

NORTH BURNETT REGIONAL COUNCIL

Building Information

Relocating a building

Info Sheet

6

This information sheet explains the requirements to relocate a building in the North Burnett

General Requirements

It is the requirement of Council that prior to relocating any building structure, wholly or in part, onto an allotment in the region that a "Development Permit" be obtained for *'the carrying out of building work'*.

Approval will also be required for any **plumbing and drainage work** carried out as part of the project.

PROCESS FOR REMOVAL DWELLING APPLICATIONS

There are two stages required to be completed prior to the relocation of a dwelling:

1. Stage 1 – Concurrence Agency Referral Application
2. Stage 2 – Building and Plumbing Applications

Stage 1—Concurrence Agency Referral Application

Council (the concurrence agency) must be advised in writing of the intention to relocate a building within or into the region, in accordance with North Burnett Regional Council, Amenity and Aesthetics Policy. This is achieved through the submission of an amenity and aesthetics application.

In the capacity of concurrence agency, Council considers whether the proposed building work will have any adverse effect on the amenity or likely amenity of and that it will not conflict with the character of the North Burnett Region. Where approval is given, conditions may be imposed including the provision and value of a performance bond.

Copies of the North Burnett Regional Council Amenity and Aesthetics policy and application forms are available at all Council offices and on Council's website (www.northburnett.qld.gov.au).

As part of the concurrence agency referral, Council will require a report from a Registered Professional Engineer of Queensland (RPEQ), outlining the structural adequacy of the building for habitable purposes.

For all buildings relocated from any site within the North Burnett Region, a concurrence agency approval and building development permit are required prior to the building works commencing. Where buildings are being relocated from outside of the North Burnett Regional Council region, approval may also be required from the relevant local Council (only where not held in a holding yard).

GENERAL INFORMATION

Bond

Any approval issued for the removal or relocation of a building or structure shall be conditional on the applicant lodging with Council a cash deposit, or bank guarantee. The pre-payment of the bond will be a condition of the Development Permit. The value of such guarantee depends upon the value of work to be undertaken to complete the project once it has been delivered to site, and is determined by Council.

The bond is to ensure that any building work required to comply with current regulations is completed within the currency period of the application., This bond can be paid in cash, bank cheque, EFTPOS, electronic transfer or unconditional Bank Guarantee. The bond is retained in Council's Trust Account and shall be refunded after the Council has approved of the completed work. With the completion of various major stages of reconstruction the Building Surveyor may upon request, recommend the release of a portion of the bond monies. If the work covered by the cash deposit or bank guarantee is not carried out to the satisfaction of the Council's Building Surveyor within the currency period stated in the Decision Notice, the Council reserves the right to use the cash deposit, or call up the bank guarantee to pay a licensed building contractor to complete the work.

Stage 2—Building and Plumbing Application

The second stage is application for building work including relocation, restumping, alterations and additions (where applicable) to make the building compliant with current legislation. A building application along with the relevant fee, is to be submitted showing the details of the building in its proposed location. This application can be submitted concurrently with the stage 1 application, but will not be approved until all required approvals (concurrence agency, plumbing compliance where applicable) are obtained and the security bond is received. The details required for submission of an application for a dwelling are those applicable to any new dwelling.

Where the buildings are to be relocated from within the North Burnett Regional Council region, a demolition / relocation permit may be required to uplift the building from its existing location. This permit may be required in addition to any application for the building to be relocated to its new location.

A demolition / relocation permit may be obtained from Council by lodging a completed DA Form 2 Building work details, and payment of the applicable fees.

House removalists must be licensed by the Queensland Building and Construction Commission (QBCC). This allows them to carry out certain work in relation to building construction (eg. replacement of a roof and foundations).

Before engaging a removalist, owners are advised to check the removalist's credentials in relation to building work. A person, other than the holder of an owner-builder's permit, who is not appropriately licensed by the QBCC shall not undertake building construction works if the value of that work exceeds \$ 3300.00 (inclusive of labour and materials.) Building work includes construction; reconstruction; erection or re-erection. It also includes repairs or improvements of, or making of additions to the walls and structural parts of a building, including the construction of foundations or footings. Other incidentals include:- lighting; heating; cooling; ventilation; air-conditioning; water supply; drainage; sewerage; replacement of the roof etc. All electrical and drainage/plumbing work must be done by a licensed person, irrespective of value of work.

Expiry of Permit

Any approval granted shall become void if the removal and any associated building work is not commenced and completed within the currency period detailed on the Decision Notice.

Occupation of Buildings

Any removal house or building shall not be occupied on the new site until all conditions of the Decision Notice have been complied with.

Clean Up Site

If situated in the North Burnett region, the site from which the building is removed must be made clean and tidy to Council's satisfaction within 14 days of the date of removal. All services are to be disconnected and sealed off at property alignment.

Additional Permits

Permits may also be required from other Government departments and authorities. These are normally obtained by the removalist. However, the owner is advised to ensure that they are obtained prior to the relocation of the building, for example the Queensland Police Department, Telstra, Ergon Energy, Department of Transport and Main Roads and any other local authorities that the building may be transported through.

