

**RELOCATED
BUILDING REPORT
FOR HASTINGS
DISTRICT COUNCIL**

Relocated building activities in
the Hastings District

OCTOBER 2024





RELOCATED BUILDING REPORT FOR HASTINGS DISTRICT COUNCIL

Building relocation proposal:

New location address:

Date: _____

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1.0 GENERAL INFORMATION

A Building Consent is required for the removal and/or relocation of a building within the Hastings District. A Resource Consent may also be required to relocate a building.

(See the Relocated Building Information Guide: hastingsdc.govt.nz/files/RelocatingBuildings.pdf)

1.1 Purpose of the report

The purpose of this report is to assist with the assessment of building relocation proposals under the District Plan, and in particular demonstrating compliance with the District Plan performance standards. In addition, this report is also required for the purposes of assessing an application for Building Consent for removal and/or relocation.

1.2 Introduction

This Building Report accurately records the condition of the building to be removed/relocated. This report details the existing condition of the building prior to removal. It also identifies any new building work and all reinstatement works that are to be completed to the exterior of the relocated building in order to achieve a tidy and workmanlike external appearance to meet the requirements of the District Plan.

Any damage to the building that occurs during transport to the destination site will also be repaired to ensure that reinstatement of the relocated building achieves a tidy and workmanlike external appearance.

In order to meet the requirements of the Building Act, this report confirms whether the building is considered suitable for removal or relocation. In this respect the report also outlines the details of any new interior or exterior building work proposed (if applicable).

The report also identifies site-specific requirements including but not limited to the requirement for:

- the construction of the new foundations;
- new retaining walls;
- service connections; and
- water and sewerage treatment (if applicable).

The report must be read in conjunction with the condition table and photographs provided, which assist in providing a representation of the condition of the building prior to the commencement of the relocation.

The report has been prepared by:

_____ [person's name] of _____ [company name] as per the
instruction/agreement dated _____ [date] on behalf of our client/s _____ [name].

1.3 Applicant's contact details

Applicant/s (client's) name: _____

Postal address: _____

Phone: _____ Email: _____

Any additional information: _____

Authorised agent: _____

Postal address: _____

Phone: _____ Email: _____

Any additional information: _____

1.4 Relocated building details and information requirements

1.	Type of building to be removed/relocated <i>For example: dwelling house, garage, ancillary building</i>	
2.	Approximate age of building <i>Provide date range i.e. 1940-1950</i>	
3.	Detailed description of building <i>Number of rooms, storeys, size, type of roof and wall cladding, type of foundations and sub floor construction, any additional features</i>	
4.	Destination site address and legal description <i>Address of the destination site of the relocated building</i>	
5.	Original site address of the building	
6.	Current location of building <i>Where the building is currently located</i>	
7.	Date building is to be removed from original site.	<i>Removal date:</i>
7a.	Is the building being stored prior to being placed on the destination site? <i>If yes please provide the storage address and whether any of the building reinstatement work identified in this report will be undertaken while in storage</i>	<input type="radio"/> YES <input type="radio"/> NO
8.	Proposed date of relocation <i>Intended date that building will be relocated to destination site</i>	
9.	Proposed use of building <i>For example: dwelling house, residential garage</i>	
10.	Previous use of the building <i>This should be confirmed by the inspector</i>	
11.	Is the building being split for transportation?	<input type="radio"/> YES <input type="radio"/> NO
11a.	If the building is being split, how will the split affect the wall cladding? <i>Provide details of the split , number of sections, identify the location/s of the cut/s</i>	

11b.	<p>How will the split affect roof cladding?</p> <p>Provide details, number of sections, identify the location of the cut/s</p>	
12.	<p>Description of proposal (new building work and any reinstatement work) and the timeframes to complete this work.</p> <p>Detail, itemise and describe any proposed new building work (including any changes to the internal layout and any external additions) or proposed reinstatement work to be carried out:</p> <ul style="list-style-type: none"> • prior to relocation off the original site; • at a storage depot; or • at the destination site. <p>Include the proposed work schedule and timeframes to complete each proposed work item.</p>	
13.	<p>Inspection dates and weather:</p> <p>Date and weather at the time of the inspection</p>	<p>Date: _____</p> <p>Weather: _____</p> <p>Time: _____</p>
14.	<p>Inspection location:</p> <p>Address (and identify whether this address is the original site or a storage site/facility)</p>	
15.	<p>Inspection by:</p> <p>Building assessor name</p>	
16.	<p>Other persons present:</p> <p>Name/s of other parties present</p>	
17.	<p>Where the building is located outside the Hastings District, provide building consent or documentation for removal issued by appropriate local authority and any history of building work.</p> <p>If applicable, attach the building consent documentation for removal of the building from its original site and include any historic information such as CCC's for any extensions or alterations to the building or other documentation that has been issued for work undertaken to the building at its original location.</p>	

