

APPLICATION FOR BUILDING CONSENT SOLID FUEL HEATERS AND LOG FIRES

Note: Residential Use Only

For Commercial, refer Commercial & Industrial Checklist

S33 AND S45, BUILDING ACT 2004
FORM 2

OFFICE USE

Date Received Stamp

Property Number

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PIM Receipt Number



**THIS FORM CAN BE USED TO APPLY FOR:
BUILDING CONSENT FOR THE INSTALLATION OF SOLID FUEL
HEATERS, LOG FIRES, SOLID FUEL COOKERS**

Complete the form in full and lodge with completed application checklists

Lodge the application at the Blenheim office or mail to the Blenheim office. Mailed applications that are incomplete will be returned to the applicant.

MARLBOROUGH DISTRICT COUNCIL

BLenheim
Seymour Street
PO Box 443
Blenheim 7240
Ph: (03) 520 7400/Fax: (03) 520 7496
Email: mdc@marlborough.govt.nz

PICTON
67 High Street
Picton 7220

Ph: (03) 520 7493 Fax: (03) 520 3203
website: www.marlborough.govt.nz

APPLICATION CHECKLISTS

Your application must include a fully completed application checklist.

BAC0002.6 Solid fuel heaters and log fires

FEES

Building Consent Fees and Government Levies

Fees for the Building Consent are additional to the Project Information Memorandum fee. Building Consent fees are set in accordance with the standard Marlborough District Council fees. Building Consent fees will be invoiced at the time the Building Consent issued. All fees and charges are listed in full on the Council website.

Website: www.marlborough.govt.nz

PLANS AND SPECIFICATIONS

Good plans are required and are essential. Plans and specifications must accurately describe and show the proposed location of the log fire. Full manufacturer's installation instructions are required for the application.

APPLICATION FORMAT

Applications should include all of the relevant documentation called for in the application checklist, including the checklist itself, and a fully completed application form. Applications must be fully complete otherwise they are likely to be returned unprocessed. Electronic applications are preferred. Applications should be lodged on disk. Please do not lodge applications on memory sticks. Paper copies are **not** wanted if the application is lodged electronically.

The electronic format for the applications should be PDF for preference. Documents produced in Word or Excel can be lodged in those formats.

Where colour coding is used for highlighting details or other items please provide those in colour.

When saving documents for lodgement we would prefer that they be saved as single PDF documents for each group. For example save all plans as a single document. Bookmarking pages is very helpful.

Single paper copies may still be lodged but these will be scanned at the Council before being accepted and processed.

Please do not mix and match applications. Applications should be fully electronic or fully on paper. We will not accept a mixture.

If you know the property number the project is on, then please include the number in your application.

AGENT

Where an agent is acting on behalf of the owner, then the agent will be the first point of contact for all communications regarding the application and construction of the project.

APPLICATION FOR A BUILDING CONSENT

Application

I request that you issue a:

The Building [Project Location]

Street address of building:

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]

The Project

Description of the building work: [provide sufficient description of building work to enable scope of work to be fully understood]

Installation of Solid Fuel Heater: [tick applicable options]

- Inbuilt
 Free-standing
 Wetback

Make of appliance:

Model:

- New appliance
 Second-hand appliance

If second-hand, state age of appliance:

_____ years

Value of the building work: [including the appliance, flue and installation]

\$ _____

Name of Installer:

Mailing Address:

Phone Number:

Email Address:

Current, lawfully established, use: [include number of occupants per level and per use if more than 1 level]

Intended life of the building if less than 50 years:

_____ years

Year first constructed: [insert year, approximate date is acceptable eg c1920s or 1960-1970]

The Owner *[Must be completed for all applications and all details must be the owners]*

Name of Owner/Applicant: *[include preferred form of title, eg Mr, Miss, Dr if an individual and the contact person's name if a company, trust or similar]*

Owner's mailing address:

Street address/Registered Office:

Owner's contact details:
Telephone number: _____ Mobile: _____
Facsimile number: _____ After Hours _____
Email: _____

Proof of ownership:

<input type="checkbox"/> I have provided a Record of Title <i>(no older than 90 days)</i> or	<input type="checkbox"/> A signed Sales and Purchase Agreement or
<input type="checkbox"/> I have provided a Rates Demand or	<input type="checkbox"/> Signed Lease Agreement; and
<input type="checkbox"/> Marlborough District Council to provide a Record of Title	<input type="checkbox"/> Letter of approval from the Lessor

If the applicant is not the legal owner as stated on the title or Rates Demand, please also provide:

Agent *[only required if application is being made on behalf of the owner]*

Name of agent: *[include the contact person's name if a company, trust or similar] - Note: the agent will be the first point of contact for communications with the Council/Building Consent Authority regarding this application/building work and will receive all correspondence including all invoices.*

Agent's mailing address:

Street address/Registered Office:

Agent's contact details:
Telephone number: _____ Mobile: _____
Facsimile number: _____ After Hours _____
Email: _____

Please note that all information provided in this application is public information and will be made available on Council's website in accordance with s216 and 217 Building Act 2004.

If you are the person who submitted the plans or specifications, the owner or any subsequent owner of that building, you can mark the plans or specifications confidential for building security reasons. However, the disclosure requirements of the Local Government Official Information and Meetings Act 1987 will still apply to those plans and specifications.

Declaration

I am

- the owner of the building
- the representative of the owner of the building and have their written approval to act on their behalf
- _____ [other – please specify]

and confirm that all information in this application is true and correct and that I have read, understood and agree to the above terms and conditions.

Signature

Name

Date

Restricted Building Work

Will the building work include any restricted building work?

If Yes, provide the following details of all licensed building practitioners who will be involved in carrying out or supervising the restricted work: *[if these details are unknown at the time of the application, they must be supplied before the work begins]*

Name	Licensing Class	Licensed Building Practitioner Number
		(or registration number if treated as being licensed under Section 291 of the Building Act 2004)

Contacts *[Provide details of all personnel and include LBP or registration number]*

Carpenter:	Certifying Plumber:
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
LBP No: _____	Registration No: _____

Roofer:	Other:
Business/name: _____	Business/name: _____
Address: _____	Address: _____
Daytime: _____ Mobile: _____	Daytime: _____ Mobile: _____
After Hours: _____ Facsimile: _____	After Hours: _____ Facsimile: _____
LBP No: _____	LBP No: _____

What clauses of the Building Code does your building work comply with?

Please read the following carefully:

- You are required to indicate what Code clause(s) your building work complies with.
- Unless otherwise noted below, your application will be assessed under Acceptable Solutions.
- If you are using another means of compliance, please provide details of the standard(s) that your building work complies with and the means of compliance in the space provided. Use a separate sheet of paper if necessary.
- If you do not provide all the necessary information to show how your application complies with the Building Code, it may be returned unprocessed.

I understand that this application is to be assessed against Acceptable Solutions, unless otherwise stated in the following section.

<input type="checkbox"/> B1 Structure	<input type="checkbox"/> F1 Hazardous agents on site
<input type="checkbox"/> B2 Durability	<input type="checkbox"/> F2 Hazardous building materials
<input type="checkbox"/> C Protection from fire	<input type="checkbox"/> F7 Warning systems
<input type="checkbox"/> E2 External moisture	<input type="checkbox"/> G12 Water supplies

Provide details of all Verification Methods being used (include relevant Code clause and means of compliance):

Provide details of all Alternative Solutions being used (include relevant Code clause and means of compliance) or details of any waivers and modifications (including applicable code clauses):

Waiver/modification to NZ Building Code required for following parts of Code: