

Thinking about...

Relocating a Building



What you need to know before moving
a residential building.



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What is this booklet about?

If you've found an existing house to move onto your land – great! But you'll need to get Council permission first. This usually involves getting resource consent and building consent, to ensure the house will be stable and safe in its new location.

Moving an existing home can seem easier than building from scratch but getting the groundwork right is just as important. If you're planning to buy and relocate a building, this booklet will help you to plan the steps you will need to take

Council Consents you may need

Generally speaking, most relocated buildings need a:

- ↪ Resource consent
- ↪ Building consent
- ↪ Final Code Compliance Certificate.

If you intend on storing a building before moving it to its final location it must be an approved yard. You must have a consent before the building is moved.

Getting your consents sorted in plenty of time will help to avoid stressful and costly delays in moving your building.

Resource consent

In the Gisborne district, if you're relocating an existing house onto a site in a residential zone you'll need resource consent from the Gisborne District Council – unless the house is less than ten years old when it's moved and has a Code Compliance Certificate under the Building Act.

Relocating a house that requires resource consent is a 'controlled activity' in the District Plan. This means consent must be granted before the house can be moved, but Council will limit its control to specific matters including:

- ↪ the condition of the house exterior
- ↪ reinstatement or construction of any fences, footpaths, and vehicle crossings
- ↪ residential amenity
- ↪ financial contributions to works and services.

Notifying the neighbours

Neighbours and other affected parties don't usually need to be notified for resource consent applications for relocated buildings, unless Council thinks there may be special circumstances. Any assessment of special circumstances will take into account the:

- ↪ age and style of the house in comparison to neighbouring sites
- ↪ state of repair of the house and timeframe for reinstatement
- ↪ character and amenity of the residential environment.

Development rules

Relocated houses must comply with the Tairāwhiti Plan's general rules for development in residential zones. The rules relate to things like minimum site area, site coverage, yard, height requirements and state of vehicle crossings. If your development doesn't meet these requirements, you will need to discuss the areas of non-compliance in your resource consent application.

How to apply for resource consent

You'll need to complete a resource consent application form – from our website, customer service office or Te Puia Springs current service centre – and provide specific supporting information.

- ↔ **A site plan** – drawn to scale, showing the location of the proposed relocated dwelling in relation to the boundaries of the site.
- ↔ **Elevation drawings** – drawn to scale, of the building so that the District Plan height requirements can be assessed.
- ↔ **Photos** – of the proposed dwelling.
- ↔ **An assessment of environmental effects** - why you think the relocated dwelling will look acceptable on the new site. Also discuss any mitigation measures such as painting and repairs that will be done.

Building consent

Re-siting a building is generally restricted building work – it's not the time for DIY. Your plans will need to be prepared by a Licensed Building Practitioner (LBP), the design class and building work will need to be done by a LBP in the carpentry, brick and block laying or foundation class.

Council staff involved in processing building consent applications need to know the details of the type and extent of building work you wish to undertake.

How to apply for building consent

You'll need to complete a building consent application form – from our website, city office or Te Puia Service Centre – and provide specific supporting information.

You will need to provide a copy of the plans to be scanned for record storage. It's important they are clear, concise, and drawn to scale in black ink and not on graph paper.

Your plans should include:

- ↩ **Location plan** – showing the location of the site in relation to known points. This doesn't need to be to scale.
- ↩ **Site plan** – showing where the relocated building would be placed in relation to site boundaries. The site plan needs to be drawn to scale, usually 1:200. We understand that this is not always possible for buildings on rural properties, if this is the case for your application please discuss this with our building staff.
- ↩ **Drainage plans** – for both sewage and stormwater. Drainage needs to be shown either on its own drainage plan or as part of the overall site plan. If the property is rural, an onsite wastewater assessment form will need to be completed by a Council approved assessor.
- ↩ **Ground Investigation Report** – to confirm ground bearing capacity. These tests apply to all habitable buildings. This needs to be discussed with your designer at the planning stage.
- ↩ **Elevations** – provide a photo of each exterior wall. Please make sure photos supplied are clear as they will be used to assess the condition of the building.
- ↩ **Floor Height** – to address flood height levels.
- ↩ **Foundation Plan** – showing layout and the type of foundations, including a cross section of footing depth. Sub-floor bracing calculations are also needed when piles are used. Your building cannot be moved to its new location until the consent applications have been approved, consent fees have been paid, and the resource and building consents have been issued.

Code of Compliance Certificate

Once you have successfully been granted the consents you need, the last step is getting a Code Compliance Certificate. This shows that your building meets all relevant standards and regulations. To get a certificate, all scheduled inspections by Council building inspectors must be carried out, with job sheets signed and returned to Council along with an application form for a Code of Compliance (Form 6) when all work is completed. A Code Compliance Certificate can then be issued.

Things to look out for

If any of the following are involved in your project you may need to provide extra information – if in doubt, please ask us if any of the following applies:

- ↩ You wish to add to the existing dwelling or alter the existing internal layout.
- ↩ If the relocated building is to have a change of use, such as from residential to commercial it may need additional work to comply with the NZ Building Code.
- ↩ If there's a woodburner in the building being relocated, please contact us as there are very set rules regarding fireplaces.
- ↩ If sheds are part of the plan.
- ↩ If pools are part of the plan, they must have their own consent.

Fees

- ↩ See all our fees and charges at www.gdc.govt.nz/council/plans-policies-and-bylaws/fees-and-charges

Development contributions

Development contributions are charged on a new development that creates growth leading to additional demand on Council infrastructure. They help to pay for roads, water supply, wastewater and stormwater disposal and reserves and community facilities needed to meet the extra demand.

This demand can come from a range of projects including residential, commercial, or industrial development.

A development contribution may apply to your project if you:

- ↩ subdivide land
- ↩ build or relocate a dwelling onto vacant land subdivided after 2008
- ↩ build an additional household unit or flat
- ↩ divide one household unit in to two or more household units

- ↔ add a new service connection to water, wastewater, tradewaste or stormwater ↔
- change the use of a building.

We will assess your project to see if a development contribution is payable when you submit your building consent application. We will give you a calculated cost before your consent is issued.

Examples of development contribution estimates:

- ↔ a new dwelling in the city – about \$11,500
- ↔ a new dwelling in a non-serviced rural area – about \$3,000
- ↔ a minor dwelling under 60m² – about \$6,000

These costs are only estimates. The fee could be higher, dependant on the design of your building. Development contributions will be invoiced and are payable with either the resource consent, building consent or a service connection.

For more information about development contributions, talk to us or visit our website.

Next steps

If you need assistance completing your consent applications, please contact our Duty Planner on **(06) 8692444** or Duty Inspector on **(06) 8692386**.

The following guides may also be useful. You can pick up a copy from our customer service centre or view them on our website. www.gdc.govt.nz/consents-and-licenses/building-services/forms.

- ↔ Guide to resource consent
- ↔ Householders guide to residential development
- ↔ Onsite wastewater systems – an introduction
- ↔ Ground bearing capacity tests – fact sheet



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