



RELOCATION BUILDING REPORT FOR WAIROA DISTRICT COUNCIL

Application Document



RELOCATION BUILDING REPORT

Building Relocation Proposal: _____

New Location Address: _____

Date: _____

Pre-Application Advice

We understand that applying for consents can be a complicated process. Fortunately there is a dedicated team on hand to help you through it, step by step.

We advise you to make contact with the building team to set up an appointment before you set out on the application process. Come in and sit down with one of the staff to work out your specific needs – this will ultimately make it easier and faster to get your consent.

Consents cannot be issued without all the required information – be a step ahead and get your application as detailed as possible from the beginning.

A lot of information can be found on our website. Have a browse through the Building/Planning section to increase your knowledge of the process.

<https://www.wairoadc.govt.nz/services/building-consents-information/building-consents/>

1.0 GENERAL INFORMATION

A Building Consent is required for the Relocation of a Building within the Wairoa District. A Resource Consent may be required to relocate a building.

See more detailed Information Sheet 8 regarding Relocation of a Building on our website:

<https://www.wairoadc.govt.nz/assets/Document-Library/Publications/Building-Control/Information-Sheet-8-Guide-to-moving-and-relocating-buildings.pdf>

1.1 PURPOSE OF THE REPORT

The purpose of this report is to assist with the assessment of building relocation proposals under the District Plan, and in particular demonstrating compliance with the District Plan performance standards. In addition, this report is also required for the purposes of assessing an application for Building Consent Relocation.

1.2 INTRODUCTION

This Building Report accurately records the condition of the building to be relocated. This report details the existing condition of the building prior to removal. It also identifies any new building work and all reinstatement works that are to be completed to the exterior of the relocated building in order to achieve a tidy and pleasing appearance to meet the requirements of the District Plan.

Any damages to the building that occurs during transport to the destination site will also be repaired to ensure that reinstatement of the relocated building achieves a tidy and pleasing appearance.

In order to meet the requirements of the Building Act, this report confirms whether the building is considered suitable for relocation. In this respect the report also outlines the details of any new interior or exterior building work proposed (if applicable).

The report also identifies site-specific requirements including *but not limited to*:

- The construction of the new foundations
- New retaining walls; and
- Water and sewage treatment (if applicable).

The report must be read in conjunction with the conditions table and photographs that will need to be provided. This will assist in providing a representation of the condition of the building prior to the commencement of the relocation.



1.3 APPLICANT'S CONTACT DETAILS

Applicant (clients) name: _____

Contact address: _____

Phone: _____ Email: _____

Any additional Information: _____

Authorising Agent: _____

Contact address: _____

Phone: _____ Email: _____

Any additional information: _____

The report has been prepared by:

_____ [person's name] of _____ [company name]

Instruction/Agreement dated: _____ [date]

On behalf of our clients _____ {name}.

Note: signatures and LBP details will be required at end of this report

1.4 BUILDING CONSENT REQUIRED

From old location (if outside Wairoa District):

- Previous Building Consent
- OR documentation for removal issued by the appropriate local authority
- Any History of Building works

Please include any historical information such as CCC's for any extensions or alterations to the building or other documentation that has been issued for work undertaken to the building at its original location.

For the new destination in Wairoa:

You will need a Building Consent and a PIM (Project Information Memorandum) for this project.

- For Construction foundations and services and or septic design
- Connecting the building to foundations and services
- Re-connecting any parts of the building which were separated for transport and fixing any damage done
- Doing any renovation work on the house

1.5 RELOCATED BUILDING DETAILS AND INFORMATION REQUIREMENTS

#	Building element	Required repairs or reinstatement work details
1.	Type of building to be relocated <i>e.g. dwelling house, garage, ancillary building</i>	
2.	Approximate age of the building <i>Provide a date range e.g. 1940 – 1950</i>	
3.	Detailed description of building <i>Number of rooms, storeys, size, type of roof and wall cladding, type of foundations and sub floor construction, any additional features</i>	
4.	Destination site address and legal description <i>Address of the destination site of the relocation building</i>	
5.	Original site address <i>Original site address of the building</i>	
6.	Current location of the building <i>Where the building is currently located</i>	

