

## A guide to Resiting a Building

**If you are planning on moving a building to another site in the Waipa District, you will require a Building Inspection Report and a Building Consent, and in most cases a Resource Consent.**

Council's District Plan requires the external appearance of resited buildings to be reinstated to a reasonable standard. The Building Act 2004 requires that resited buildings are not dangerous or insanitary. The following steps must be completed, (note that Steps 2 and 3 can be undertaken at the same time) however if a resource consent is required, it will need to be granted, and certain conditions met, before relocation.

There are various costs involved in resiting a building, including application fees for inspections, building consents, resource (landuse) consents, bond administration and in some cases, development contributions. To find out more about costs contact Council's customer support team.

### Before a building is resited

A building must not be resited under any circumstances until the following steps are completed:

- Step 1 A Building Inspection Report is obtained
- Step 2 A Resource Consent is obtained and the bond has been entered into, and all administration fees paid (Note: you are required to contact Council to arrange the bond process)
- Step 3 A Building Consent is obtained
- Step 4 Development Contributions are paid in full if required.

### Step 1: Building Inspection Report

A building inspection report judges the ability of the building to be relocated and reinstated to a reasonable standard, so that it blends into the surrounding area. An application may be declined if the building is deemed to be structurally unsound, dangerous to move, unsatisfactory to upgrade, or insanitary.

Before a building is resited within the Waipa District, regardless of its origin, a Waipa District Council Building Control Officer must first approve it to be fit for relocation. To obtain a Building Inspection Report you will need to:

- Complete an 'Application for Inspection of Second Hand Buildings' form and return to Council with recent photographs, floor plans, details of any proposed repairs or alterations, and the inspection fee.
- Arrange a suitable inspection time and access to the building with a Building Control Officer (BCO).

After the inspection has been completed, a written report will be provided to you by the BCO. This report will confirm whether or not the building is suitable for relocation and, if so, details of any work required.

### Step 2: Resource Consent

A resource consent will be required from Council's Planning Department for most relocated buildings, please check with a Council Planner if you are unsure. As part of this process you will also need to gain written approval from all affected parties.

The following details must be submitted with the completed resource consent application form:

- A recent 'Historical' Certificate of Title
- A to-scale site plan showing all buildings, setbacks to boundaries, easements, access points, vehicle parking, access and maneuvering areas, building coverage permeable surface areas, and existing and proposed floor area(s)
- The age of the building and the construction materials used



- Floor plan(s) showing internal layouts of existing and proposed buildings
- Recent photographs of the interior, and the exterior, including the roof
- A description of any external or internal works which are proposed to the building and the expected completion date
- Existing and proposed landscaping details including plant species, location, heights and/or sizes
- An Assessment of Environmental Effects.

### Gaining Written Approval from Affected Parties

- Affected parties are those who will be impacted by your proposed activity, usually the owners and occupiers of surrounding properties, including those across the road. If you are unsure who needs to be approached please contact a Council Planner.
- Each affected person will need to sign and date the written approval form, the Assessment of Environmental Effects, the site plan, photographs, and details of any proposed upgrade works.
- If you cannot obtain written approvals from all affected people the application will need to be notified. A Council Planner can advise you of the requirements and additional costs for this type of application.

For specific details of resource consent requirements please contact a Council Planner.

### Resource Consent Bonds

If your resource consent application is granted, along with the other conditions, you will in most cases be required to enter into either a cash or bank guaranteed bond. The purpose of the bond is to ensure that the conditions of the consent are met within a specified timeframe. It also enables Council to complete the works if the bond is not complied with.

The amount of the bond is usually a minimum of \$2,000.00, and a maximum of 1.5x (150%) the estimated costs of any works required. There are also administrative costs associated with the creation and release of the bond.

### Step 3: Building Consent

A building consent application must be submitted with the following details (all plans to be in duplicate, fully dimensioned and to scale):

- A site plan,
- Foundation plan (showing all piles and pile types e.g. anchor piles, braced piles etc),
- Floor plan showing all partitions, doorways, window and room uses, e.g. bedroom, bathroom etc, and any proposed alterations
- Specification detailing all standards and materials used to reinstate the building.
- Fees deposit.

For specific details concerning building consent applications contact a Council Building Consents Receiving Officer.

### Step 4: Development Contributions

A Development Contribution is required when an additional dwelling is added to one certificate of title. Development Contributions may also be required in other circumstances such as a resited building to be used for commercial purposes. Development Contributions can vary significantly, so ensure you obtain an up to date fees schedule from Council before you make the decision to relocate a building.

### Who should I contact for further information?

Please contact a Building Control Officer and/or a Planner at either Waipa District Council office if you require further assistance.

### CONTACT US:

0800 WAIPADC

Private Bag 2402,

Te Awamutu 3840

#### Te Awamutu Office:

101 Bank Street

p. 07 872 0030

f. 07 872 0033

#### Cambridge Office:

23 Wilson St

p. 07 823 3800

f. 07 823 3820

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