



# **GLEN INNES SEVERN COUNCIL**

PO Box 61, Glen Innes, 2370

Ph: 02 6730 2350

## **Guide to Relocating a Previously Used Residence**

This Development Application Guide has been designed to assist you in the preparation and submission of an Application to relocate a previously used residence. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

### **What is meant by relocating a previously used residence?**

A previously used residence is any dwelling which at some time has been occupied. The building is usually a building conventionally constructed on a site with piers and framed or platform floor. Less commonly, the building may have been originally constructed as a transportable building.

Regardless of how the building was originally constructed, once it has been occupied, the requirements outlined in this Guide for the building's relocation apply.

Relocation means the physical moving of a residence from one site to another for the purposes of being used as a dwelling house at the new location. The building may be moved in one piece, or broken into several pieces, moved, and reassembled at the new location.

If a building is to be moved, the requirements outlined in this Guide apply, regardless of whether the move is interstate, or onto the block next door.

### **Are there restrictions on what type of building can be relocated?**

Generally, approval may be granted to relocate most types of buildings, although for practical reasons, the majority of projects involve older timber framed buildings set on piers. Moving brick buildings and slab on ground designs is usually too costly and difficult to be worthwhile.

Regardless of the type of building involved, the following must be considered, and allowance made for, when planning to relocate a building:

- The building must be structurally suitable for relocation and able to withstand the stresses involved in transportation.
- The building must be able to withstand the wind loads prevailing at the new location. This may involve the installation of additional bracing and tie-down fittings.
- The building must meet the requirements of the Building Code of Australia when completed. This may involve significant renovation work, depending on the original condition of the building.
- No asbestos material is to be transported into or within the Glen Innes Severn Council area on or in a relocated building. All materials containing asbestos are to be removed

and disposed of in accordance with the requirements of the Workcover Authority. This must be done prior to the building being moved.

- External finishes must be compatible or complementary with the surrounding development and established character of the area. It may be necessary to add to the building or change the design to achieve this. For example, a verandah or awning may be needed to provide architectural relief to an otherwise bland facade.
- All zincalume or galvanised surfaces to be painted or replaced with corrugated colourbond sheets.
- Any defective, deteriorated or otherwise damaged materials, structural components or cladding are to be replaced.
- Where there is an existing concrete slab within the building, the slab is to be demolished or methods of support developed in consultation with a structural engineer.
- Existing water supply pipes, drainage pipes and fittings may be re-used provided the system complies with current standards, all defective pipes and fittings are replaced, and the system subjected to a pressure test by a licensed plumber, prior to connection to the sewer and water service.
- Within village or urban areas, sub-floor construction must be screened along the street frontage and a minimum return of 1.8 metres along each side with battens, slats or a brick fender wall.

### **What approvals do I need?**

Relocation of a previously used residence and establishment of the building on a different lot cannot occur until Development Consent has been obtained and a Construction Certificate issued.

An approval to install storm water drainage and connect to the sewer and water supply will also be necessary in sewerred areas. If the building is to be placed on a lot with no sewer service, an approval to install and operate a septic system will be needed instead.

Application forms for these approvals and further information is available from Council.

NOTE: Approvals from other authorities such as Roads & Traffic Authority, Police and Electricity Supply Authority may also be necessary.

### **What information is needed to accompany an application?**

#### **Always required:**

- Combined Development Application, Construction Certificate & Complying Development Application form (available from Council), correctly filled out and signed by all owners of the site.
- Photographs of each elevation of the building at its current address.
- 3 copies of all plans and specifications.
- Site plan showing location of proposed dwelling, existing structures, easements and distances to boundaries.
- Working drawings, including fully dimensioned elevations, sections and floor plans.

- A detailed external and room by room report from an approved competent person, such as a Licensed Builder, Building Consultant, Structural Engineer or Architect. The report is to provide information on the construction and condition of walls, ceiling and flooring of each room. Particular attention is to be given to all wet areas, external walls, weather proofing, roof and guttering. The report must detail all repairs/works considered necessary to comply with the Building Code of Australia (BCA) and to place the building in an as new and well-maintained condition.
- Details and specifications of all new work including footings, repairs, alterations, renovations and installation of services.
- Details of proposed termite protection.
- Structural details suited to the soil class at the new location and endorsed by an approved practising Structural Engineer are required for all concrete slabs and footings.
- An approved practising Structural Engineers report certifying the existing bracing and tie down of the building is adequate for the wind loads prevailing at the new location. If additional bracing and tie down is required, a full set of engineer's plans and specifications detailing the upgrades must be supplied.
- A report from a licensed asbestos assessor or Occupational Hygienist is required to show that the building is free from asbestos. Any asbestos in the building must be removed by licensed persons and certified asbestos free before the building is brought into the Glen Innes Local Government area.
- Copies of relevant permits. (eg, Owner Builders permit or Home Owners Warranty Insurance).

