



**BUILDING CONSENT APPLICATION AND/OR
PROJECT INFORMATION MEMORANDUM
FOR A SOLID/LIQUID FUEL HEATING
APPLIANCE (BAM 002 – H)**



FOR OFFICE USE

Project No.: _____ **Date Received:** _____

APPLICATION

I request that you issue a:

Project Information Memorandum only(PIM)
 Building Consent only (for existing PIM No : _____ attach copy)
 Building Consent (including PIM or BAR) *please circle one*

THE BUILDING

Street Address: (Include Postal Code and/or Rapid Number if applicable): _____

Valuation Roll No: _____

Legal Description: _____

Lot No: _____ **D.P. No.** _____

Building Name (if applicable) _____

Make: _____

Model: _____

New Model Second Hand Model

Installer: _____

Address: _____

If wetback – state Craftsman Plumber’s name and address:

Name: _____

Address: _____

Fuel

Wood Wood Pellets Diesel/Diesel Blend

Clean Air Certificate No: _____

In-built Free standing Wetback

Is this replacing an existing operational fire? Yes No

If no, please provide the resource consent number from the Regional Council, if applicable (applies to wood or wood pellet burners only): _____

Is this replacing an existing wetback Yes No

Estimated Value (incl. GST) \$ _____
(ie. the estimated aggregate of the values of all goods and services)

THE OWNER

AGENT – APPLICANT

Owner’s Name: _____

Agent’s Name: _____

Contact Person: _____

Contact Person: _____

Mailing Address: _____

Mailing/Billing Address: _____

Street Address / Registered Office: (Include Postal Code and/or Rapid Number if Applicable) _____

Street Address / Registered Office: (Include Postal Code and/or Rapid Number if Applicable) _____

E-mail Address: _____

E-mail Address: _____

Contact Numbers:

Daytime: _____ **Mobile:** _____

After Hours: _____ **Fax:** _____

Contact Numbers:

Daytime: _____ **Mobile:** _____

After Hours: _____ **Fax:** _____

Evidence of ownership attached to this application:

Certificate of Title
 Sale and Purchase Agreement

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.

REQUIRED ATTACHMENTS

- Floor Plan of the Installation**
– a floor plan of the building showing the proposed siting of the heater is required (as per additional information)
- Fees** – (refer to your local authority for fees applicable).
- Manufacturers Installation Details - Fire and Chimney**

SIGNATURE

Signed by the Owner / For and on behalf of the Owner: _____

Owner Agent Date: _____

Note: If acting "for and on behalf", please read the following declaration before signing: "I hereby declare that I am authorised to act as Agent of the Owner".

We require our plans and/or specifications to remain confidential

Additional Information to Note

1. Second hand solid / liquid fuel burners cannot be installed unless:

- It meets any required "Clean Air" requirements.
- Written evidence is provided to show that the appliance meets Building Code requirements. (An acceptable method is a satisfactory report from the manufacturer or manufacturers agent)
- A new inner flue is required in all cases.

2. Draw a floor plan showing:

- Location of the heater
- Location of all walls and doors, with all rooms named (for all floors).
- Location of existing / proposed smoke detectors that comply with the relevant standards must be marked with ⊙. New detectors will be marked on the plans by the Council if you do not provide the location. These will be inspected and tested prior to the issue of a Code Compliance Certificate.
- Elevations must be provided if the dwelling/building is greater than 1 level

3. Show the location of the existing water cylinder if a wetback / hot water booster is to be fitted.

4. Liquid Fuel Storage. Show type of fuel (eg: diesel, home blend, kerosene), size and location of the fuel storage tank related to the building and site boundaries. Wall openings (windows or doors) and wall cladding material within one metre of the storage tank vicinity should be shown (including neighbouring properties).

Notes by applicant: (Other notes or comments which you as the applicant may wish to add)

For Office Use

Receipt Number: _____ Pim Fee: _____
Fees Paid: _____ Sewerage Contribution or Fee: _____
Date Received: _____ Water Contribution or Fee: _____

PO Box 6, Kaikoura Phone 319 5026 Fax 319 5308 Website www.kaikoura.govt.nz

APPLICATION INFORMATION

Building Consent processing time is stopped whenever further information is required and starts again when the information is received.

