

WOODBURNER CHECKLIST

Address:

- This checklist shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information with your completed application form.
- Tick each relevant box as you attach the information. If the box is not relevant to your application, leave it blank. For additional help go to: [Apply for a building consent | Hutt City Council](#) or phone 04 570 6666.
- Lodge your application online here: [Simpli](#).
- If you prefer to post or deliver: Hutt City Council, (Attention: Building Consents), 30 Laings Road, Private Bag 31-912, Lower Hutt 5040. This will incur a hardcopy and digital lodgement fee.

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.

- a **Building Consent Application form** (one (1) copy)
Completed and signed by the owner or by an agent on behalf of the owner.
- b **Proof of ownership** (one (1) copy)
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;
 - 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
- 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.
- 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 storeys are also required.
Location and type of smoke detectors (existing and proposed)
- 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.
- f **Flue details** - where these are not included in the manufacturer's specifications.
- g **Weatherproofing details** - flashing details for the flue penetrations.
- 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.