



Relocated buildings

An overview for owners

Introduction

This guide is designed to help you understand the journey you are about to undertake with relocating your building.

Relocated buildings are often considered to be a cheaper or cost-effective alternative to taking on a new build. While this can be true if planned and managed well, evidence shows that there are often misunderstandings about the consenting process, legislative requirements, associated costs, and owners doing the work themselves.

If you have decided to relocate a building, or you're still considering it, the following guidance will help you to understand your obligations and what is required to make your project successful.

At the back of this document, there is also a handy checklist to help you gather all of the information that you need to provide to us when you submit your building consent application.

Definitions

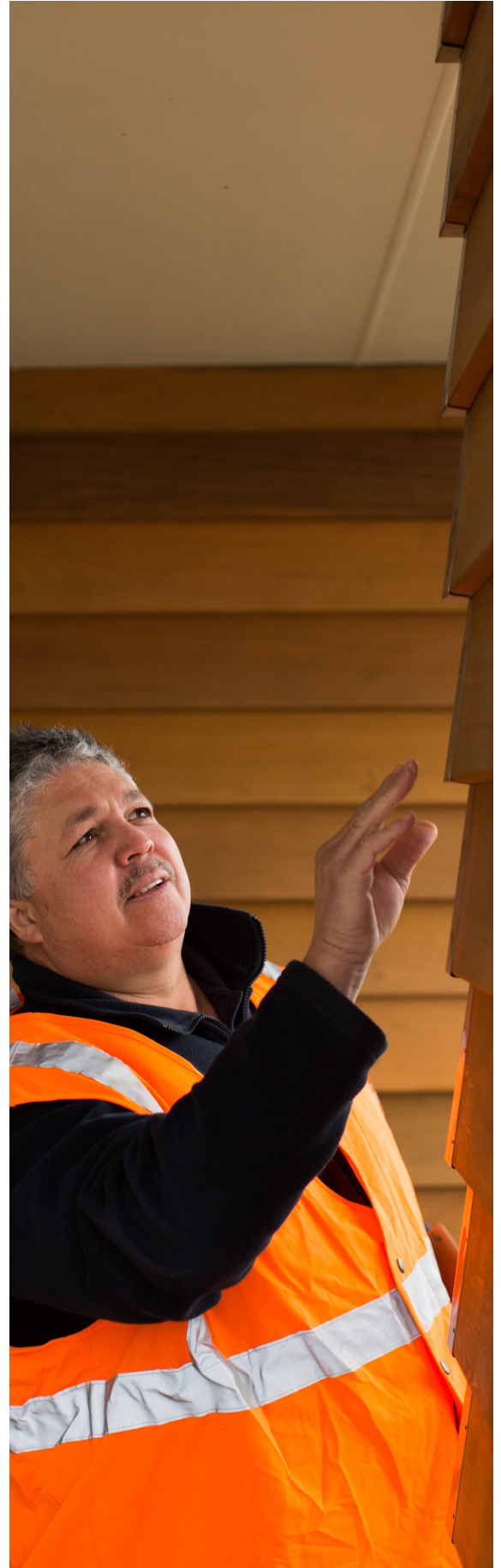
Transportable: a new building built with the intention of transporting to its new site once completed, with a code compliance certificate from the building consent authority whose district the building was completed in.

Relocatable: an existing (second hand) building that is to be relocated from its original location to a new site, either as one single building, or split into transportable pieces.