HOW LONG WILL IT TAKE FOR MY BUILDING APPLICATION TO BE APPROVED?

Your building application is assessed using the Development Assessment Rules. This system is **MANDATORY** for all local authorities to follow in assessing any type of development application. It is part of the *Planning Act 2016*, which is State Government Legislation.

Your BUILDING APPLICATION will be approved based on a number of matters such as:

- The information you provide as part of the application; and
- The relevant forms being completed correctly by you; and
- Payment by you of all the relevant statutory and local government fees; and
- The time lines included in the provisions of the Development Assessment Rules.

Council will follow the Development Assessment Rules process as follows:

1. You will submit your application with the necessary plans, application and statutory fees.

2. Council will check the application to determine if it is properly made and if so accept it. If it is not properly made you will be issued with an action notice and the stated items will need to be submitted. Council has 10 business days to issue this notice. The applicant has 20 business days to respond and lodge the required documentation otherwise your application will be deemed not properly made and will be returned to the applicant with 80% of the paid fees. Council can accept an application if it is not properly made if there are only minor issues involved.
3. If the application is deemed to be properly made and the information that has been submitted is sufficient for the application to be assessed by our Building Surveyors, Council has 35 **business days** from the day it is accepted as a properly made application to make a decision. Provided there are no issues with the application **it should be approved within 35 business days** of being submitted.
4. If the application is deemed to be properly made application and assessment commences, but during this assessment further information is required, a request for information notice can be issued to the applicant. Council has **10 working days** from when the application is accepted to issue an Information Request. The assessment period pauses until the applicant has responded to the Information Request. The applicant has three (3) months to do so. If this time lapses and the applicant has not responded, Council will continue to assess the application, but it is extremely likely that the building application will NOT be approved. Once the information request has been satisfactorily responded to, the clock starts ticking again on the decision making period. Council has 35 business days less any time initially taken to issue the information request to the applicant to issue the decision notice.

CONSULTANTS

The following is a list of consultants who have worked or are currently doing work in the North Burnett Region. Other consultants may be found online or in yellow pages business directory.

NOTE: This list has been compiled to assist applicants. Council does not take responsibility for any errors or omissions and consultants are **NOT** listed in any order of preference. Council does **NOT** offer advice or make recommendations about consultants.

ARCHITECTS

1. Core Architects
HERVEY BAY QLD 4655
Ph: 4128 4466
2. Keystone Architects
MARYBOROUGH QLD 4650
Ph: 4123 1005 Fax: 4123 1001

LICENSED BUILDING DESIGNERS

1. Arthur Martin Design & Drafting
DALBY QLD 4405
Ph: 4662 1403 Fax: 4669 8049
2. Payten Design Group
HERVEY BAY QLD 4655
Ph: 4191 4115 M: 0419758956
3. Michael Russell Building Design
MARYBOROUGH QLD 4650
Ph: 4123 3654 Fax: 4123 5554
4. John Poulsen Building Design
BUNDABERG QLD 4670
Ph: 0427 593 682
5. John Gatley Building Designs
BUNDABERG QLD 4670
Ph: 4153 1183 Fax: 4152 3958
6. Greg Pershouse & Assoc Pty Ltd
BUNDABERG QLD 4670
Ph: 4151 8350
7. TR & SL Roper Drafting
CHILDERS QLD 4660
Ph: 4126 3110 M: 0412786330
8. Hervey Bay Design Group
HERVEY BAY QLD 4655
Ph: 4124 1561
9. Bespoke Building Design
HERVEY BAY QLD 4650
PH: 4128 9065 M: 0408 150 676

HYDRAULICS CONSULTANTS

1. Water Wise Design
TORQUAY QLD 4655
Ph: 4125 3510 M: 0416062487
2. Lees Consulting
WARANA QLD 4575
Ph: 5437 7660
3. Coastal Wastewater Specialists
HERVEY BAY QLD 4655
Ph: 4128 8019 M: 0400 497 166
4. Engage Consulting Engineers
MARYBOROUGH QLD 4650
Ph: 4121 4344
5. Enviro Water Design
HERVEY BAY QLD 4655
M: 0427 287 600
6. Trevor Endres
MARYBOROUGH QLD 4650
Ph: 4123 5973

SOIL TESTERS

1. Wide Bay Geotechnical Services
Pty Ltd
PIALBA QLD 4655
Ph: 4124 3677 Fax: 4128 3284
2. DIRTS (QLD) P/L
URANGAN QLD 4655
Ph: 4125 4862
3. CM Testing Service
WEST BUNDABERG QLD 4670
Ph: 4152 7644
4. CQ Soil Testing
ROCKHAMPTON
Ph: 4936 1163

ENERGY EFFICIENCY CONSULTANTS

1. Q-Bears
CHINCHILLA QLD 4413
Ph: 1300 304 313
2. Anderson Energy Efficiency
MOUNT GRAVATT QLD 4151
Ph: 3420 5083
3. Rebecca Hunt
BARGARA QLD 4670
M: 0418 980 465

ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)

1. Engineers Plus
HERVEY BAY QLD 4655
Ph: 4128 3955
2. Engage Consulting Engineers
MARYBOROUGH QLD 4650
Ph: 4121 4344 Fax: 4123 3144
3. Empire Engineering
BUNDABERG QLD 4154 4894

FIRE DESIGN ENGINEERS

1. Ferm Engineering
SALISBURY QLD 4107
Ph: 3277 6314
2. Chris Odgers
STRATHPINE QLD 4500
Ph: 3205 2370 M: 0409 267 075

ELECTRICAL/MECHANICAL ENGINEERS

1. Cushway Blackford & Assoc PtyLtd
WOOLOONGABBA
Ph: 3896 1100
2. Ashburner Francis Consulting
Engineers
WEST END QLD
Ph: 3510 8888 Fax: 3510 8899
3. EMF Griffiths
FORTITUDE VALLEY QLD 4006
Ph: 3254 2788 Fax: 3254 2799

TOWN PLANNERS

1. Insite SJC
BUNDABERG QLD 4670
Ph: 4151 6677
 2. Angelo Oliaro Town Planning
HERVEY BAY QLD 4655
Ph: 4125 6887
 3. Leddy Sergiacomi & Assoc Pty Ltd
BUNDABERG QLD 4670
Ph: 4152 9822 Fax: 4152 4114
4. Urban Planet Town Planning
Consultants
HERVEY BAY QLD 4655
Ph: 4128 2888

SURVEYORS

1. JB Serisier & Associates
MUNDUBBERA QLD 4625
Ph: 4165 4468
2. Wayne Say & Associates Pty Ltd
CHILDERS QLD 4660
Ph: 4126 2555
3. O'Reilly, Nunn, Favier
KINGAROY QLD 4610
Ph: 4162 2647

Still need help?

This information sheet summarises the key matters to consider for people considering carrying out development. The process and legal aspects relating to property and development can be complex and confusing. Council's development services staff may be able to help.

Sometimes however it may be advisable for you to obtain your own professional help from a qualified practitioner such as a Lawyer, Surveyor, Town Planner, Architect, Building Designer, or Engineer.

Contact Us

Give us a call for more information about the planning scheme and making an application.

North Burnett Regional Council
PO Box 390
Gayndah QLD 4625

(1300 696 272) (1300 MY NBRC)

admin@northburnett.qld.gov.au

Visit us at: www.northburnett.qld.gov.au

North Burnett—Naturally beautiful

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Disclaimer The onus is fully on the owner and/or builder to design, construct and maintain the building work in accordance with Manufacturer's specifications, *Building Code 2019* of Australia and referenced Australian Standards, and Council's Policy Statements as issued from time to time. North Burnett Regional Council (and its officers and agents) expressly disclaim responsibility for any loss or damage suffered as a result of placing reliance upon this information.

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APPLICATION LODGEMENT CHECKLIST

CLASS 1A TO 1B BUILDINGS

This form, completed by the Applicant, is to be lodged with the Building Application. It is the responsibility of the Applicant to ensure that all these details are correct and provided to Council in order to ensure Approval of your Application. All fees associated with this application to be provided at time of lodgement. Government legislation requires the payment of portable long (Qleave) service entitlements be made prior to issue of Development Permit. Building plans and application will not be accepted by Council until all information as listed below has been submitted.

APPLICANT'S NAME:

BUILDING SITE ADDRESS:

MANDATORY DOCUMENTATION AT LODGEMENT—STAGE 1	APPLICANT CHECK	COUNCIL CHECK
RESITE & RESTUMP BUILDING		
Concurrence Agency Referral and the application fee		
A report from a Registered Professional Engineer of Queensland (RPEQ) 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		
DA Form 2 Building work details		
Completed Plumbing Application FORM 1		
Payment of application fees for both building and plumbing		
Cost of building work that exceeds \$150,000 presentation of Portable Long Service Leave levy receipt payment (QLeave)		
Queensland Building and Construction Commission Registered Buildings \$3,300 and over – confirmation of insurance Owner Builders \$11,000 and over – owner builder permit		
Three (3) copies of plans showing: <ul style="list-style-type: none"> • A cross section through the dwelling • Elevations • Floor plans for each level • Bracing calculations fro each level • Tie down schedules • Timber Framing schedule • Floor framing details • Energy efficiency 		
Three (3) copies of the site plan including contour plan. Finished floor levels to be noted.		
Three (3) copies of the Form 15 Engineers Design and Certification if the structure has steel members or Manufacturers details with Form 15 Engineer Certification.		
Three (3) copies of the Soil Investigation Report		
Three (3) copies of the Engineers footing / slab design complete with a current Form 15 Engineer Deign Certificate.		
Three (3) copies of the Engineers Design documents and Form 15 Certificate for retaining walls		
Three (3) copies of the Engineers geotechnical report re:- soil stability, stormwater and effluent disposal and access if required.		