



SECTION 68 CHECKLIST

Install a domestic oil or solid fuel heating appliance, other than a portable appliance. (Part F, Section 68 Local Government Act 1993)

The following checklist will assist you to prepare and lodge a Section 68 application for a Solid Fuel Heater (PART F4, Local Government Act 1993)

Council now only accepts Section 68 Applications via the NSW Planning Portal. Please see <https://pp.planningportal.nsw.gov.au/applicant-resources> to register an account on the Portal along with additional information. Once registered, you can gain access to a digital dashboard which helps you to manage your applications through the online system.

Registration requires you to register your details with a valid email address. The NSW Planning Portal is not a Council owned platform, therefore if you are having issues with the system itself, please contact the support service at www.planning.nsw.gov.au/Contact-Us or call 1300 305 695.

Please be aware that the tables below outline the minimum requirements to lodge a Section 68 with Council, if such information is not able to be provided, the application will be considered incomplete and will be returned. Applicants may find it useful to engage a Private Consultant or a suitably qualified person to assist in the preparation of documentation and this is highly recommended.

Council may request further information if it is deemed necessary to continue assessment.

For each item identified below, please confirm (by ticking the appropriate column) that your application contains the required information. If in doubt, please contact Council's Planning & Building Department on 1300 087 004.

See appendix A and B on pages 3 and 4 for further information.

ALWAYS REQUIRED		Yes	No	Office Use
Applicant & Owner Details	You must obtain the consent of the landowner. If there is more than one landowner, every owner must sign. If the application form is not signed by the landowner(s), Council will not accept your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of your proposal	You must describe the proposed development in detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment of Fees	Is the payer an individual, a company, a business or a government entity? Payment should be made per the Council Fee Schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Clearance Testing Certificate or Report	A thermal testing report, applicable to the solid fuel heater to be installed in accordance with AS/NZS 2918:2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan	A basic floor plan which outlines the location of the solid fuel heater and the room in which the heater is located. The floor plan should indicate how the heater will be installed as per the manufacturers installation manual and should also detail the heaters distance from all walls and details of the linings of the walls within the room, both existing and proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation	An elevation plan to show termination height of the chimney/flue is in accordance with Part 12.4 of the ABCB Housing Provisions (see attached Figure 12.4.3 from the provisions in Appendix B on page 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer's installation Manual and Guide	A copy of the Solid Fuel Heaters manufacturers installation manual and guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Compliance	A certificate of compliance from the solid fuel heaters manufacturer detailing that the heater has been tested in accordance with the relevant Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

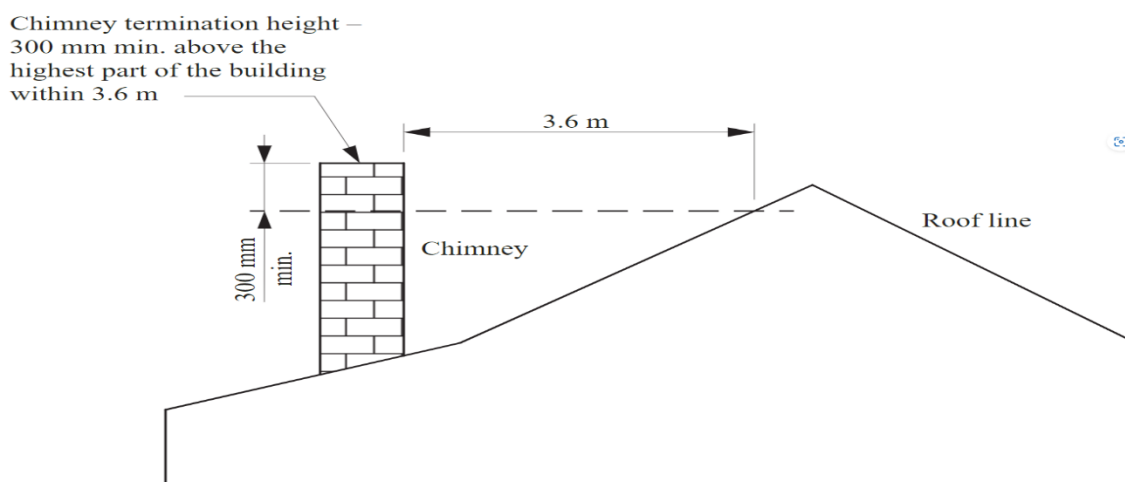
Appendix A - Updated Compliance certificates can be found at.

<https://www.homeheat.com.au/wood-heaters/certified-wood-heaters/>

<https://australiansolidfueltesting.com/compliance/>

Appendix B – Part 12.4 of the ABCB Housing Provisions information

[Part 12.4 Heating appliances, fireplaces, chimneys and flues | NCC \(abcb.gov.au\)](#)



Privacy Policy

The information you provide in this application will be held and used by Murray River Council, and any relevant State agency, to enable the assessment of your application under the [Environmental Planning and Assessment Act 1979](#) (EPA Act), the [Local Government Act 1993](#) (LG Act) or other applicable State legislation.

The information you provide may also be used by the Council in exercising its functions under other legislation, including the [Government Information \(Public Access\) Act 2009](#) (GIPA Act) under which the Council may be required to release information which you provide to us where it is in the public interest.

In completing this form, you will be prompted to supply information that is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (PPIP Act). The supply of this information is voluntary. However, if you cannot provide, or do not wish to provide the information sought, your application may not be able to be accepted or Council may not be able to process your application. The information supplied with your application may be made available to the public for comment if the development is designated development or is required to be advertised under Council's Development Control Plan or Community Participation Plan.

All documents will also be made publicly available at Council's Offices. Written notification of the application may also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes. If you require any further information about how your personal information is being collected, held, or used please contact Council