

# RELOCATING A BUILDING ONTO A SITE CHECKLIST

Adobe Reader is required to fill this form out online.  
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Address:

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- This checklist shows you the information that has to be supplied with your building consent application. Please attach **one (1) copy** of the following information with your completed application form.
- Tick each relevant box as you attach the information. If the box is not relevant to your application, leave it blank. For additional help go to: [huttcity.govt.nz/apply-online/](http://huttcity.govt.nz/apply-online/) or phone 04 570 6666.

You can submit this checklist electronically with the rest of your application by selecting 'Apply for it' under the 'Do it here' menu at [huttcity.govt.nz](http://huttcity.govt.nz). The address to post or deliver your application is:  
Environmental Consents Division, Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040.

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- a **Building Consent Application form** (one (1) copy)  
Completed and signed by the owner or by an agent on behalf of the owner.
- b **Certificate of Title**  
A recent copy of current certificate/s of title (i.e. no older than three (3) months). If you recently purchased the land, a copy of the 'Sale and Purchase Agreement' and the existing certificate/s of title will be required. If you are a tenant, a letter from the owner approving the building work will also be required.
- c **Site Plan** (1:100/1:200) showing:  
Dimensions of all boundaries, north point, ground contours/levels existing and proposed, site area, street name and number, outline of all buildings and distances to the boundaries (to include eaves and include points that height control planes are taken from, vehicle access, car park/s).
- d **Foundation Plan** (1:100/1:50) showing:  
Footing details, reinforcing sizes and layout, dimensions of the individual foundation elements and overall dimensions, sub-floor ventilation, engineer's details.
- e **Pile Plan** (1:100/1:50) showing:  
Showing all piles including anchor piles depths, sizes of piles and connections.
- f **Drainage Plan** (1:500/1:100) showing:  
Outline of buildings showing location of all fittings, inspections, vents, on-site disposal systems should be accompanied by an engineer's design – Storm water and Sanitary Sewer.
- g **Sub-floor bracing calculations** showing the bracing demand that is required and achieved by the proposed design

**The following information may be obtained from the Territorial Authority where the building was previously located:**

- a **Floor Plans** (1:100/1:50) (show all floors) showing:  
Wall layout, windows, doors, fixtures and fittings including kitchen units and stove, plumbing fittings and fixtures and all dimensions.
- b **Bracing Plans** (1:100/1:50) (show all floors) showing:  
Wall layout, windows, doors, roof layout, bracing type, location of bracing panels, brace fixing details. Show any additional bracing that may be required due to a higher wind zone.

- c **Bracing Calculations**  
Bracing calculations for original building design. Indicating bracing demand and bracing units. If additional bracing units are required to meet a higher wind zone please specify in calculations. Include sub-floor bracing where appropriate.
- d **Elevations (1:100/1:50) showing:**  
Accurate ground lines and levels, height recession planes, location of doors and windows with opening windows clearly shown, floor levels in relation to finished ground levels, exterior claddings, roof covering, down-pipes, spouting, sub-floor ventilation, flues.
- e **Sections and Details (1:50/1:10) showing:**  
Foundation detail and reinforcing, damp-proof course, stud heights, floor levels, wall structure, roof structure, roof covering, wall cladding, flashings, insulation, fire rated systems, lintels and beams including fixings, any special types of construction, engineering details, bearer/pile connection details.
- f **Specification**  
This is a document describing the materials and building elements that cannot be shown on the drawings. For example this could be where durability issues are described.
  - Details of external cladding
  - Insulation
  - Wind rating of joinery
  - Window flashing details
- g **Engineer's Calculations**
  - All engineering designs should be accompanied by the engineer's calculations and details.
  - Freehand sketches and text should be easily read. (cursive writing should be legible)
  - Sub floor bracing calculations
- h **Producer Statements**  
If this application relies on any producer statements as a means of compliance with the New Zealand Building Code, a copy of the producer statement should accompany the application. Council reserves the right to refuse a producer statement as a means of compliance
- i **Photos**  
Colour photographs of all elevations of proposed relocated building.
- j **Water Supply**  
Water supply details should be shown if not connected to Council mains. Location and size of tanks, location of bores, test results etc should be included.
- k **PIM issued by TA from where the building was erected**  
Project Information Memorandum should include information relevant to the construction of the building:
  - Wind zone for which the building was constructed for
  - Exposure zone design (seaspray)

If a PIM is not able to be obtained, confirmation from relevant TA confirming the above details will need to be provided.
- l **CCC and inspection records issued for construction of building**  
Code of Compliance Certificate from relevant T.A for existing building  
(only applies to buildings erected since 1 July 1992, otherwise a permit number is required)
- m **Details of deconstruction and reconstruction of building at proposed site**  
Information about how building will be cut, transported and reconfigured at new site:
  - Clearly indicate areas to be cut and how it would be treated on transportation
  - Certification from Building Transporting company
  - Weatherproofing and flashing details at junction created by 'cut'
  - Indicate whether relocated building has a hazardous material in its current construction i.e. asbestos
  - Connection Details if a house is to be cut and then reconnected at proposed site. A plan of where the cuts are to take place and details of connections when reconnected.
  - Photos of before and after reconnection

**Note: A Code Compliance Certificate for this Building Consent is only issued on work being undertaken at the relocation site. All other inspection records and Code Compliance Certificates for existing structure must be obtained from relevant Territory Authority**

If the Relocated Dwelling is for a commercial or industrial building please discuss additional requirements with a building consents officer. Fire safety design reports will be required along with details in respect of accessible route and facilities and compliance schedule details.

**Acceptance of your building consent will be conditional upon you providing:**

- **All the relevant information described in this form.**
- **A completed building consent application form.**
- **Payment of an application deposit.**

# REMOVING A BUILDING FROM A SITE CHECKLIST

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- a **Means of barricading the site**  
Provide details of temporary barriers, gates which swing inwards or other means of restricting public access to the area.
- b **Proposed tipping location**  
for demolition materials (address/landfill).
- c **Hazardous building materials**  
Provide safety plan detailing the safe handling and disposal of hazardous materials.
- d **Site Management Plan**  
covering management to control silt run off, noise and dust.
- e **Proposed destination** for relocated building.
- f **Access to and from the site** including (use of kerb and crossings).
- g **Specify termination of existing services**
  - Water
  - Sewer
  - Stormwater
- h **Details about the building** such as number of storeys and the type of materials the building is constructed of. (Photographs of the building would be useful)

## NOTES:

- You will need to contact the relevant service authorities specified below to advise them of the extent of your work.
- Electricity, gas, drainage, water, transport, telecommunications, cable television or any other services that may be affected.
- Transportation of relocated building - You will be required to contact and provide details to Council's Road and Traffic Division.