Once the Building consent has been processed it will be sent to you by post unless you inform Council that you wish to collect it.

Work must not start until all fees relating to the Building Consent are paid, the Building Consent is issued, and any Resource Consent requirements have been dealt with (e.g. amended plans have been provided to comply with the Resource Management Plan), or a Resource Consent has been granted.

INSPECTIONS

During the process of construction, inspection will be necessary to confirm all work complies with your approved Building Consent documentation. Please ring the Council on 319 5026 well in advance of requiring an inspection to ensure that a time can be arranged.

The inspections required will be set out in the Building Consent documentation issued by the Building Consent Authority. The first inspection must be carried out within 12 months of the Building Consent being issued. Failure to have a prescribed inspection carried out and to be provided with confirmation that work has been approved may put the issue of the Code Compliance Certificate for the work at risk.

CODE COMPLIANCE CERTIFICATE

A building consent is not completed until it has been issued with a Code Compliance Certificate. The Owner is required to complete a separate application form to apply for a Code Compliance Certificate as soon as practicable after the building work is completed. In any event no later than two (2) years after the granting of the building consent. Council is required to decide whether or not a Code compliance Certificate can be issued.

PRIVACY ACT

Pursuant to the Privacy Act 1991 the following information is brought to your attention.

This document collects personal information about you and is collected pursuant to Section 33 and/or Section 45 of the Building Act 2004. Pursuant to Section 217 of the Building Act 2004, the information contained in the document is being collected and held by Kaikoura District Council. You do have the right of access to and correction of this information subject to the provisions of the Privacy Act 1993.

Pursuant to Section 217 of the Building Act 2004 the building owner may request the plans and specifications to be marked confidential for the purposes of security. Such a request must be in writing and addressed to: Senior Building Control Officer, P O Box 6, Kaikoura.

ATTACHMENTS – Office Use Only

The following documents are required before Council can accept your application :-

- Current Certificate of Title (not required for minor internal alterations)
- Evidence of ownership of property (if Title not in applicants name i.e. Sales & Purchase Agreement)
- Written authorization from owner for Agency acting on their behalf

Plans and Specifications for the Project (Eg: Site plan, floor plan, Elevations (include daylight angles, construction details, drainage, cross sections) as follows:-

- Two copies of all plans and specifications, plus an extra copy of site plan, floor plans and elevations
- Schedule of New Zealand Building Code Compliance
- Site Plan including North Point and site levels.
- Floor Plans
- Elevations
- Drainage Plans
- Specification
- Installation Details of the fire and chimney

A '✓' – Means that item has been provided, checked for completeness and application is acceptable for lodgement
If box is "blank" or N/A inserted – Means that this item is not relevant for the particular submission.

Received by KDC: _____ Date:- _____

BUILDING CODE ASSESSMENT

Building Code Clause		Means of Compliance (Note that a project may include both acceptable and alternative solutions)		
		Acceptable Solution	Alternative Solution (Details verifying compliance are required)	Waiver/Modification required? (Provide separate details for justification of acceptance if yes)
B1	Structure			
B2	Durability			
C1	Outbreak of fire			
C2	Means of escape			
C3	Spread of fire			
C4	Structural stability during fire			
D1	Access Routes			
D2	Mechanical installations for access			
E1	Surface water			
E2	External moisture			
E3	Internal moisture			
F1	Hazardous agents on site			
F2	Hazardous building materials			
F3	Hazardous substances and processes			
F4	Safety from falling			
F5	Construction and demolition hazards			
F6	Lighting for emergency			
F7	Warning systems (smoke detectors)			
F8	Signs			
G1	Personal hygiene			
G2	Laundering			
G3	Food prep. And prevention of contamination			
G4	Ventilation			
G5	Interior environment			
G6	Airborne and impact sound			
G7	Natural light			
G8	Artificial light			
G9	Electricity			
G10	Piped services			
G11	Gas as an energy source			
G12	Water supplies			
G13	Foul water			
G14	Industrial liquid waste			
G15	Solid waste			
H1	Energy efficiency provisions			

Additional Notes:
