

**CHECKLIST  
FOR INSTALLING  
SOLID FUEL HEATERS  
BC-FORM-06**



√	Documents meet requirements	X	Documents inadequate	?	Further information may be required
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Please place a tick in the appropriate box



**Office  
Use**

<p><b>APPLICATION FORM</b> All sections completed, including:</p> <ul style="list-style-type: none"> <li>• Accurate valuation of works</li> <li>• Correct legal description (refer to your rates demand and/or certificate of title)</li> <li>• Valuation number (see above)</li> <li>• Owners name, address, telephone, fax</li> <li>• Contact name, address, telephone, fax (if not the owner)</li> <li>• Project location (street address)</li> <li>• Declaration signed and dated</li> </ul>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> </table>																
<p><b>PLANS</b></p> <ul style="list-style-type: none"> <li>• Two copies of each</li> <li>• Drawings of position of heater in appropriate room in dwelling and indicating the position of windows and doors and showing smoke alarms (to be within 3m of bedroom doors).</li> </ul>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> </table>																
<p><b>HEATER INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Make and model of heater to be installed</li> <li>• Copy of installation clearances</li> </ul>	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td><td style="width: 50px; height: 20px;"></td></tr> </table>																
	I received building consent for lodgement as documents meet requirements																
	I have NOT accepted building consent for lodgement as documents are inadequate.																

Receiving Officer: \_\_\_\_\_

Date: \_\_\_\_\_

**PROCESSING YOUR BUILDING CONSENT:**

The Building Act 2004 requires us to process your application within 20 working days.

The clock starts when your application is received. Applications are processed strictly in the order in which they are received. An invoice will be actioned and mailed out if the correct fees have not been paid at time of application.

Council staff will review all the information provided with your application. Should any item require clarification, or further information be needed, we will notify you in writing. The time clock stops until the further information is received.

When processing is complete and all fees paid, your consent will be mailed out.