

APPLICATION TO INSTALL A SOLID FUEL HEATER

1. Information

Under Section 68 of the *Local Government Act 1993* prior approval of Council is required to install a domestic oil or solid fuel heating appliance, other than a portable appliance (Part F - 4). Failure to seek approval is an offence and penalties apply. Council has a specific Policy for Sustainable Domestic Energy Use and Local Air Quality (POL134) incorporating Local Approvals Policy for Solid Fuel Heaters. Your application will be assessed against the criteria specified in the above Act and Policy.

You must contact a member of Council's Air Quality team about your proposed installation prior to lodgement.

Contacted Council?

Yes No
 If no, please contact Council's Air Quality team before proceeding

Name and Date of Discussion with Council Officer

Is this form being lodged as part of a DA (Development Application) or CDC (Complying Development Certificate)?

Yes No

2. Applicant Information

Name

Company/Organisation (if applicable)

Street Address/Postal Address

Town

State

Postcode

Email Address (please include if possible)

Telephone

Mobile

3. Where is the Heater to be installed?

Property Street Address (or as above)

Town

Is this a NEW HOUSE ?

Yes No

4. Property Owner Consent

All owners must sign this consent. If property ownership has recently been transferred, please also provide evidence of the transfer.

As the owner/s of the above property, I/we consent to the lodgement of this Application.

I/we permit officers of Council to enter the land to carry out inspections as required for the assessment of this application and will provide access where required.

Owner's Name

Signature

Date

Owner's Name

Signature

Date

Applications will not be accepted unless signed by the owner of the property.

COUNCIL USE ONLY

Records Stamp

Application Number

Amount Paid

Receipt Number

Received by

Signature

Date

Record Scanned into TRIM

Yes

5. Wood Heater Technical Details

Appliance/Heater Make	Model
<input type="text"/>	<input type="text"/>

6. Installer's Information

Name	Company/Organisation (if applicable)	
<input type="text"/>	<input type="text"/>	
Email Address (please include if possible)	Telephone	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Have you booked the installer to fit the heater?		Date of Installation
Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="text"/>
If yes, please indicate date of installation		

7. Wood Heater Pre-Installation Checklist

Your assistance is sought in ensuring that safety and localised air quality problems from new installations is minimised. As part of the application process to Council, you are requested to complete the following Pre-Installation Checklist. The checklist provides greater assurance to residents and Council that Australian Standard 2918-2001 and impacts on nearby premises have been considered. Council Officers will use this form during the final inspection.

<i>These details MUST be completed as part of application (you may wish to consult your retailer, installer or Council)</i>	Y	N
1. Does the heater have a compliance plate that states it conforms to AS/NZS 4013:2014 for pollution emissions and AS 4023:2014 for efficiency?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the heater have particle emissions of less than 1.5g/kg?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the heater have a minimum average heating efficiency factor of 60%?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the flue height be at least 4.6m above the floor level? (draw height on site plan below).	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the proposed flue top above any adjoining structure within a 3m horizontal radius? To minimise the effect of smoke on your neighbours, EPA recommends the top of a chimney should be at least one metre higher than any other building within a 15m radius.	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the topography of the site or likely weather patterns or configuration of nearby dwelling/s indicate a potential to cause a smoke nuisance? Topography can play a big part in the dispersion of wood smoke so if you live on a steep hill, for example, there may be other considerations. (draw on site plan below)	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there any significant trees or other environmental or structural factors in the immediate vicinity that may cause a smoke down draught? (draw on site plan below)	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If the answer to questions 6 or 7 is YES, consideration should be given to not installing the heater, or relocating the heater to another position within the dwelling that will enable it to meet the above requirements

What other forms of heating do you have?

Gas	<input type="checkbox"/>	Electric (reverse cycle A/C)	<input type="checkbox"/>	Electric (other)	<input type="checkbox"/>
Active Solar	<input type="checkbox"/>	Passive Solar	<input type="checkbox"/>	Other, please specify	<input type="checkbox"/>

8. Steps in the application process

- Lodge your application and pay fee to Council. Normal processing is within five working days.
- Council will issue the approval/rejection by mail or email to owner/occupier and installer.
- If approved, please return the '**Compliance Certificate Solid Fuel Heater Installation**' to Council. This form must be signed by your installer.

9. Privacy Statement

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan, Section 12 of the Local Government Act 1993 and the Freedom of Information Act 1989.

10. Site Sketch/Plan

Site Plan – please detail the following on this drawing:

- the location of flue on roof;
- the height measurement of the flue from the floor;
- the distance of the flue to neighbouring home(s);
- the location of fuel storage facilities; and,
- if on a significant slope please also provide a cross-sectional plan of flue in relation to neighbouring residences - see completed sample at end of this form.

11. Sample Sketch Plan