7.	Date building is to be/was removed from original site	Removal date:
	Is the building being stored prior to being placed on the destination site: <i>If yes, please provide the storage address and whether and of the building reinstatement work identified in this report will be undertaken while in storage.</i>	<input type="radio"/> YES <input type="radio"/> NO <hr/> <hr/> <hr/>
8.	Proposed date of relocation <i>Intended date that building will be relocated to destination site</i>	
9.	Proposed use of building <i>e.g. dwelling house, residential garage</i>	
10.	Previous use of the building	
11.	Is the building being split for transportation?	<input type="radio"/> YES <input type="radio"/> NO
11a.	If the building is being split, how will the split affect wall cladding? <i>Provide details of the split – number of sections, identify the location(s) of the cut(s)</i>	
11b.	How will the split affect the roof cladding? <i>Provide details of the split – number of sections, identify the location(s) of the cut(s)</i>	
12.	Description of proposal (new building work and any reinstatement work) and the timeframes to complete this work <i>Details, itemise and describe any proposed new building work (including any changes to the internal layout and any external additions) or proposed reinstatement work to be carried out:</i> <ul style="list-style-type: none"> • <i>prior to relocation off the original site;</i> • <i>at a storage depot; or</i> • <i>at the destination site.</i> <i>Include the proposed work schedule and timeframes to complete each proposed work item.</i>	

13.	<p>Inspection dates and weather:</p> <p><i>Date and weather at the time of the inspection</i></p>	<p>Date: _____</p> <p>Time: _____</p> <p>Weather: _____</p> <p>_____</p> <p>_____</p>
14.	<p>Inspection location:</p> <p><i>Address (and identify whether this address is the original site or a storage site/facility)</i></p>	
15.	<p>Inspection by:</p> <p><i>Building assessor name</i></p>	
16.	<p>Other person(s) present:</p> <p><i>Name(s) of other parties present</i></p>	
17.	<p>Where the building is located outside the Wairoa District, provide any Building Consent documentation issued by the council of origin and any history of building work</p> <p><i>If applicable, attach Building Consent documentation including any historical information such as CCC's for any extensions or alterations to the building or other documentation that has been issued for work undertaken to the building at its original location.</i></p>	
18.	<p>Plans to be provided with this report</p> <p><i>Site plan (to scale) showing</i></p> <ul style="list-style-type: none"> • <i>property boundaries</i> • <i>proposed location of relocated building with distances from boundaries</i> • <i>any existing dwelling that will remain</i> <p><i>House floor plans (to scale), original and proposed.</i></p> <p><i>Plans of each elevation of the building (to scale), original and proposed.</i></p> <p><i>As much detail as possible</i></p> <p><i>All plans must be to scale e.g. (1:100)</i></p>	<p><i>Attach under Appendix A</i></p>

19.	Photographs to be provided and attached <i>Recent (less than 3 months old), clear, coloured photos showing the interior and exterior of all rooms and all elevations of the photos</i>	<i>Attach under Appendix B</i>
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1.6 REPORTING CONDITIONS

This report has been prepared under the following conditions of engagement:

List any conditions below:

1.7 EXCLUSIONS

This report does not include comments about the following:

List any exclusions below:

Note: Any information contained in this report and that is relevant to the consent process will be replied upon by the BCA and cannot be excluded.

1.8 DEFINITIONS

The following defines the condition comments of the element surveyed:

Good: *items that have suffered minimal weathering, wear or decay and are free from any visual defects*

Poor: *items that are worn, decayed or weathered either due to the age, abnormal use or lack of maintenance.*



1.9 AREAS INSPECTED?

[Outline the extent to which external and internal areas of the building were able to be inspected, i.e. was access gained to the subfloor space, roof cavity, etc.]

2.0 BUILDING CONDITION – TABLES

2.1 TABLE A

WAIROA DISTRICT PLAN REQUIREMENTS FOR EXTERNAL REINSTATEMENT WORK

This table is an indicative idea of what will be required to put the house back together at destination site.

#	Construction element	Description	Condition	Required repairs or reinstatement work details (including any painting)
1.	Roof	<i>Description of existing roof materials and condition</i>	<input type="radio"/> Good <input type="radio"/> Poor	<i>Detail any required repairs or building work to reinstate the roof</i>
2.	Spouting and downpipes	<i>Description of existing spouting material(s). e.g. PVC, metal, butyl membrane or other</i>	<input type="radio"/> Good <input type="radio"/> Poor	
3.	Exterior wall cladding	<i>Description of existing wall cladding e.g. fibre cement, weatherboard / sheet, timber weatherboard, board and batten, metal sidings, etc.</i> <i>Describe the cladding coating conditions (e.g. condition of paint finish)</i>	<input type="radio"/> Good <input type="radio"/> Poor	<i>Details any required repair or replacement of wall cladding (including any repair or repainting of the cladding coating or exterior finish)</i>
4.	Foundation cladding	N/A	N/A	<i>Specify what will be needed at the destination site to close in and ventilate the foundations. Specify the exterior finish or the foundation cladding and whether painting will be required.</i>
5.	Window and door joinery	<i>Describe existing joinery materials e.g. powder coated aluminium, timber steel, single glazed, double glazed</i>	<input type="radio"/> Good <input type="radio"/> Poor	<i>Specify any required repair, replacement or reinstatement of window and door</i>

