



# ASHBURTON DISTRICT COUNCIL

5 Baring Square West, Ashburton, New Zealand  
e-mail info@adc.govt.nz Website www.ashburtondc.govt.nz

BAM 452  
Date Issued: 19/08/2009



## CUSTOMER GUIDE TO

# DEMOLITION OR REMOVAL OF A BUILDING

Your guide to submitting a hassle free Demolition Application

Including information about:

- Requirements for Demolition consent
- Chimney removal
- Content and quality of documentation required.

## DEMOLITION: The Basic Information

A Demolition Consent is required prior to the demolition or removal of a building or part of a building such as a chimney.

If you intend to demolish or remove a building or structure from your site, demolition consent is required to ensure that all related services are capped/sealed, the site is fully cleared and Council files and rating assessments correctly reflect these changes.

A resource consent may be required for any buildings of historical significance.

If you suspect hazardous material is part of the project, you should contact the Department of Labour, Occupational Safety & Health to make arrangements to dispose of the material.

### Some key requirements to be aware of:

- Completed Building Consent Application Form
- A current copy of the Certificate of Title or Sale & Purchase Agreement for the property.
- A complete Site Plan showing the current position of the Building to be removed in relation to legal boundaries and other buildings on the site.
- Identify the location of any storm water or other drainage work to be capped/sealed off or removed.
- A written schedule confirming the building work will comply with the Building Code.

### Standard of Documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job. The Council must know exactly what they are approving to enable your project to be assessed appropriately.

## Ask your Council for a comprehensive checklist when collecting your Building Consent Application

### Chimney Removal

Removing existing brick chimneys in older dwellings can be more complex than first thought. Several factors must be considered when applying for a Building Consent:

- Structural issues, bracing and supporting the roof and adjacent walls.
- Weathertightness and how the roof to chimney junction is going to be made good.
- Replacement of flooring and ceiling when chimney is removed.
- Sometimes a hot water cylinder with a wet back may be next to a fire place and so plumbing may need to be addressed, or if a new hot water cylinder is being put in, new plumbing work must be consented and approved.

All these issues should be addressed in your application for a Building Consent.

### 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.

**DEMOLITION: Application Package**

When complete, your Demolition Application which you will lodge to Council will include at least the following items:

- Application form COMPLETED and signed**
- All information identified on the cover sheet**
- Certificate of Title:** Recent search copy less than 6 months old, plus a sale and purchase agreement if not in the applicant's name. A subdivision scheme plan is required for a new site where Title is not yet available.
- Site Plan**, showing buildings, ground and floor levels and dimensions.
- Project Information Memorandum** (if already issued)
- Drainage Plans**
- Engineer's Details and Producer Statement.**  
If required for commercial buildings.