

Checklist – Building application Relocation of buildings

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MANDATORY DOCUMENTATION AT LODGEMENT - STAGE 1	APPLICANT CHECK	COUNCIL CHECK
RESITE & RESTUMP BUILDING		
Concurrence Agency Referral and the applicable fee		
A report from a Registered Professional Engineer of Queensland outlining the structural adequacy of the building for removal and resiting.		
MANDATORY DOCUMENTATION AT LODGEMENT - STAGE 2	APPLICANT CHECK	COUNCIL CHECK
DEVELOPMENT APPLICATION FOR BUILDING WORK		
Completed Development Application - Form 2		
Completed Plumbing Application Form 1 & Form 7		
Payment of application fees building & plumbing		
Cost of building work that exceeds \$150,000 presentation of Portable Long Service Leave levy receipt payment		
Queensland Building and Construction Commission <ul style="list-style-type: none"> • Registered Builders \$3,300 and over – confirmation of insurance • Owner builders \$11,000 and over – Owner Builder Permit • Two insurance confirmation certificates may be required i.e from the removalist for resiting and restumping from the builder for additional work 		
One (1) copy of plans showing: <ul style="list-style-type: none"> • A cross section through the dwelling • Elevations • Floor plan for each level • Bracing calculations for each level • Tie down schedules • Timber framing schedule • Floor framing details • Energy Efficiency 		
One (1) copy of the Site Plan including contour plan. Finished floor levels to be noted.		
One (1) copy Form 15 Engineers Design and certification if the structure has steel members or Manufacturers details with Form 15 Engineer Certification.		
One (1) copy of the Soil Investigation report.		
One (1) copy of Engineers footing/slab design complete with a current Form 15 Engineer Design Certificate.		
One (1) copy of Engineers Design documents and Form 15 Certificate for retaining walls.		
One (1) copy of Engineers geotechnical report re:- soil stability, Stormwater and effluent disposal and access is required.		

There are 2 stages for the relocation of a dwelling.

STAGE 1 – CONCURRENCE AGENCY REFERRAL

Council (the Concurrence Agency) must be advised in writing of an intention to relocate a building within or into the Region. A report from a registered Professional Engineer of Queensland, outlining the structural adequacy of the building for habitable purposes, must be sought prior to making the application.

For all buildings relocated from any site within the South Burnett region, a relocation permit is required prior to the works commencing. Please note that if the building is currently located outside South Burnett region, approval is also required from the relevant local Council.

BONDS:

The application is assessed for amenity and aesthetics, and a security bond is determined by Council's Building Certifier. The bond is to ensure that any building work required to comply with current regulations is completed within the currency period of the application. (Note: This bond can be paid in cash, Bank Cheque, Eftpos or Unconditional Bank Guarantee.) The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory completion of the building.

STAGE 2 – APPLICATION FOR BUILDING WORK

The second stage is application for building work - relocation, restumping and alterations and additions required to make the building compliant with current building legislation. A building application along with the relevant fee, is to be submitted showing the details of the dwelling in its proposed location. This application can be submitted concurrently with the stage 1 application, but will not be approved until the security bond is received. The details required for submission of this application are those applicable to any new dwelling

All work for this stage is to be completed within 12 months of the building being located at the new site, including additional works such as verandahs, carports and the like.

Where this 12 month time period is likely to be exceeded for additional works, consideration should be given to lodgement of a further application. Payment of fees is required for any additional building work e.g. verandahs, carports or the like, regardless of when the application is lodged.

Additional information

Buildings may be removed into and re-located within the Region subject to the following conditions:-

- (a) No building irrespective of age, shall be allowed for removal unless it complies with the provisions of the Queensland Building Act 1975, or can reasonably be restored to comply with such Act.
- (b) Buildings that are eligible for removal into the Region must be capable of relocation and compliment the local housing environment to which they are to be located.
- (c) In the event of any circumstance arising which is not covered by this Policy, the General Manager of Corporate Services may so report to Council and seek their direction.
- (d) A removal dwelling within the terms of this Policy will be regarded as a building and the normal procedure for the issue of a building permit will apply.
- (e) Roof sheeting containing asbestos is to be removed prior to relocation of the house within or into South Burnett Region.

Prior Approvals

Any required planning or other approvals, including amenity and aesthetics considerations, must be obtained from the starting council, receiving council or other authorities before removal of a building.

Notes:

1. Various approvals and permits may be required prior to removing a building or structure from a site including permits from the Department of Transport (DOT), Energex or Ergon, Q-Rail, Police, Optus, Telstra, Main Roads Department, Starting council, Delivery council and Gas Authority.
2. Disconnection work on services must be carried out by appropriately qualified persons or by the relevant authority (eg removal of gas meters, water meters, electricity meters, television cable boxes etc).
3. Starting council may inspect survey pegs, damage to road infrastructure, manholes, disconnection of services, etc.
4. Receiving council may inspect survey pegs, damage to road infrastructure, manholes, reconnection of services, standard of reinstatement of structure, and compliance with any conditions imposed.