



Hurunui District Council

is a member of the



**CUSTOMER GUIDE TO
RELOCATING A BUILDING**



Your guide to submitting a hassle-free application to relocate a building.

Includes information about:

- district plan requirements;
- transportable buildings; and
- content and quality of documentation required.

A member of the Mainland Building Consent Authorities Group

**BAM 450
Hurunui District Council
Building Department**

See our full range of Customer and Designer's Guides:

- BAM 401 **Customer Guide To Building New Dwellings**
- BAM 402 **Customer Guide To Dwelling Alterations & Additions**
- BAM 403 **Designer's Guide To Domestic Conservatories**
- BAM 404 **Customer Guide To Accessory Buildings**
- BAM 405 **Customer Guide To Building Consents Issued Under s.72 Of The Building Act 2004 (Hazard Areas)**
- BAM 406 **Customer Guide To Wet Area Showers**
- BAM 408 **Designer's Guide To Commercial Applications**
- BAM 410 **Customer Guide To the Building Consent Process**
- BAM 420 **Customer Guide To Solid & Liquid Fuel Heaters**
- BAM 421 **Customer Guide To Effluent Disposal**
- BAM 450 **Customer Guide To Relocating A Building**
- BAM 451 **Customer Guide To Demolition And/Or Removal Of A Building**
- BAM 453 **Customer Guide to Change of Use**
- BAM 454 **Customer Guide to Transportable Buildings**
- BAM 455 **Frequently Ask Questions**
- BAM 456 **Glossary of Terms**

For further information please contact:

Hurunui District Council
Building Department
66 Carters Rd
P O Box 13
Amberley
Phone: (03) 314 8816
Fax: (03) 03 314 9181
E-mail: info@hurunui.govt.nz

Planning requirements

Resource Consent

Resource consent will be required if you are proposing to relocate a dwelling or principal building constructed 20 years prior to relocation. 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 will 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 and pay the cash bond before the building can be relocated.

Useful websites

Certified Builders Association of NZ Inc (CBANZ)
www.certified.co.nz

Registered Master Builders Federation Inc (RMBF)
www.masterbuilder.org.nz

New Zealand Institute of Architects (NZIA)
www.nzia.co.nz

Architectural Designers NZ Inc (ADNZ)
www.adnz.org.nz

Association of Consulting Engineers (ACENZ)
www.acenz.org.nz

BRANZ Ltd
www.branz.co.nz

NZ Institute of Quantity Surveyors Inc (NZIQS)
www.nziqs.co.nz

NZ Institute of Surveyors (NZIS)
www.surveyors.org.nz

Department of Building and Housing (DBH)
www.dbh.govt.nz

Institution of Professional Engineers (IPENZ)
www.ipenz.org.nz

NZ Institute of Building Surveyors Inc (NZIBS)
www.buildingsurveyors.co.nz

Consumers' Institute of New Zealand
www.consumerbuild.org.nz

- 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.

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

Following payment of the bond and relocation of the building. 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.

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.

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.