18.	Plans to be provided with the report. Site plan (showing the location of the building in relation to the property boundaries and any existing buildings remaining on the destination site), original and proposed floor plans, plans of each elevation of the building (original and proposed) all at a readable scale (i.e. 1:100).	Attach under Appendix A
19.	Photographs to be provided and attached under Appendix B Recent (less than three months old) colour photos showing the interior and exterior of all rooms and all elevations of the building	Attach under Appendix B

1.5 Reporting conditions

This report has been prepared under the following conditions of engagement:

List any conditions below:

1.6 Exclusions

This report does not include comment about the following:

List any exclusions below:

Note: Exclusions cannot include the exclusion of Hastings District Council from relying on the content of this report for consenting purposes.

1.7 Definitions

The following defines the condition comments of the elements surveyed:

Good: items that have suffered minimal weathering, wear or decay and are free from any visual defects;
and

Poor: items that are worn, decayed, or weathered either due to the age, abnormal use or lack of maintenance.

1.8 Areas accessed

Outline the extent to which external and internal areas of the building were accessed and/or whether access was gained to the subfloor space.

2.0 BUILDING CONDITION TABLES

2.1 **Table A: Hastings District Plan requirements for external reinstatement work**

Item	Construction element	Description	Condition	Required repairs or reinstatement work details (including any painting)
1.	Roof	Description of existing roof materials and condition	<input type="radio"/> Good <input type="radio"/> Poor	Detail any required repairs or building work to reinstate the roof
2.	Spouting and downpipes	Description of existing spouting material(s). e.g. PVC, metal, butyl membrane or other	<input type="radio"/> Good <input type="radio"/> Poor	Detail any required repair or replacement of spouting and downpipes
3.	Exterior wall cladding	Description of existing wall cladding – e.g. fibre cement, weatherboard / sheet, timber weatherboard, board and batten, metal sidings, etc. Describe the cladding coating condition e.g. condition of paint finish	<input type="radio"/> Good <input type="radio"/> Poor	Detail any required repair or replacement of wall cladding (including any repair or repainting of the cladding coating or exterior finish).
4.	Foundation cladding	N/A	N/A	Specify what will be needed at the destination site to close in and ventilate the foundations. Specify the exterior finish of the foundation cladding and whether painting will be required.

Item	Construction element	Description	Condition	Required repairs or reinstatement work details (including any painting)
5.	Window and door joinery	Describe existing joinery materials – e.g. powder coated aluminium, timber, steel, single glazed, double glazed	<input type="radio"/> Good <input type="radio"/> Poor	Specify any required repair, replacement or reinstatement of window and door joinery including any painting of joinery
6.	Access to the building - porches and/or steps	N/A	N/A	Specify whether these need to be reinstated / reconstructed at the destination site to ensure safe access to the building
7.	Damage that may occur during transit	N/A	N/A	Example text: Any damage to the building that may occur during transit to the destination site will be repaired or reinstated to ensure the building has a tidy and workmanlike external appearance

2.2 Table B: Building Act 2004 information

Item	Construction element	Description	Required upgrades and comments
1.	Foundations	Layout, design and levels in accordance with site topography and demonstration of compliance with NZS3604	
2.	Access	Describe current and proposed access points to the building, design of steps, ramps and additions such as decks	
3.	Weathertightness	Describe internal and external moisture controls	
4.	Wind zone	<p>Wind zone (original site):</p> <hr/> <p>Wind zone (destination site):</p> <hr/> <p>If the zone has changed show how compliance with the new wind zone standards will be achieved.</p>	
5.	Heating	<p>Describe the form of proposed heating:</p> <p>Fire appliances, wood burners and details of smoke detectors (ie. replace with new smoke detectors and confirm installation)</p>	

