



## LOCAL GOVERNMENT (s.68) APPLICATION

### APPLICATION TO INSTALL A DOMESTIC OIL OR SOLID FUEL HEATING APPLIANCE (WOOD HEATER), OTHER THAN A PORTABLE APPLIANCE

This form is designed for residents who are seeking approval under Section 68 activity under the Local Government Act (LGA) 1993 to install or upgrade a domestic oil or solid fuel (wood heater) in their home.

This form is **not** required to be filled out if approval for installation has already been approved as part of a Development Application.

#### Part F: Other Activities

- Install a domestic oil or solid fuel heating appliance, other than a portable appliance.

#### 1. PROPERTY DETAILS

Lot No./s		Section No.		DP/SP No.	
House Number		Street name			
Suburb				Postcode	

#### 2. APPLICANT DETAILS

Mr		Mrs		Ms		Miss		Other:	
Given Name (s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

#### 3. OWNER DETAILS (if applicable. All owners of the property must be provided)

Mr		Mrs		Ms		Miss		Other:	
Given Name(s)									
Surname									
Postal Address									
Contact Number									

Contact Email	
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Mr		Mrs		Ms		Miss		Other:	
Given Name(s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

Mr		Mrs		Ms		Miss		Other:	
Given Name(s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

Mr		Mrs		Ms		Miss		Other:	
Given Name(s)									
Surname									
Postal Address									
Contact Number									
Contact Email									

**4. APPLICATION DETAILS (tick all that apply)**

Is this a new house?		
<input type="checkbox"/>	Yes	
<input type="checkbox"/>	No	
Have you booked the installer to fit the heater?		
<input type="checkbox"/>	Yes	Date of Installation: <input type="text"/>
<input type="checkbox"/>	No	

**5. WOOD HEATER DETAILS**

Appliance/heater Make	
Appliance/heater Model	

**6. INSTALLERS INFORMATION**

Name	
Company/organisation	
Email Address	
Contact number	
Licence number	

**7. OTHER FORMS OF HEATING IN THE HOME (tick all that apply)**

<input type="checkbox"/>	Gas	<input type="checkbox"/>	A/C split system	<input type="checkbox"/>	A/C ducted system
<input type="checkbox"/>	Active solar	<input type="checkbox"/>	Passive Solar	<input type="checkbox"/>	Electric space heaters
<input type="checkbox"/>	Heat pump	<input type="checkbox"/>	Electric in-slab	<input type="checkbox"/>	Other

**8. WOOD HEATER PRE-INSTALLATION CHECKLIST**

The following Australian Standard (AS2918-2001) relating to your heating appliance must be met.

Yes	No	Checklist items
<input type="checkbox"/>	<input type="checkbox"/>	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"/>	Does the heater have particle emissions of less than 1.5g/kg?
<input type="checkbox"/>	<input type="checkbox"/>	Does the heater have a minimum average heating efficiency factor of 60%?
<input type="checkbox"/>	<input type="checkbox"/>	Will the flue height be at least 4.6m above the floor level? (Draw height on site plan on following page)
<input type="checkbox"/>	<input type="checkbox"/>	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.

**NOTE:** At completion of installation, you are required to submit an installers Certificate of Compliance.

**9. OTHER CONSIDERATIONS**

If the answer to either of the below questions 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.

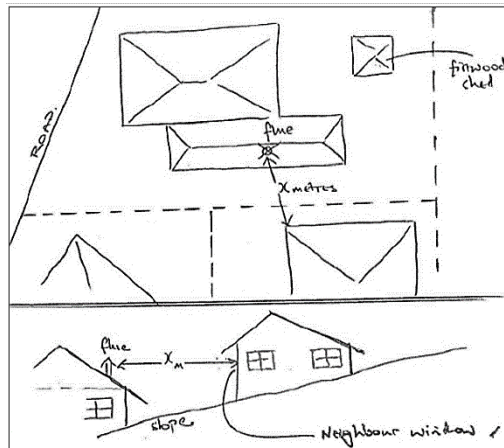
Yes	No	Consideration
<input type="checkbox"/>	<input type="checkbox"/>	Does the topography of the site or likely weather patterns or configuration of nearby dwelling/s indicate a potential to cause a smoke nuisance? Topography can play a big part in the dispersion of wood smoke so if you live on a steep hill, for example, there may be other considerations. (draw on site plan below)
<input type="checkbox"/>	<input type="checkbox"/>	Are there any significant trees or other environmental / structural factors in the immediate vicinity that may cause a smoke down draught? (draw on site plan below)

### 10. SITE SKETCH/PLAN

Site Plan – please detail the following on your sketch/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

Example site plan and elevation sketch:



Please draw site plan and elevation sketch here:

### 11. APPLICANT SIGNATURE(S)

Signature of applicant	Date
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This form may be submitted on behalf of the owner by another party; however, the form MUST have been signed by all the owner(s) prior to submission.

**12. OWNER SIGNATURE(S)**

Name of Owner			
Signature of Owner		Date	
Name of Owner			
Signature of Owner		Date	
Name of Owner			
Signature of Owner		Date	
Name of Owner			
Signature of Owner		Date	

You can submit this application form to Council by emailing it to [council@bellingen.nsw.gov.au](mailto:council@bellingen.nsw.gov.au) or by bringing it into our Council Administration Building.

**Privacy Statement**

Bellingen Shire Council (Council) is committed to protecting your privacy and takes reasonable steps to comply with all relevant legislation, including the *Privacy and Personal Information Protection Act 1998*.

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.

**OFFICE USE ONLY****13. FEE DETAILS**

Description	Account Numbers	Amount

**14. PAYMENT DETAILS**

Amount Paid:		Date paid:		Receipt Number	
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