



ASHBURTON DISTRICT COUNCIL

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CUSTOMER GUIDE TO RELOCATING A BUILDING

Your guide to submitting an application for relocating a building.

Including information about:

- General information
- Planning requirements
- Transportable buildings
- Other considerations
- Standard documentation
- Some key requirements to be aware of

General Information

Before a building can be relocated the Council needs to check a number of things:

- The building is structurally suitable for relocation
- The building, once shifted is not going to be incompatible with other houses and buildings in the near vicinity, and those who may be adversely affected give their written approval.
- Before the building is shifted to its new location, the new foundations and services meet New Zealand Building code requirements.

The council may wish to inspect the building before it is shifted to check it is structurally suitable for relocation. Before we can do this, we require your permission to do so. Once we have received your permission to inspect the building, an inspection will normally be undertaken within a couple of days.

When you relocate a building you will have to apply for a Project Information Memorandum and Building Consents to uplift the house from its current site and to re-establish it on the new site.

1 Removal

It is the owner's responsibility to organise a building consent to remove a building from its site.

At the **place of origin** a building consent is needed for:

- Lifting the building off its foundations and terminating the services such as sewer, water and power, and any other demolition work necessary, including foundations.

- Details of any necessary temporary strengthening or separation of the building into parts for transportation.

Note

Other permits/approvals will be required from other authorities for the transportation of the building.

2 Placement at New Site

At the *new site* a building consent is needed for:

- Constructing new foundations and new service connections.
- Unloading the building and connecting it to utilities, foundations, services and drainage.
- Re-connecting any parts of the building which were separated for transportation, and fixing any damage done during transportation.
- any alteration work on the building.

Note

If the place of origin and the new site are in different Territorial Authority (district or city council) areas you will need to apply to **both Territorial Authorities for the various approvals required.**

3 Change of Use

If the relocated building is to have a change of use such as from a hall to offices, it may require additional work to comply with the NZ Building Code. This would include matters like access and toilet facilities. Any change of use needs to be clearly identified on the building consent application.

Planning Requirements

Resource Consent

Resource consent may be required if you are proposing to relocate an existing building to a new site. A part of this step is for you to describe whether you believe the building will be compatible with other buildings in the new location, what restoration works (if any) you propose to do once the building is shifted, and obtain the written approval of anyone the Planning Department staff think may be adversely affected.

Please note that relocating a building does not always require a resource consent. Exemptions include the relocation of –

- Accessory buildings under 30m² in gross floor area, except where located in the front yard of a site in any residential zone
- Some brand new homes or show homes

When considering an application, the Council will have regard to matters such as the age and design of the building; its soundness; its appearance and the suitability of the building for its intended use.

If the Council is of the opinion that the proposal would have adverse effects on the environment or special circumstances exist then the application may be **publicly notified**.

If the application does not need to be publicly notified, and if you have provided all the necessary information, a decision should be given within 20 working days of making the application.

Bonds

As part of the resource consent process, a council officer may inspect the building and assess its condition, and report on the work needed to bring it up to a reasonable standard.

The work needing to be done could include:

- Replacement of guttering and downpipes.
- Repair or replacement of damaged roofing, cladding, baseboards, doors and windows.
- Repainting of the exterior.

You may be required to place a bond with the Council as a means of ensuring this work is completed.

The purpose of the bond is to ensure the work is done within a **reasonable timeframe**. Resource Consent applicants must sign a Bond Agreement Form before a Resource Consent can be processed.

The bond is refunded in full when all reinstatement work is completed to an acceptable standard.

You cannot relocate the building until a Resource Consent has been issued by the Council. It is recommended that you apply for the resource Consent before you apply for a Building Consent

Transportable Buildings

New transportable buildings should be designed to withstand wind, snow and earthquake loads appropriate to the site the building is to be located on.

You will need to obtain a building consent for the 'transportable building' from the Territorial Authority in the area from which the building originates and a separate building consent for the relocation, siting, foundation and associated services from the Territorial Authority within whose region the new site is located.

