



# CUSTOMER GUIDE TO RELOCATING A BUILDING

## Your Guide for Submitting an Application for Building Relocations

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
- Whether the building, once shifted (and repaired if required), will fit in with other houses and buildings in the area, and whether resource consent is going to be required.
- Before the building is shifted to its new location, the new foundations and services meet New Zealand Building code requirements.

The council may request a building report before it is shifted to check it is structurally suitable for relocation. This report will need to be provided by a suitably qualified person such as a structural engineer or building professional.

When you relocate a building you will have to apply for a Project Information Memorandum and Building Consent 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 (if required) to remove a building from its site.

**Note:** A building consent is required to remove/demolish a dwelling from a property if it is over 3 storeys high or is attached to another building.

It is recommended that you notify the Rates Department of any changes being made to your property that does not require a building consent as this may alter the rates amount charged.

**Note:** Other permits/approvals may 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.

### 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: District Plan Requirements**

The Ashburton District Plan allows for some buildings, including houses (residential units), to be relocated without needing resource consent provided that they meet certain requirements.

These specific requirements are for all zones except Residential A, Rural C, Residential C (Barrhill) and the Barrhill Buffer Area (Rural B):

- Any relocated residential unit must have been previously designed and built as a residential unit; and
- Prior to the residential unit being relocated onto a site, a building consent or consents must have been granted that cover all of the matters listed below; and
- A building inspection report shall accompany the building consent. The report is to identify all reinstatement work required to the exterior of the building; and
- The residential unit shall be located on permanent foundations approved by building consent, no later than two months of the building being moved to the site; and
- All other work required to reinstate the exterior of any relocated residential unit, including painting if required, shall be completed within six months of the building being delivered to the site. Reinstatement work is to include connections to all infrastructure services; and
- The proposed owner of the relocated residential unit must certify that the reinstatement work will be completed within the six month period.

The relocation of any buildings, under 40m<sup>2</sup> in gross floor area, is also permitted except where it is located in the front yard setback of a site in any Residential Zone or the Residential area of the Aquatic Park Zone. As is the relocation of any building to the site of the scheduled Plains Historic Village in the Open Space A Zone.

When Planners are assessing your Building Consent application, compliance with the District Plan (including the matters above) will be checked. If the proposal does not satisfy all of the requirements, you may not be allowed to build until you have received a resource consent or changed your proposal to comply.

We suggest you speak to the Planning Department before you make your application if you are unsure whether you need a consent.

Council retains records of relocated buildings and may monitor for compliance following construction. Costs incurred by repeat monitoring may be recovered in accordance with Council fees and charges.

#### **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).

For a break down on fees please refer to our Fees and Charges listed on our website.

**Development Contributions made up of network and/or Community Infrastructure Levies may apply to some projects – Refer to our Fees and Charges for an outline of Development Contributions.**

**Some Key Requirements to be aware of:**

- Completed Building Consent application form.
- A current copy of the Certificate of Title less than 6 months old 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 (i.e. well location).
- Job specific 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.

Please note if you are supplying a hard copy application you may be charged a scanning fee as per our Fees and Charges.