				<i>joinery including any painting of joinery</i>
6.	Access to the building – porches and/or steps	<i>N/A</i>	<i>N/A</i>	<i>Specify whether these need to be reinstated / reconstructed at the destination site to ensure safe access to the building</i>
7.	Damage that may occur during transit	<i>N/A</i>	<i>N/A</i>	<i>Example text: Any damage to the building that may occur during transit to the destination site will be repaired or reinstated to ensure the building has a tidy and workmanlike external building</i>

2.2 TABLE B

BUILDING ACT 2004 INFORMATION

#	Construction element	Description	Required repairs or reinstatement work details (including any painting)
1.	Foundations	<i>Layout, design and levels in accordance with site topography and demonstration of compliance with NZS3604</i>	
2.	Access	<i>Describe current and proposed access points to the building, design or steps, ramps and additions such as decks</i>	
3.	Weathertightness	<i>Describe internal and external moisture controls</i>	
4.	Wind zone	<p>Wind zone: (original location)</p> <p>_____</p> <p>Wind zone: (destination site)</p> <p>_____</p> <p><i>If the zone has changed show how compliance with the new wind zone standards will be achieved</i></p>	
5.	Heating	<i>Describe the forms of proposed heating – fire appliance, wood burners and details of smoke detectors (e.g. replace with new smoke</i>	

		<i>detectors and confirm installation and locations)</i>		
6.	Ventilation	<i>Describe and detail the sources of natural and mechanical ventilation</i>		
#	Construction element	Description	Condition	Required repairs or reinstatement work details (including any painting)
7.	Roof	<i>Describe current roofing and condition</i> <i>If the roof is to be removed or altered either before or after removal or relocation show details of the replacement or altered supporting structure and details of fixings and replacement roofing</i>	<input type="radio"/> Good <input type="radio"/> Poor	
8.	Insulation (<i>may be applicable if any new building work is proposed</i>)	<i>Describe existing and proposed insulation materials</i>	<input type="radio"/> Good <input type="radio"/> Poor	
9.	Sanitary facilities	<i>Identify and describe current and proposed sanitary facilities</i>	<input type="radio"/> Good <input type="radio"/> Poor	
10.	Water supply	<i>Identify type and source or potable water</i> <i>If other than Council supply or rainwater system, chemical and bacteriological testing reports need to be supplied</i>	N/A	



11.	Sewage and stormwater	<i>Detail the drainage layout including the type and size of the pipes used in waste water system, points of discharge and provision for controlling</i>	N/A	
12.	Construction and demolition hazards	<i>Identify and describe any hazards</i>	N/A	<i>Describe how these risks are to be managed</i>

3.0 BUILDING ACT 2004 REQUIREMENTS

A Building Consent is required for the Relocation of this building and all subsequent works as a consequence. The building work must be designed and undertaken by a suitable qualified person e.g. Licensed Building Practitioner(s)/Architects with the appropriate category of Licence. The building report is submitted to Council along with a separate Building Consent application and other supporting documents.

Application forms for a Building Consent can be found on our Wairoa District Council website,

<https://www.wairoadc.govt.nz/assets/Document-Library/Forms/Building/Application-For-Building-Consent.pdf> or

Your building consent can be submitted via our online lodgement portal

<https://consents-wairoa.abcs.co.nz/>

Please include the following documents with your Building Consent application:

- Application form
- Relocation Building Report
- Proof of Ownership
- All supporting Building Consent documents e.g. House plans, Site plans, Building elevations, Soil test findings/geo-technical report, photographs etc

<https://www.wairoadc.govt.nz/assets/Document-Library/Publications/Building-Control/Information-Sheet-8-Guide-to-removing-and-relocating-buildings.pdf>



4.0 HEALTH AND SAFETY

[Identify and describe any existing building materials likely to contain asbestos and/or identify any other potential health and safety concerns of the proposal]



5.0 BUILDING ASSESSOR'S SIGNATURE

Author:

Signed:

Qualifications: *LBP category (and licence number), BOINZ, RICS, NZIBS, ANZIA etc.*

Address: *Assessor's business address* _____

Phone: *Assessor's business phone number* _____

Email: *Assessor's business email* _____



APPENDIX A:

ATTACH ALL RELATED PLANS

Current Site Plans, Floor Plans, House Elevations, Drainage Plans, Lighting Plans



**APPENDIX B:
RECENT COLOURED PHOTOGRAPHS OF THE BUILDING**