#### **Required depending on the project:**

- Statement of Environmental Affects (Development Application only).
- Bushfire assessment for bushfire prone properties (see details overleaf).
- Details of any proposed solid fuel heaters (including Emissions Compliance Certificate).
- Other plans and specifications such as soil tests, shadow diagrams, landscape plans and details of retaining walls may also be required.
- Separate Section 68 Local Government Act Application form for Plumbing and Drainage for developments where water supply, storm-water and sanitary drainage works are to be undertaken.
- Separate On-Site Sewage Management System Application form for properties not connected to sewer.
- Separate S138 Road Opening Permit for any works in the road reserve (such as driveways and stormwater outfalls).

#### **When do I need Owner/Builder Permits and how do I obtain them?**

- If domestic building work is to be undertaken by an owner/builder and the value of the building work is estimated to exceed \$10,000, an owner/builder permit must be obtained and a copy submitted to Council before the Construction or Complying Development Certificate can be released.
- If the value of work exceeds \$20,000 an owner/builder course must be completed through an accredited provider prior to obtaining the owner/builder permit. The permit can be obtained from the Department of Fair Trading.

- The course can be completed prior to the lodgement of your application to Council. The permit can be applied for once the Development Application has been submitted to Council and written advice of approval issued.

### **When is Home Owners Warranty Insurance Required?**

Home Owners Warranty Insurance is required if a licensed builder is carrying out the work and the value is over \$20,000. A copy of the Home Owners Warranty Insurance Certificate must be submitted to Council prior to the issue of the Construction Certificate or Complying Development Certificate.

### **Do I need a BASIX Certificate?**

If the project is a simple relocation, with no alteration or addition to the original building, a BASIX Certificate is not required.

If alterations and/or additions to the original building are proposed, and these are valued at \$50,000.00 or more, a BASIX Certificate is required for these works only, not for the whole building.

The BASIX Certificate must be submitted with the Development Application.

The BASIX commitments must be indicated on the plans.

Applicants can generate a BASIX certificate only on the NSW Department of Planning BASIX website: <http://www.basix.nsw.gov.au/information/index.jsp> For more information, phone the BASIX help line on 1300 650 908.

### **What if my development is on Bush Fire Prone Land?**

All developments on bushfire prone land are assessed in accordance with the NSW Government document titled "Planning for Bushfire Protection" available from [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au).

Development Applications for relocation of buildings onto bushfire prone land should be accompanied by a bushfire consultant's report, detailing how the Planning for Bushfire Protection requirements are to be addressed.

This assessment will determine appropriate standards for distances to vegetation (called asset protection zones), construction standards, on site water storage and pump plus a variety of other matters.

### **Other Specialist Reports?**

For certain developments, Council requires other specialist reports for issues such as geotechnical, flood, shadow diagrams and site contamination. Your consultant, architect or draftsman can advise you if these reports are required.

### **Who should prepare plans to accompany the application?**

In most cases the plans submitted with the application are to be prepared by suitably qualified persons including architects, surveyors and engineers where appropriate. Inaccurate or poorly drawn plans lead to delays in processing of the application and in some instances, may result in refusal of the proposal.

PLEASE NOTE, APPLICATIONS LODGED WITH PLANS DETAILED ON GRAPH PAPER, LINED PAPER OR IN PENCIL WILL NOT BE ACCEPTED.

### **What is the Estimated Cost of Work?**

Estimate the value of building works. Provide the value of work as shown on the contract or quote. If an owner builder, the value needs to include an estimate of cost of materials plus a realistic valuation of labour. This estimated value is subject to check by Council.

### **After my application is determined, how will I be advised?**

You will be advised in writing of the determination of your application. If your application is granted consent then you will be sent a copy of the Development Consent including conditions of Consent and approved plans. Should your application be refused, a refusal notice will be sent advising you of the grounds of refusal.

### **In summary, your application package will include:**

- Application form/s for the proposed development.
- Owner Builder Permit OR Home Owners Warranty Certificate.
- Plans of the development.
- Relevant Structural Engineers Certifications and specifications.
- A Local Approval (sometimes called a Section 68 Application) for all plumbing, sanitary drainage and stormwater drainage associated with your project.

### **Further enquires:**

Department of Development, Planning & Regulatory Services  
136 Church St  
Glen Innes  
Ph 02 6730 2350

PLEASE NOTE:

Building and engineering design is specialised and complex. Council officers can provide basic guidance and advice on your proposal, however detailed site investigations, research and complex technical advice is beyond the services provided by Council.

You may consider employing a consultant who can assist in preparing your application. Council officers cannot recommend consultants.