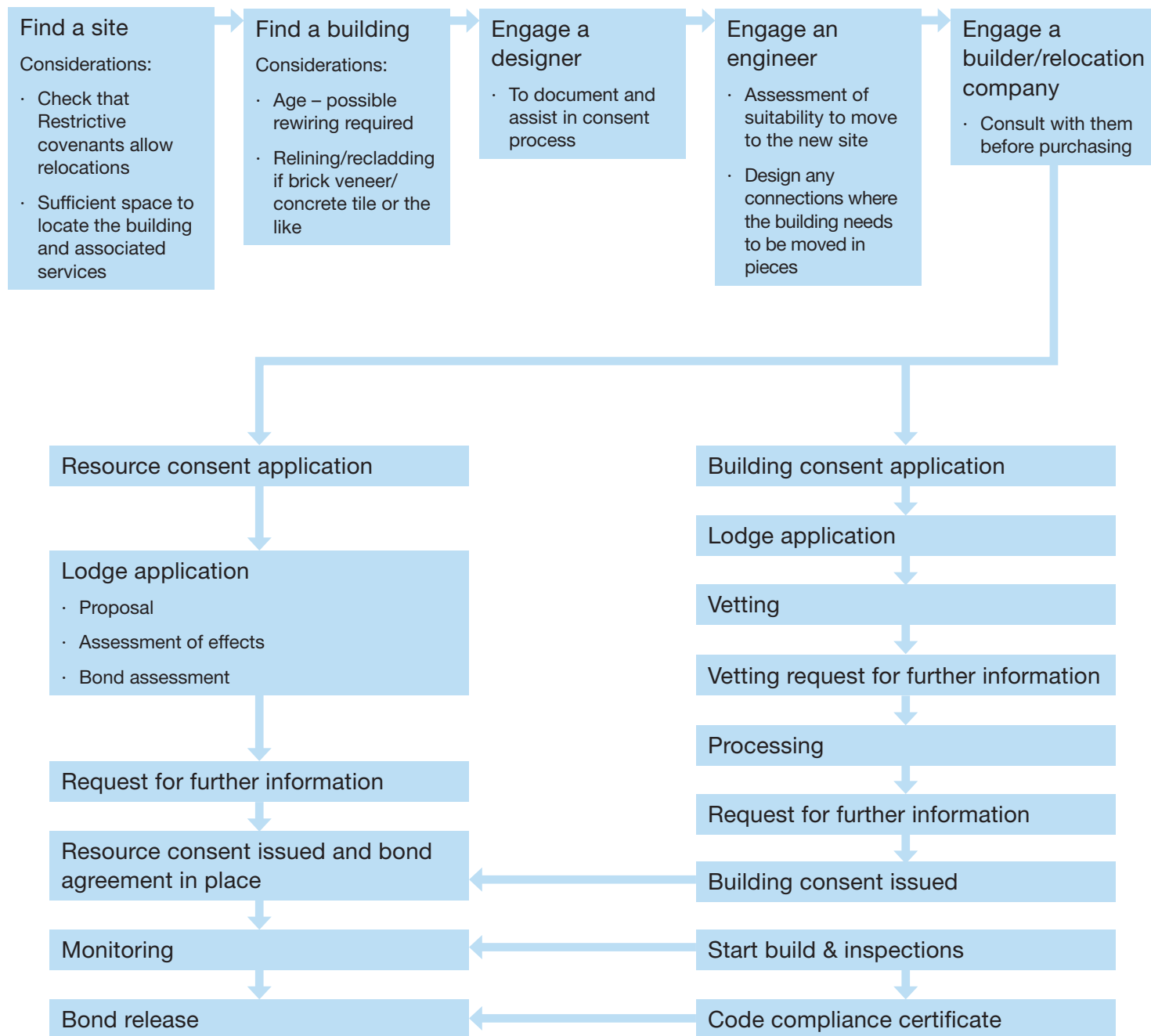
Deconstruct/reconstruct: an existing (second hand) building that is to be dismantled into small components for transportation to its new site to be rebuilt (reconstructed).

Temporary dwellings/tiny houses: an explanation on what is and what is not a building is covered in sections 8 and 9 of Building Act 2004. A building needs to comply with the Building Act 2004. Vehicles must meet the Land Transport Act requirements. For further details refer to www.building.govt.nz/about-building-performance/news-and-updates/codewords/codewords-issue-84/when-is-a-structure-a-vehicle-or-building/.

Second hand materials: materials that have been salvaged or repurposed for reuse as part of a building.



