

SECTION 68, LOCAL GOVERNMENT ACT 1993.

For information regarding application fees please see
Council's website www.thehills.nsw.gov.au

OFFICE USE ONLY

LIC NO:	DATE:
RECEIPT NO.	ACCOUNT: 731.1000.3245

SECTION 1 - TYPE OF SYSTEM (Please tick ✓)

<input type="checkbox"/> Oil fuelled heater	<input type="checkbox"/> Solid fuelled heater
<input type="checkbox"/> Other	

SECTION 2 - APPLICANT INFORMATION

Name:	
Street:	
Suburb:	Post Code:
Contact:	Email:

SECTION 3 - PROPERTY DETAILS

Lot(s):	DP/SP:
Street:	House No.:
Suburb:	Post Code:

SECTION 4 - OWNER'S DETAILS

Name:	
Street:	
Suburb:	Post Code:
Contact:	Email:
Owner's signature:	Date:

SECTION 5 - INSTALLER'S DETAILS (must be an appropriately experienced or qualified person)

Name:	
Street:	
Suburb:	Post Code:
Contact:	Email:
ABN/ACN:	

THE HILLS SHIRE COUNCIL

3 Columbia Court, Baulkham Hills NSW 2153
PO Box 7064, Baulkham Hills BC 2153

Phone 02 9843 0555 Email council@thehills.nsw.gov.au
Facsimile 02 9843 0409 www.thehills.nsw.gov.au

SECTION 6 - PAYMENT OPTIONS

In person at : Council Administration Building, 3 Columbia Court, Baulkham Hills NSW 2153 (8.30am to 4.30pm, Monday-Friday)
Castle Hill Library, Cnr Castle and Pennant Streets, Castle Hill
Vinegar Hill Memorial Library, 29 Main Street, Rouse Hill Town Centre

No cash payments accepted at libraries. Cheque, Credit Card and EFTPOS accepted.

By post: PO Box 7064, Baulkham Hills BC 2153

Please make cheques payable to The Hills Shire Council. Cheques are subject to clearance.

SECTION 7 - INFORMATION REQUIRED

The following information must be submitted with any application to install a solid or oil fuelled heater

1. Completion of application form

All details on the application form are mandatory and are required to be completed and accurate.

2. Plan

The application must be accompanied by plans illustrating the following:

- (a) a floor plan demonstrating the location of the heater and the dwelling in relation to the block;
- (b) height of flue;
 - i. from exit point of roof;
 - ii. in comparison to highest point of owners roof as well as neighbouring roofs;
- (c) distance of flue from neighbouring dwelling;

3. Specifications

The application must be accompanied by details of the solid or oil fuelled heater proposed to be installed or constructed on the premises concerned.

4. Operation and maintenance

The application must be accompanied by details of:

- (a) the maintenance requirements for the proposed solid or oil fuelled heater.

Compliance requirements The application must comply with:

- (a) Local Government (General) Regulation 2005;
- (b) Selecting, Installing and Operating Domestic Solid Fuel Heaters - Guidelines published Environment Protection Authority;
- (c) Australian Standard 2918 : 2001 - Domestic Solid Fuel Burning Appliances; and
- (d) Building Code of Australia.

FAILURE TO CARRY OUT THESE INSTRUCTIONS MAY LEAD TO THE REFUSAL OF THE APPLICATION

SECTION 8 - PRIVACY NOTIFICATION

Note: You are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of *the Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are:

- officers within the Council;
- data service providers engaged by the Council from time to time;
- any other agent/contractor of the Council; and
- other Statutory Authorities.

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Privacy Officer on ph: 9843 0555.

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