Application for Approval to Install Solid Fuel Heaters Section 68 2026/2027

Northern Beaches Council

NOTE: For proporties with multiple heaters, Council requires one application per system

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** 7 Civic Drive, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	2036
TRIM Ref	C001648
Last Updated	June 2026
Business Unit	Environmental Compliance
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Part 1: Applicant – Details of person applying for approval

Title			
Given name/s			
Family name			
Company/business (if applicable)			
Address			
Suburb		Postcode	
Business phone		Mobile	
Home phone		Fax	
Email			
Signature(s)		Date	

Part 1: Owner(s) – Details (this section must be signed by all owners)

As above	Yes ◯	No ◯	
Title			
Owner's given name/s			
Owner's family name			
Company/business (if applicable)			
Address			
Suburb		Postcode	
Business phone		Mobile	
Home phone		Fax	
Email			
Signature(s)		Date	
Signature(s)		Date	

Part 2: Fees

Required fees	**Fee amount (please tick)**
Installation	◯ $465
Inspection / Re-inspection	◯ $346
Review / Amendment	◯ $210

If applicable	**Fee amount (please tick)**
Urgency fee 2 working days	◯ $316
Urgency fee 3 - 10 working days	◯ $146

Part 3: Description of activities (please tick appropriate box)

Is the heater Installed?	Yes ◯	No ◯
Domestic heater	Solid Fuel ◯	Oil ◯
Have you currently applied for a DA or CDC?	Yes ◯	No ◯

Please select one of the following 4 options:

Approval to install (new approval)	◯
Amendment to an approval (domestic heater only) Under Section 106 of the Local Government Act you may apply to amend an approval. Existing application no:	◯
Review of Determination (domestic heater only) Under Section 100 of the Local Government Act 1993 a Review of Determination can only be made within twenty eight (28) days from the date of determination. Existing application no: _____	◯

Part 4: Site details

Shop/unit number		Street number	
Lot		Section (if known)	
Deposited plan (DP) or Strata Plan (SP) (if known)			
Street			
Suburb		Postcode	

Part 5: Provide further details relating to this application (eg type of system)

Part 6: Declaration & signatures

(Every owner of the land must sign this form)

◯ **Company / Organisation** If the owner is a company, owner's consent is to be provided in one of the following ways: • Execution of owner's consent form (or other documents to the same effect) in accordance with s 127 (1) of the Corporations Act 2001. • Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. Together with an up to date ASIC Company Extract and other relevant supporting documentation.	◯ **Strata Title / Owner's Corporation** If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature the following must be provided if any works are proposed on common property: • The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent. • A letter on strata management letterhead. • Minutes signed by the Owner's Corporation, clearly stating the words "Support for lodgement of a Section 68 for domestic oil or solid fuel heater Application".
◯ **New owners(s)** If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following: • A copy of the Certificate of Title. • A letter from your solicitor confirming settlement. • Previous owner(s) to provide owner(s) consent.	◯ **Signing on owners behalf** If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).
	◯ **Joint Wall / Fence** When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

Part 7: Installer's Information

Name			
Company			
Address			
Suburb		Postcode	
Business phone		Mobile	
Email			
Proposed date of installation			

Owner's declaration

I/We undertake to comply with the Local Government Act 1993 and Regulations, and the Protection of the Environment Operation Act 1997 and Regulations, Building Code of Australia and relevant Australian Standards.

I/We have read the explanatory notes for completion of this application contained on the form and understand that if all the required details are not provided, the application may be subject to delay or be rejected as incomplete. I also understand that Council may request more information or clarification to complete this application.

I/We consent to Northern Beaches Council displaying this application and supporting documents for the purpose of obtaining when necessary any public comment.

I/We consent to Council officers entering the above property for the purpose of carrying out inspections on this application.

Owner 1 signature		Date	
Owner 2 signature		Date	

Solid Fuel Heater - Section 68 Activities Checklist 2025/2026

Northern Beaches Council will assess applications for approval to install a solid or oil fuelled heater on a case-by-case basis. As part of the application process, you are requested to comply with, and complete the following checklist. The checklist provides a greater assurance to Council that Australian Standards and impacts on nearby premises have been considered. Council Officers will use this form as part of the assessment process.

Solid Fuel Heater requirements (you may wish to consult your retailer or installer)	**Yes**	**No**
1. Provide details from an appropriately qualified person that the proposed heater meets the emission control requirements of AS 4013.2014	◯	◯
2. Provide evidence from the installer that the proposed heater will meet the requirements of AS/NZS 2918.2018	◯	◯
3. Provide plans demonstrating that the flue pipe will extend not less than 4.6m above the top of the floor protector	◯	◯
4. If the flue is 3m or less in horizontal distance from the highest point of the roof, is the top of the flue at least 600mm above highest point of the roof (see Figure 1)	◯	◯
5. If the flue is over 3m metres in horizontal distance from the highest point of the roof, is the height of the flue at least 1000mm above the roof penetration (see Figure 1)	◯	◯
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 (Include on site plan)	◯	◯
7. Are there any significant trees or other environmental or structural factors in the immediate vicinity that may cause a smoke down draught (Include on site plan)	◯	◯
NOTE: If the answer to questions 6 or 7 is YES, consideration should be given to not installing the Solid Fuel Heater, or relocating the heater to a more appropriate location in order to meet the above requirements		

Further to complying with the above checklist, you must provide the following:

1. The application must contain site, floor and elevation plans drawn to a scale of 1:100 or 1:200 clearly demonstrating the location of the proposed heater and the proposed flue in relation to the roof line of the dwelling and the closest neighbouring dwelling/building.
2. Specifications of the appliance to be installed indicating compliance with AS/NZS 2918:2018 and the Building Code of Australia.
NOTE: YOUR HEATER IS NOT TO BE INSTALLED WITHOUT APPROVAL

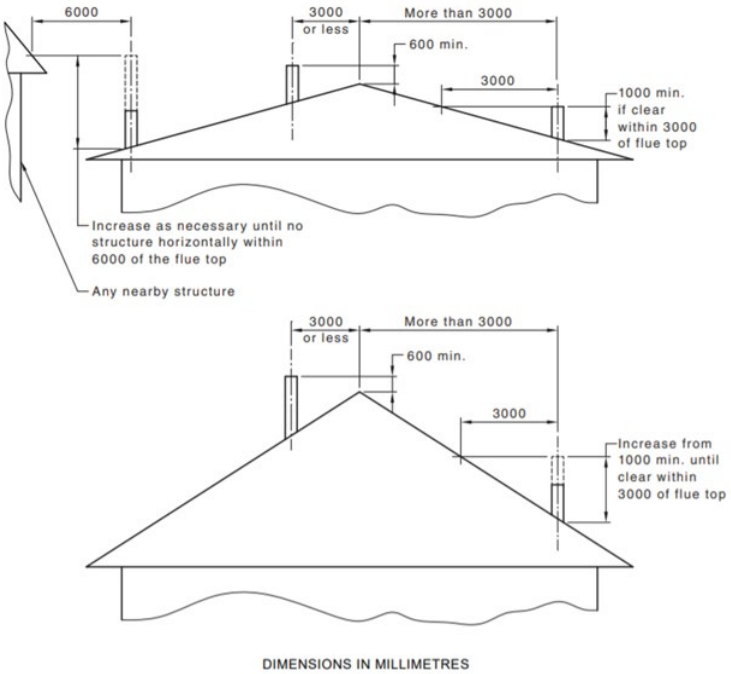

Figure 1. Minimum height of flue system