

## Customer & Designer Guide

# APPLICATION REQUIREMENTS RELOCATED BUILDING

The information submitted with the application needs to be sufficiently clear so that:

- The Building Consent Authority is able to determine whether the application complies with the New Zealand Building Code (NZBC).
- Any reasonably competent builder or installer picking up the plans is able to undertake the project in compliance with the Building Code and as the designer intended.
- The plans and drawings are legible, easily followed, details clearly identified and easily distinguished from the specifications.

Relocated buildings require a building consent, for placement onto the new site. For details on application requirements for removing a building refer to our Customer & Designer Guide IS 17 Demolition. This guide focuses on the application requirements for placement of the building onto the new site.

### ESTABLISHING COMPLIANCE

The reason that you must apply for a building consent is so that we can be sure that the proposed building work will comply with the NZBC. The NZBC is a performance based document. This means that while the NZBC prescribes *acceptable solutions* which we must accept, you as the owner or developer may choose an *alternative solution* of compliance. If you choose to use an *alternative solution*, you will need to demonstrate to our satisfaction that the *alternative solution* meets the performance criteria of the NZBC.

Once you have lodged your application with Council it will be assessed for compliance by a Building Control Officer. The Officer uses a check sheet along with their knowledge of the NZBC and construction practices to certify that the proposed building work, when built, will comply.

The building consent application requires the Applicant to state, for each relevant building code clause, what the means of compliance with the NZBC is. Where the building has obtained a Code Compliance Certificate in its former location, this should be provided as a form of evidence of compliance. You will need to provide details for any work which has been disturbed due to the relocation and needs to be reinstated (such as foundations) or is new.

### REQUIRED INFORMATION

	<b>Completed application form:</b> Please complete all sections of the application form.
	<b>Evidence of ownership:</b> Please provide a recent copy of the Certificate of Title (CT) less than 6 months old. If the CT is not in the applicant's name, a sale and purchase or lease agreement accompanied by a CT (less than 6 months old) with the current owners name on it will be accepted as proof of ownership.
	<b>Site plan:</b> Include all proposed and existing buildings, swimming pools, legal boundaries, building setbacks, site areas, vehicle access, significant trees, hard standing areas, retaining walls, spot levels or contours, intentions for the disposal of stormwater and sewer and the storage location and capacity of any Hazardous Substances (ie LPG, diesel etc).
	<b>Foundation plan:</b> Dimensioned and clearly indicating all details of layout and materials. For example, width and depth of footings, steel size, type and placement, damp proof membrane, mesh type and size, control joints, saw cuts and supplementary steel requirements, position of plumbing fixtures and pipe layouts, slab thickness, concrete strength, point load pads or thickenings, etc. Decks and or patios should also be detailed on this plan. Also indicate any sub-floor bracing.
	<b>Plumbing and drainage layout plan:</b> Clearly indicating full design details for the disposal of both sewage and stormwater, including location of fixtures; pipe size and layout; vent pipe sizes; fixings; materials and standard utilised (i.e. AS/NZS3500 or G13). Water supply details should also be shown where the property will not be connected to the council reticulated water supply.

	<b>West Coast Regional Council (WCRC) approval for effluent disposal:</b> If your proposal includes a septic tank please provide notice of approval from WCRC, including approved plans and details
	<b>Detailed floor plans</b> (dimensioned): Each level of the building should be indicated on a new page. Whole floor must be shown indicating the uses of the existing and proposed parts of the building, including basements; parking; decks; storage and services. The location of appliances. i.e. chimneys; solid fuel heaters; smoke alarms must be indicated. Indicate pool areas including pool fencing. Indicate stair rise/going/pitch/handrails. Indicate sanitary and plumbing fixtures.
	<b>Detailed elevations:</b> A detailed elevation for each face of the building. Each elevation should clearly indicate all openings such as doors and windows; cladding material; natural, existing and finished ground level; finished floor level; height of building above cleared ground; cut and fill; roofing type; roof pitch; eaves overhang; gutters; downpipes; location of vents and recession plane angles (refer District Plan). Photographs may be acceptable in some cases.
	<b>Ground Conditions Report:</b> This will be either a report to show why it is assumed that the ground is 'good ground' using Section 3 of NZS3604:2011, or a specific ground assessment and foundation design by a suitably qualified engineer.
	<b>Solid Fuel Heaters:</b> If the building work involves a new or relocated solid fuel heater the manufacturer's specifications and installation instructions must be included with your application. The floor plan should clearly indicate the location of the heater along with dimensions for relevant clearances.
	<b>Code Compliance Certificate (CCC) and/or Survey (condition) Report</b> from a suitably qualified and competent person (e.g. Licensed Building Practitioner [LBP], Architect, or Engineer) to establish the general condition of the building and its compliance with the NZBC (e.g. structural integrity, weathertightness e.t.c.). Depending on the age of the building, a CCC may not be available, therefore a suitably detailed survey (condition) report is essential.
	<b>Other details:</b> Any other details relevant to any alteration work which may be proposed.

#### FURTHER INFORMATION

Generally ALL of the above will be required however, depending on the specifics of your project, more information may be necessary. If required, the Grey District Council may request further information to support that provided which helps to indicate compliance with the New Zealand Building Code.

#### OTHER APPROVALS / CONSENTS

Please be aware that the following approvals / consents may be required to accompany your building consent application:

- Resource consent from Grey District Council Planning.
- Roadwork consent from Grey District Council Asset Management & Engineering department for any work (i.e. drainage, road crossings, new connections) proposed to be undertaken on road reserve.

#### SUBMISSION

Once you have gathered all the required information it needs to be reproduced in triplicate (Council copy, Property File copy, Applicant copy) for your submission package. Council also recommends that you keep a separate copy of your submission for your own records. Each set of documentation should be bound in a way which is easily removable for copying, adding or replacing pages (e.g. staples, bulldog clips etc.)