When you lodge your building consent application for the new site you will be required to provide a copy of the Code Compliance Certificate issued by the Territorial Authority for the construction of the transportable building. The Building Consent for the relocation of the building will not be granted until this Code Compliance Certificate is provided.

Other Considerations

Insulation

Many older dwellings and habitable buildings purchased for relocation do not contain any subfloor insulation.

The New Zealand Building Code requires all new habitable buildings to insulate the subfloor to a minimum thermal resistance of R1.3. During relocation is the ideal time to install or upgrade subfloor insulation while you have easy access to the area.

Pile Layout Plan and Fixings

You must provide a pile layout plan and subfloor bracing calculations with your building consent application. The pile layout should show the location of anchor and/or braced piles.

Building Consent Application.

Pile to bearer fixings must also be specified on the documents. You should check the corrosion zone that your property is located in and determine the height the fixings will be in relation to the ground level. NZS3604 requires Stainless Steel fixings to be used in Corrosion Zone 1 and where fixings are within 600mm of natural ground.

Standard of Documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job, be fully dimensioned and detail all materials to be used.

Specifications for the building work are also required. The specifications should further define the building work including details of all materials to be used, finishes and equipment to be installed. The specification must be specific to the project. It is not acceptable to simply state 'installed to manufacturer's instructions', as in many cases product manufacturers have several installation options. Likewise it is not acceptable to make statements such as 'fixed in accordance with NZS3604' as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard. Also if you intend to use an alternative proprietary fixing which is an alternative solution, the Building Consent Authority must know exactly what they are approving so that they can assess your project appropriately.

Cost

The cost of your Building Consent varies depending on the amount and type of work that is being carried out. Generally the cost of processing a building consent is time-based. The quality of the information provided at the time of application will affect the overall fees (i.e. low quality drawings and details will take longer to process, raising the cost).

The fee you will pay for your Building Consent is made up of the following:

1. Council's fee for processing the application. This generally includes processing and administration time as well as time for expected inspections on site. The amount that you pay on application is a deposit based on a set PIM and administration fee. If the amount of time involved varies from that expected (including any extra inspections) you may have to pay a little extra or you may receive a refund of the unused portion of the fee.
2. Building Research Association of New Zealand (BRANZ) Levy:
Calculated at \$1.00 per \$1,000 of the project value for buildings of value over \$20,000.
3. Department of Building and Housing Levy:
Calculated at \$1.97 per \$1,000 of the project value for buildings of value over \$20,000.
4. **Development Contributions made up of network and/or Community Infrastructure Levies may apply to some projects – Refer to customer guide for Development Contributions.**

Some Key Requirements to be aware of:

- Completed Building Consent Application Form.
- A current copy of the Certificate of Title or Sale of Purchase Agreement for the property.
- A complete site plan showing the proposed position of the Relocated Building in relation to legal boundaries and other buildings on the site and Site Spot Levels and Finished Floor Level.
- A pile layout and sub-floor bracing calculations detailing anchor/braced/cantilevered piles.
- A complete floor plan showing all partitions and intended use of spaces for the building and any proposed internal or external alterations.
- Elevations clearly identifying window and door openings and showing floor heights from original and proposed ground lines.
- Photographs of the building.
- A cross section through any areas of the building to be altered including:
 - foundation details
 - framing to walls/rafters/trusses
 - lintel sizes
- Construction details showing fixings and flashings.
- Wall bracing plan and calculations.
- Roof truss design.
- Provisions for disposal of storm water and foul water including septic tank and effluent disposal system for rural properties.
- Details of the potable water supply (ie. well location).
- Written specifications.
- Engineer's report on the structural suitability of the building for relocation to the new site.
- Wall bracing information where required by the Engineer's report.
- A copy of the Code Compliance Certificate issued for the house in its previous location for buildings built since 1 July 1993.
- A written schedule confirming the Building Work will comply with the Building Code.