

Fireplace Application Checklist

Common Items Required

Note that this is not an exhaustive list of items, there are, in some instances, additional items which may not have been considered and may require address by way of request for further information during the building consent process.

Item	Provided Y/N
1. Property and Owner Details a) Full legal name/s of the owners as shown on the Title b) Correct address and legal description c) Proof of ownership including Title or Rates Notice (note; we can provide a Title for a fee). d) Signed and dated Letter of Authority, if the property is held in a trust or company this is to be accompanied by proof of the signee's authority. If the property has recently been sold and a new title has not been issued yet this is to be accompanied by a sale and purchase agreement.	
2. Floor Plan a) All rooms clearly labelled b) Show all doors (external and internal) c) Show all openable windows in the room which will have the fireplace d) Location of the fireplace e) Ensure the floor plan is current (we have turned up onsite before and found new rooms etc that were not included on the plans) f) Note if the ceilings are raking or flat, include the direction of rake and approximate degrees. g) Location of interconnected smoke alarms – see smoke alarm checklist below. h) Drawn to scale or at a minimum dimensioned correctly i) Roof structure indicated and if applicable distance to neighboring buildings, as required by AS/NZS 2918.	
3. Interconnected Smoke Alarms – NZS 4514:2021 a) One in each bedroom, living spaces, hallways and landings. b) If the kitchen is separated from the other spaces by a door a smoke or heat alarm interconnected to the others is required. c) Positioned not more than 5m from any wall and not more than 10m from each other in any direction. d) The position of the alarm is also dependent on the ceiling's construction, including the rake, exposed framing members and other permanent fixtures such as ceiling fans, refer to sections 2.2.3, 2.2.5 and 2.2.6 of NZS 4514:2021, a free copy of this standard is available in the useful links section of this checklist.	
4. Fireplace and Flue a) Full manufacturers installation and specification documents for both the fireplace and the flue.	

b) Consider the position of structural elements above the fireplace and if the installation of the flue will result in the alteration of these elements. c) If inbuilt to an existing chimney an appropriate capping detail shall be provided, consideration of fireproofing the existing structure and enclosure is required. d) Consideration of any additional venting requirements. e) Hearth location, material and dimensions f) Mantel materials and dimensions. Installation details of heating shield if required.	
5. Weathertightness – Flue Penetration Detail Considerations a) Type of roof (i.e corrugate, tile....) b) Pitch of roof c) Wind zone d) Flashings (i.e soaker flashing, pan flashing, boot flashing and cap flashing) e) Installation requirements for flashings including minimum laps for flashings. f) Means of compliance, which standard have you used, reference the section/figure of the relevant compliance documents (i.e Figure 8.4.12.3B of E2/AS1 etc)	
6. Wetback a) Full manufacturers details and specification documents b) Distance from Wetback to HWC c) Details for venting and tempering d) If a new HWC manufacturers details and specifications are required as well as restraints and safe tray	
7. Additional Items a) Confirmation of compliance with the NES (National Environmental Standards) for properties less than 2ha and approved wood burners. b) Any alterations to structural elements are restricted building work to be undertaken by a licensed building practitioner. Certain items may not be exempt and should be included in the consent. See schedule 1 of the Act. If being installed in a two-story building consideration of escape routes from both levels is required, a cross section showing the height of escape routes is required.	

Useful Websites and Documents

- a) NZS 4514:2021 - [NZS 4514:2021 Interconnected smoke alarms for houses - SPONSORED | Building CodeHub](#)
- b) E2/AS1 - [E2/AS1 External moisture provisions for timber-framed buildings up to 10 m in height](#)
- c) NZMRM COP - [COP v26.03 | NZ Metal Roofing Manufacturers](#)
- d) NES requirements for wood burners on properties less than 2ha - [Requirements for wood burners in properties less than two hectares | Ministry for the Environment](#)
- e) NES approved wood burner list - [Authorised wood burners list | Ministry for the Environment](#)
- f) Schedule 1 Exempt Building Work Guidance - [Exempt building work guidance | Building Performance](#)