

Guidelines for the Relocation of a Second-hand or Pre-used Building



General

The Matamata-Piako District Plan requires resource consent for the relocation of any building that has previously been occupied or used on another site. This guide sets out the steps required to obtain consent for the relocation.

Approval will generally depend on the state of the building that you would like to relocate and the surrounding environment that the building is to be relocated to.

Attached to this guide are a building consent application form, a resource consent application form and a brochure setting out this council's development contributions policy. The process can be completed in parts or both applications being done together.

Inspection of Building to be Relocated.

The critical part of this process is the standard of the building that you would like to relocate. One of this council's Building Control Officers can inspect your proposed building and provide a written report on its standard. The report will list any repairs that will need to be made to the building once it is relocated. You will need to arrange an inspection with Customer Services and give 3 working days notice for the inspection. There will be a fee for this service. (See fees below)

If the building is some distance away we will accept a report from the council that the building is located in or a report from a recognised building inspection firm. Any cost involved will be set by those parties.

Building Consent Application.

The existing building does not require a new building consent; however consent will be required for the footings and sanitary systems for the building in its new location. A building consent application form is attached to this guide.

Any alterations to the building once it has been relocated may also require consent and you should discuss this with the Building Control Officer to ensure that your building will comply with the Building Act so a code compliance certificate (CCC) can be issued. Alterations to the building when it is on its new site can be included as part of the relocation consent.

The Building Act requires councils to issue a building consent within 20 workings days of receiving an application. This council will generally complete the application within 10 days. If you have time constraints around the removal of the building from its exiting site then please discuss this with the council before tendering or purchasing the building.

Building consent fees are required to be paid before the application can be uplifted (See fees below).

Resource Consent Application.

The District Plan requires resource consent to be granted for the relocation of all second-hand or pre-used buildings from off site. If the building is being repositioned on the same site then resource consent is not required. A resource consent application form is attached to this guide.

The Resource Management Act requires councils to issue a resource consent within 20 working days of receiving an application. This council will generally complete the application for a relocated building where there are no other planning issues, within 10 days. Where other planning issues such as yard reductions or second dwelling on one site are also involved the application will take 20 days to issue. If you have time constraints around the removal of the building from its existing site then please discuss this with the council before tendering or purchasing the building.

A bond may be required to cover the cost of the repairs that will need to be carried out once the building has been relocated. Council's Legal officer will arrange for the completion of the bond at the applicants cost.

Fees

The payment of fees will depend on how you proceed through the process. If you require only the inspection of the building before going through the consents then that will be billed individually. However, if all three processes, inspection, building consent and resource consent are done together then the total cost can be made in one payment prior to the issue of the consents.

Building Inspection

Inspection and report preparation time	\$225.00
Mileage	\$ 0.60/km

Building Consent

The fee will include a Project Information Memorandum (PIM), administration fee, code review and inspections. The actual cost will depend on the type of building being relocated and the number of inspections required. Customer Services can provide an estimate of the likely costs for your project. (The estimated building consent fee for relocation of a standard dwelling is about \$500.00)

We are required to collect fees on behalf of others and if applicable these will be added to the cost of the building consent.

Building Research Association Levy - For every building consent with an estimated value of \$20,000 and over, \$1.00 per \$1,000 is payable. (NB: GST is not applicable to this levy.)

Department of Building and Housing Levy - For every building consent with an estimated value of \$20,000 and over, \$1.97 per \$1,000 is payable.

Development Contributions - Please be aware that there could be a development contribution payable for your building project.

Section 198 of the Local Government Act 2002 allows councils to adopt a policy in their Long Term Council and Community Plan that requires the payment of a development contribution, either at resource consent or building approval, for any new development.

The overall premise on which contributions are based is that development should pay the cost for providing services and facilities required to accommodate growth. Council's policy provides for contributions towards -

- Reserves
- Community Infrastructure
- Network infrastructure,

Cancelled consents - Building consents cancelled prior to the first inspection being carried out will be refunded the amount already paid, less the cost of any work completed.

Resource Consent

Second-hand or pre-used building only.	Actual cost (\$140/hr)
Monitoring fee (one visit)	\$100.00
Further monitoring visits	\$100.00/hr
Deposit with application (inclusive of one monitoring visit)	\$ 500.00

If other planning issues such as yard reduction, coverage or 2nd dwelling on a site are also involved the planning process will be more involved and will require extra work.

Other service connection fees may also be applicable.

Please contact Customer Services if you have any question

Matamata	881 9050
Morrinsville and Te Aroha	884 0060

Attachments

Building Consent Application Form	BC Form2 Version 4
Resource Consent Application Form	PLN-F123 Issue 3