The building relocation journey



General information

Definition of owner responsibilities under the Building Act 2004

14B Responsibilities of owner

An owner is responsible for—

- a) obtaining any necessary consents, approvals, and certificates:
- b) ensuring that building work carried out by the owner complies with the building consent or, if there is no building consent, with the building code:
- c) ensuring compliance with any notices to fix.

14C Responsibilities of owner-builder

An owner-builder is responsible for ensuring that restricted building work carried out under the owner-builder exemption complies with the building consent and the plans and specifications to which the building consent relates.

Putting a relocated building on site

The legal status of the site is summarised in the record of title. This document will note any limitations or restrictions imposed on the land, including buildings. You will need to read and understand all of them before relocating a building on the land.

Sites within new subdivisions often contain covenants setting out the size, shape and form of buildings to be built within the subdivision. Some expressly prohibit the use of relocatable or second-hand dwellings and/or building materials, so ensure you check the details and timeframes of the covenants before you proceed.

Restricted building work

Restricted building work is any residential design, construction or alteration work that:

- a) requires a building consent, and
- b) involves or affects:
 - (i) the primary structure
 - (ii) the building's weathertightness
 - (iii) certain fire safety design.

This work must be carried out or supervised by a licensed building practitioner (LBP) with a licence relevant to the work being completed. For more details please refer to Ministry of Business, Innovation and Employment (MBIE) website www.mbie.govt.nz.

Doing the work yourself

You can build, renovate or repair your own home using the owner-builder exemption, so long as you meet building code requirements and apply for any required consents. You will need to let the building consent authority know if you are an owner-builder by completing a declaration with your consent application.

There are conditions to using this exemption. For more information and details on owner-builder exemptions before making your decision refer to the MBIE website: www.building.govt.nz/projects-and-consents/planning-a-successful-build/scope-and-design/choosing-the-right-people-for-your-type-of-building-work/owner-builder-obligations/.



Planning rules

Relocation rules

Relocated dwellings and principal buildings require a resource consent under the Selwyn District Plan. With the exceptions of:

- A new transportable that has not been lived in
- A dwelling that has been flat-packed and is to be rebuilt on site
- Garages, farm buildings and sleep outs

The District Plan rules do not necessarily prevent people relocating buildings. Council recognises that the design of buildings is a matter of personal taste and relocated buildings can be an efficient alternative to a new building.

The reason for the rules is to ensure that the relocated building is set on foundations and any damage to the exterior of the building is repaired within a specified timeframe.

Applying for a resource consent

You will need to provide the following documentation when applying for a resource consent for your relocatable building:

- Form 9 – Resource consent application form
- Relocated building condition assessment form completed by a licensed building practitioner
- Plans (site plans, elevations)
- Photos of the dwelling
- Assessment of environmental effects (AEE)
- Record of title
- Information to satisfy the requirements of the national environmental standard for assessing and managing contaminants in soil to protect human health
- Application fee

Your application will be processed within the following timeframes:

- Council must process your resource consent in a fast-track process within 10 working days if the only non-compliance with the District Plan is for the relocated dwelling
- Standard resource consent processing timeframe of 20 working days where there are any additional non-compliances such as setback, site coverage or density etc.

Assessment of applications considers:

- The time period within which the building will have its new foundations laid or covered
- The time period to repair any damage to the exterior of the building
- The standards to which the exterior of the building will be finished and the time period for completing this work
- Whether any bond is required to cover the cost of any reinstatement works required, and the type of bond
- Any monitoring conditions.

For further details on bonds, timeframes and monitoring refer to the relocated buildings information under land use activities on our website: www.selwyn.govt.nz/property-And-building/resource-consent/land-use/relocated-buildings.

Building requirements

Relocated building

When you relocate a house you will need to apply for a building consent to establish it on the new site for:

- Constructing new foundations, access and new services (including connections)
- Reconnecting any parts of the building which were separated for transportation and fixing any damage done during transportation
- Carrying out any alteration or strengthening work on the building.