6.	Ventilation	Describe and detail the sources of natural and mechanical ventilation		
Item	Construction element	Description	Condition	Required repairs or reinstatement work details (including any painting)
7.	Roof	Describe current roofing and condition. If the roof is to be removed or altered either before or after removal or relocation show details of the replacement or altered supporting structure and details of fixings and replacement roofing	<input type="radio"/> GOOD <input type="radio"/> POOR	
8.	Insulation (may be applicable if any new building work is proposed)	Describe existing and proposed insulation materials	<input type="radio"/> GOOD <input type="radio"/> POOR	
9.	Sanitary facilities	Identify and describe current and proposed sanitary facilities	<input type="radio"/> GOOD <input type="radio"/> POOR	
10.	Water supply	Identify type and source of potable water. If other than Council supply or rainwater system, chemical and bacteriological testing reports need to be supplied	N/A	

11.	Sewage and stormwater	Detail the drainage layout including type and size of wastewater disposal system, points of discharge and provisions for controlling surface water.	N/A	
12.	Construction and demolition hazards	Identify and describe any hazards.	N/A	Describe how these risks are to be managed:

3.0 BUILDING ACT 2004 REQUIREMENTS

A building consent is also required for the removal or relocation of this building and all subsequent works as a consequence. The building work must be designed and undertaken by a Licensed Building Practitioner/s with the appropriate category of licence. This building report is submitted to Council along with a separate application for building consent.

The building consent documents and application form are attached to this report along with the appropriate fees and proof of ownership

[Certificate of Title less than three months old or sale and purchase agreement for the proposed site.](#)

4.0 HEALTH AND SAFETY

Identify and describe any existing building materials likely to contain asbestos and/or identify any other potential health and safety concerns of the proposal.

5.0 BUILDING ASSESSOR'S SIGNATURE

I, certify that the information provided in this building report is true and correct and that the building described above appears to have complied with the relevant Building Regulations at the time of its construction, and (if a dwelling) the building has been previously designed, built and used as a dwelling.

Author: _____ **Date:** _____

Signature: _____

Qualifications: LBP category (and license number), BOINZ, RICS, NZIBS, ANZIA etc.

Address: (Assessor's business address) _____

Phone: _____ **Email:** _____

Phone: (Assessor's business phone number) _____

Email: (Assessor's business email address) _____

6.0 LANDOWNER CERTIFICATION FORM

HASTINGS DISTRICT PLAN (2017)

RELOCATED BUILDING: LANDOWNER CERTIFICATION

This form is to be filled out in order to comply with the District Plan performance standards for relocated buildings.

Full name of landowner(s) of destination site:

Please list all registered owners where there are more than one, including any Trusts or Companies, and tick the following boxes that apply.

I/we certify that I/we are the landowner(s) of the site where the building will be relocated

I/we certify that I/we have authorisation to certify and sign on behalf of this Trust and/or Company on behalf of *all* Trustees/Shareholders

Address of destination site:

Legal description and certificate of title reference:

Proposed date of relocation:

As a requirement of compliance with the performance standards for relocated buildings in the Hastings District Plan, I/we _____

(*Name of owner or person(s) making declaration*) CERTIFY that the reinstatement work identified in the Building Pre-Inspection Report (prepared by _____ [name of report author] and dated) will be completed in accordance with the following timeframes:

- The building shall be located on permanent foundations in accordance with the building consent, and the roof made weathertight no later than one month of the building being moved to the site. For the purposes of this standard, 'weathertight' means that the roof is completely repaired, replaced or installed as per the requirements of the Building Pre-Inspection Report.
- The remaining work to make the building 'weathertight' shall be completed within four months of the buildings being moved to the site. For clarification, this means that all windows, doors, and exterior cladding are completely repaired, replaced or installed as per the requirements of the Building Pre-Inspection Report.
- All remaining reinstatement work required by the Building Pre-Inspection Report and the building consent to reinstate the exterior of any relocated building shall be completed within nine months of the building being delivered to the site. Reinstatement work is to include connections to all infrastructure services and closing in and ventilation of the foundations, any painting required by the Building Inspection Report, and the repair of any damage to the exterior of the building that may occur during transit to the destination site.

I/we acknowledge that failure to complete any of the reinstatement work may lead to the Council taking enforcement action under the Resource Management Act 1991, including by way of infringement notice, abatement notice, enforcement order or prosecution.

Signed (owner): _____

Signed (owner): _____

Print name: _____

Print name: _____

Signed (owner): _____

Print name: _____

Appendix A: Site plans, floor plans and elevations

Appendix B: Recent coloured photographs of the building

