



A Guide to Resiting a Building

Here's what to do

As soon as possible visit or phone your nearest Waipa District Council Office and discuss your proposal with a Building Control Officer and a Planning Officer. You will require a building inspection report and a building consent and it is likely that you will require a resource (planning) consent.

Note that Steps 2 and 3 below can be undertaken at the same time. However, a resource consent will need to be granted before a building consent can be implemented.

Step 1: Building Inspection Report (Building Act)

Before a building is resited within the Waipa District a Waipa District Council Building Control Officer must first approve it to be fit for relocation. A building may be declined if it is deemed to be structurally unsound and dangerous to move, or considered unsatisfactory to upgrade or unsanitary. To obtain a Building Inspection Report you will need to complete the following steps.

- Complete an 'Application for Inspection of Second Hand Buildings' form and return to Council with recent photographs, floor plans and inspection fee.
- Arrange a suitable inspection time and access to the building with the Building Control Department. Please note, a street or road map may also be required.
- After the inspection has been completed a comprehensive written report will be provided by the Building Control Officer. This report will confirm whether or not the building is suitable for relocation and, if so, details of any upgrading that may be required.

Step 2: Resource Consent (Resource Management Act & Waipa District Plan)

In most situations a resource consent will be required from Council's Planning Department. You will be informed of this requirement at the time of making the building inspection

application. If a resource consent is required the following details are to be submitted with your application:

- 'Application for Land Use Consent' form.
- Certificate of Title.
- Full site plan to an appropriate metric scale showing existing and proposed buildings in relation to site boundaries, proposed building setbacks annotated, north point, building limitations such as easements, existing and proposed access points, on-site parking spaces, on-site access and manoeuvring areas, site coverage of all on-site buildings and the permeable surface area.
- Existing and proposed floor area(s).
- The age of the building and the materials with which it is constructed.
- Floor plan(s) to a metric scale showing internal layouts of existing and proposed buildings.
- Recent photographs showing the interior, all external elevations and the roof type.
- Description of the proposed works to the building following resiting including any external upgrade works, proposed alterations and additions and the timeframe within which such works will be completed.
- Existing and proposed landscaping details including species, location, plant heights and/or sizes.
- A copy of the report from Waipa District Council's Building Control Officer regarding the state of the building and its suitability for resiting (Step 1).

Also,

- Written approval will be required from all affected people (normally neighbours). A Planning Officer will identify those people from whom written approval is required. Each affected person will need to sign and date the 'Form for Written Approval to a Resource Consent Application', the site plan, photographs, Council's Building Control Officer's inspection report and details of any proposed upgrade works.
- If you cannot obtain written approvals from all affected people the application will proceed on a notified basis. A Planning Officer can inform you of the requirements for this type of application.

Step 3: Building Consent (Building Act)

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

- Site plan showing:
 - Location of the building in relation to site boundaries;
 - Drainage layout for both sewer and stormwater;
 - Any future buildings e.g. garage, swimming pool;
 - Vehicle entrance and driveways; and
 - Any existing buildings on-site.
- 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.
- Floor plan is to show any proposed alterations.
- Specification detailing all standards and materials used to reinstate the building.
- Details of any resource consents required.
- Fees deposit.

Bond

Where a resource consent is required, a resited building will be subject to a cash or bank guaranteed bond in accordance with Section 108 of the Resource Management Act 1991.

The amount of the bond will be a minimum of \$2,000.00 and a maximum of 1.5x (150%) the estimated cost of bringing the building up to the required standard after it has been resited. Upgrading works which may be required include exterior painting and re-roofing. A bond allows for Council to complete the upgrade works if not completed by the applicant.

Bonds up to the value of \$5,000.00 (GST inclusive) will be secured by a cash bond. Bonds over \$5,000.00 (GST inclusive) may be secured by either a cash bond or bank guaranteed bond – which will be registered against the property's title.

The bond is a performance guarantee in that it is refunded/released once the conditions have been met, and it may be refunded/released in total or in stages as the building is upgraded. There are also administrative costs associated with the creation and release of the bond.

A time limit will be set by Council for the completion of required upgrade works. Failure to comply with the conditions of resource consent may result in either the cash bond being forfeited or Council taking legal action to enforce the registered bond.

Will I get approval? Time? Cost?

APPROVAL – To resite a building you will require a Building Inspection Report stating that the building is fit for relocation, a Building Consent and (where applicable) Resource Consent will need to be granted.

COST – Council staff are often told by owners of resited buildings that if they had been fully aware of all the associated costs they may not have gone ahead with the project. A costing schedule is available from the Building Control Department for your use.

A reserve contribution fee is payable for each dwelling erected in Waipa District. The reserve contribution goes towards providing and maintaining reserves in the District. Development Impact Fees may also be payable for the provision of public services. Such fees may have already been paid for at the time of subdivision. A Planning Officer can advise whether the fees are required and the amount payable.

TIME – Please factor in the time it takes Council to process the application(s). After submitting all required information to Council, allow the Building Control Officer 10 working days to produce a building inspection report, and then allow for a period of 20 working days for the processing of your building consent and resource consent (where applicable).

However, if the resource consent is processed on a notified basis it could take 3 – 4 months to be processed – due to the timeframes required for public submissions and the scheduling of a hearing.

Need to know more?

For further information and assistance, please contact a Building Control Officer and Planning Officer at your nearest Waipa District Council Office.

Disclaimer

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