Transportable building

New transportable buildings should be designed to withstand wind, snow and earthquake loads appropriate to the site the building is to be located on. You will need to obtain a building consent for the 'transportable building' for the siting, foundation, access and drainage on the new site.

When you lodge your building consent application for the new site, you will be required to provide a copy of the code compliance certificate (CCC) issued by the building consent authority (BCA) for the construction of the transportable building. This CCC may be from a different BCA to the one issuing the building consent for building siting etc.

Note: It may be possible for Selwyn BCA to issue one consent for a transportable building for all building work. Talk to us to see if we can help.

Using second-hand materials

A building being constructed using second-hand materials requires a materials condition report with the building consent application.

The report should be provided by an individual, or company, who has the appropriate competence, qualifications and experience to provide such a report, and who has the necessary insurance cover to undertake the work.

As a minimum the materials condition report must include:

- Confirmation of compliance of all the different materials to the durability requirements of the New Zealand Building Code (clause B2, B2.3.1), and/or whether a waiver application is required
- Confirmation that the construction of the building using second-hand materials will be carried out to comply with the current building code (not the standards from when the building was first constructed)
- The age of the existing building, as this may have a material effect on the intended life of the building in its new location
- Confirmation that the building materials are structurally sound
- Assessment of any hazardous materials, and how these will be addressed
- Cladding type(s)
- Photographs of the existing materials
- The grading and level of treatment of any timber to be re-used
- Type and level of treatment of any existing exposed steelwork
- Confirmation of who will be responsible for the proper inspection and identification of all the building materials to determine that they're suitable to be re-used (*Note: this is NOT within the scope of the role, or a service provided by, the building consent authority's building inspection staff*)
- A clear indication on the application documentation which materials are to be re-used and require replacement with new materials (ie second-hand versus new)
- Consideration of how framing and other building elements are to be reconnected where the materials may have been damaged during the deconstruction process
- Details of how the materials will be protected during transportation.

Other considerations

Licensed building practitioners (LBPs)

Using LBPs experienced in relocate work can save you time and costs, while also providing you peace of mind that the work will comply with the New Zealand Building Code.

Removal from original site

Removal of your building from the old site may not require a building consent – refer to exemption 30, Schedule 1 of the Building Act 2004 for further details.

Change of use

If you intend changing the use of a relocated building, eg converting an old church into a home, you must notify Council in writing (refer section 114 of the Building Act 2004). Depending on the alterations undertaken they may be required to comply with the Building Code.

A change of use must be identified in the building consent application. Refer to the MBIE website for guidance and more information: www.building.govt.nz/projects-and-consents/apply-for-building-consent.

Rewiring

If your property was built before 1970 it is likely that it will need rewiring.

From the 1940s to 1970s tough rubber sheathing (TRS) was used to insulate wires. This rubber sheathing perishes over time and has the potential to cause fires and shorts in electrical circuits. Buildings containing such electrical installations require rewiring to ensure the ongoing compliance and electrical safety for building occupants.

Note: Rewiring can be a significant and unexpected cost and we recommend that you check it out before you purchase.

Insulation

Insulation in the relocated building is not required to be brought up to the current standard required for a new dwelling. However, we strongly recommend this being done if the opportunity presents itself through the removal of old claddings etc, especially in ceilings and walls.

Insulation to be added to external walls is consentable building work and will need to be detailed in the consent application. All other insulation is considered exempt building work and does not requiring a consent (eg underfloor and ceiling insulation).

Note: If you intend to rent out the property refer to the Residential Tenancies (Smoke Alarms and Insulation) Regulations 2016.

Alterations

Alterations to your relocated building can be included with your building consent application, eg removing internal walls to create open plan living, add or replace a solid fuel heater. Plans and specifications must be provided to clearly show all work that will be included in the scope of the building consent.

