ☐ Owner ☐ Other: _____

Secure Digital ID _____

An appointment must be arranged with a Building Officer to have your application Vetted

Phone 07 3484199 and arrange this appointment with the Customer Service representative

Time ..... am/pm Day ...../...../.....

Your application will only be accepted if the information in this checklist is provided and the checklist completed.

COUNCIL USE ONLY (Check to determine whether the SFH is able to be installed within the BOPRC Air Shed)

Application form completed in full and signed, *(Bay Of Plenty Regional Council Resource Consent provided for applications in the Rotorua air shed)*

Previous point of sale check (*Pre-approval folder ,Blue Dot*)

Customer Use Circle as appropriate		**Document reference / page #**	**COUNCIL USE ONLY – Vetting/ Processing (Reasons for decisions to be recorded by Council in space below each prompt, where provided)**
Solid Fuel Heaters - B1, B2,C,G4			☐ **Section Checked**
Yes ☐	N/A ☐		Agent and Owner declaration received or Owner declaration only and EBOPDC onsite verification *(these declaration/s only apply to properties within the Air shed area)*
Yes ☐	N/A ☐		Lodgement fee (refer to Schedule of Fees and Charges for amount)
Yes ☐	N/A ☐		Two (2) complete sets of drawings/report/specification/plans and other relevant documents are required
Yes ☐	N/A ☐		All plans to be to a recognised metric scale and drawn in black ink (not pencil or red pen)
Yes ☐	N/A ☐		All documents must have at least 10mm margin on all outer edges with no information in them
Yes ☐	N/A ☐		All documents including photocopies must be legible
Yes ☐	N/A ☐		All plans are to be titled and dated (or version number)
Yes ☐	N/A ☐		Re used plans to have historical building permit/ consent numbers removed
Yes ☐	N/A ☐		Do not use grid or lined paper
Yes ☐	N/A ☐		Make/Model - -

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Yes ☐	N/A ☐		Is the proposed appliance 'clean air' approved? (approved for wet back where proposed) *Check MFE website for approved appliances(not applicable >2 ha)*
Yes ☐	N/A ☐		Manufacturer specifications including installation information *(all clearances specified including: to mantels for inbuilt installations, and if applicable, can it be installed into an alcove)*
Yes ☐	N/A ☐		Hearth details provided
Yes ☐	N/A ☐		Seismic restraints shown
Yes ☐	N/A ☐		Flashing details relevant to type of roof/ wall *(roof/wall penetrations)*
Yes ☐	N/A ☐		Flue heights above roof detailed
Yes ☐	N/A ☐		Cross section through roof provided *(including relevant clearance to skillion ceilings)*
Yes ☐	N/A ☐		Entire floor plan showing position of proposed appliance in relation to windows, doors and flammable materials *(curtain restraints required when adjacent to fire).* If installed within an alcove, are the side and vertical distances as specified by the manufacturer
Yes ☐	N/A ☐		Means of escape *(escape path encroachment and travel length <25m)*
Yes ☐	N/A ☐		Location and distance of all smoke alarms *(within 3m of sleeping space and on each level on escape routes)*
Yes ☐	N/A ☐		Ventilation provisions *(opening windows and or specific manufacturers requirements)*
Wetback Installation – B2,G12			☐ **Section Checked**
Yes ☐	N/A ☐		Wetback installation *(circle one)* (NEW) **or** (EXISTING) -
Yes ☐	N/A ☐		New wetback installation *(diagram/manufacturers installation instructions)*
Yes ☐	N/A ☐		Tempering valve information provided *(where wetback is a new installation)*
Other Solid Fuel Heaters - B1, B2,C,G4			☐ **Section Checked**
Yes ☐	N/A ☐		Second hand fire producer statement *(from an approved recognised expert)(New flue required on all second hand fires)*
Yes ☐	N/A ☐		Diesel burner information including isolating tap, tank location
Yes ☐	N/A ☐		Piping layout supplied *(where connected to radiators)*

P = Pass
F = Non-compliance with the Building Code – further information required
N/A = Not Applicable

Comments – COUNCIL USE ONLY

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GRANTING BUILDING CONSENT

Sign the application form to grant the building consent once satisfied on reasonable grounds that if the building work was to be constructed in accordance with the approved documents, then compliance with the Building Code will be met.

Customer Centre – COUNCIL USE ONLY	
☐	Geyserview printout checked for correctness with applicant
☐	Site Inspection Card completed
☐	Applicant Inspection card complete
☐	Form 6 (Application for Code Compliance Certificate) attached to Applicant Inspection Card
☐	Form 2 administratively complete and front cover signed appropriately

Consent Solutions - COUNCIL USE ONLY

Category: R1	1st Inspector:	2nd Inspector: NA

Consent Conditions – 400 – Inspections by BCA (circle where applicable)

u.a – Solid Fuel Heater (at completion of the heater installation prior to ceiling plate being fixed)

u.b – Inbuilt Solid Fuel Heater (to be inspected prior to inbuilt solid fuel heater being installed)

✔ v - Final inspection when all building work is complete

f – Free text

Consent Endorsements – 402 – Important Endorsements (Tick where applicable)

✔ a - Section 52 BA 2004 (Lapse of Building Consent)

✔ s – Certification for Installation of Solid Fuel Heaters

s a –Certification of Existing Wet Back Systems Being Connected to Solid Fuel Heater

x – Plumbing work to be carried out by licenced tradesperson only

✔ y – Completion of work

f – Free text

Consent Endorsements – 403 - Compliance Schedule (circle)

✔ b – A compliance schedule is not required for this building

Business Support – COUNCIL USE ONLY – Information sent to applicant/ records for scanning	
Plans and specifications	Supporting documentation
Building consent document	Owners on CT matches applicant details

Name	Signature	Date

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