You may trigger upgrade provisions for the whole building if you are altering an existing building, for change of use or any other purpose. These provisions exist to ensure the quality of New Zealand's building stock improves over time, and relate to:

- means of escape from fire
- access and facilities for people with disabilities (if relevant).

All other aspects of the building must continue to comply with the Building Code to at least the same extent as before the alteration.



Applying for a building consent

Information you'll need to gather for a building consent application

- ☐ A current copy of the record of title or sale and purchase agreement
 - ☐ Completion of form 2 (application for a building consent) which can be completed online via AlphaOne at consents-sdc.doc.co.nz
- Note: your application must include any change of use applications (eg converting a school house or church to a dwelling)*
- ☐ An engineer's report on the building
 - assessing its suitability to be relocated for the wind, snow and earthquake demand loadings specific to the new building site, and
 - covering structural work to be completed in order for the building to comply with building code clause B1 (structure)
 - bracing calculations and any additional bracing requirements for the building, including construction documentation for the bracing elements.
 - ☐ A ground bearing investigation report commenting on the bearing capacity of the site to verify the foundation design is appropriate for the site
 - ☐ A site plan of the proposed site showing distances from all boundaries, storm water and foul water disposal systems, site levels and finished floor level
 - ☐ Foundation plan and associated construction details
 - ☐ A floor plan drawn to scale, identifying room use, and the location of smoke alarm locations, windows and doors
 - ☐ Elevations of the house showing window and door dimensions, floor level, and proposed ground level on the new site
 - ☐ Details of potable water on site if no town water supply is available
 - ☐ Full specification and installation details for onsite effluent disposal system if no sewer network is available.

Note: This checklist is provided as a guideline and is not an exhaustive list. Depending on the situation other additional documentation may also be required. Please refer to the relocated building checklist under Application Forms, Checklists, Useful Forms on our website for further details.

Standard of documentation

All documentation submitted with your application must be accurately drawn to an appropriate scale for the job, be fully dimensioned and detail all materials to be used.

Specifications for the building work are also required. These should further define the building work including details of all materials to be used, finishes and equipment to be installed.

The specification must be specific to the project. It is not acceptable to simply state 'installed to manufacturer's instructions', as in many cases product manufacturers have several installation options. Likewise, it is not acceptable to make statements such as 'fixed in accordance with NZS3604' as fixing types vary depending on wind loads and often more than one fixing option is provided in the standard.

If you intend to use an alternative proprietary fixing which is an alternative solution, the building consent authority must know exactly what it is approving so that it can assess your project appropriately.

Building consent costs

The processing costs for relocated buildings can be equivalent to those of a new build. This is because all building code clauses must be considered, and often questions are raised about the compliance of the existing building where there is a lack of clarity as to the extent of the building work to be covered by the building consent.

Additional costs can be incurred where the building consent authority deems it necessary to inspect the building to investigate its level of compliance before issuing a building consent. Often a site investigation inspection can assist the building control officer processing the consent to confirm facts about the building condition and construction. Please check our website for current fees and charges.

Building inspections

Inspections required will be determined by the new work involved in the consent. They are likely to include:

- Foundation pre pour
- Drainage
- Pre clad (if recladding any part of the building)
- Pre line (if any new interior work such as wall linings or plumbing is involved)
- Final inspection upon practical completion of work for code compliance certificate (CCC).

What happens if I don't meet my obligations?

Notice to fix

A notice to fix is a statutory notice requiring a person to remedy a breach of the Building Act 2004, or regulations under that Act. A notice to fix can be issued for all breaches of the Act, not just for building work, and outlines what is required to achieve compliance.

Infringements

The Building Infringement Regulations set out a clear list of infringement offences and consequences, such as failing to comply with the requirement that building work must be carried out in accordance with a building consent. Fines range from \$250 to \$2000 depending on the offence.

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Disclaimer: This guide is intended to provide an overview of the requirements for relocated buildings and every effort has been made to ensure the information is accurate at the time of publication. Please contact the Selwyn District Council building department if you wish to discuss your individual situation.