



# BUILDING PRE-INSPECTION REPORT FOR RELOCATED BUILDING



## SUMMARY OF BUILDING RELOCATION PROPOSAL



## REMOVAL ADDRESS



## DESTINATION ADDRESS



## DATE



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Queenstown Lakes District Council  
Private Bag 50072, Queenstown 9348  
Gorge Road, Queenstown 9300

P: 03 441 0499  
E: [resourceconsent@qldc.govt.nz](mailto:resourceconsent@qldc.govt.nz)  
[www.qldc.govt.nz](http://www.qldc.govt.nz)

### PURPOSE AND STRUCTURE OF THIS REPORT

The purpose of this report is to assist with the assessment of Relocated Building proposals under the District Plan. Where a building is being relocated to a new destination site within the District, this 'Building Pre-Inspection Report' must accompany the application for building consent to demonstrate compliance with the permitted standards for 'Relocated Buildings' contained within District Plan Chapter 35 Temporary Activities and Relocated Buildings, and as defined in Chapter 2 Definitions of the District Plan. A resource consent may be required under the RMA 1991 if this report is not completed or the requirements of Chapter 35 are not met.

In addition, this report may also be used to assist the Council as part of assessing an application for Building Consent under the Building Act 2004 for the removal of a building, and/or for the relocation of a building to a new destination site within the District.

This report provides a form to assist those relocating a building to achieve compliance with Chapter 35 Temporary Activities and Relocated Buildings of the District Plan.

Completion of this report is not required for the removal of a building out of the District.

### SCOPE

For the purpose of the District Plan (Chapter 35: Temporary Activities and Relocated Buildings), this 'Building Pre-Inspection Report' records the external materials and condition of the building to be relocated, and identifies all reinstatement works required to the exterior of the building after relocation to maintain amenity and provide a quality external appearance.

This Report also assists with the identification of site-specific requirements and timeframes for establishment at the destination site as required by Rule 35.5.4 including construction of the new foundations, and service connections.

For the assistance of Building Consent requirements of the Building Act, this report also identifies the external materials of the building to be relocated. This report is not a Building Consent and does not address all matters required to obtain building consent for removal or relocation under the Building Act 2004.

### RELEVANT TERMS USED IN THIS REPORT

<b>Relocated/Relocatable Building</b>	<i>Refer Chapter 2 of the District Plan</i>
<b>Relocation (Building)</b>	<i>Refer Chapter 2 of the District Plan</i>
<b>Removal (Building)</b>	<i>Refer Chapter 2 of the District Plan</i>
<b>Destination site</b>	<i>Site within the Queenstown Lakes District where the building is being re-located to</i>
<b>Removal site</b>	<i>Site where the building is being removed from.</i>

For the purpose of **Section 4 (Building Condition Tables)** the following defines the condition comments of the elements surveyed:

<b>Good</b>	<i>Items that have suffered minimal weathering, wear or decay and are free from any visual defects.</i>
<b>Reasonable</b>	<i>Items that have worn through 'normal' use and weathering, and is in commensurate condition to the building age and use.</i>
<b>Poor</b>	<i>Items that are worn, decayed or weathered either due to the age, abnormal use or lack of maintenance.</i>



### INFORMATION REQUIRED TO ACCOMPANY THIS REPORT

The following information must be submitted with this report.

- ☐ Record of title (RT) for the destination site (less than three months old)
- ☐ Floor plans, elevations and site plans for the destination site
- ☐ Photographs of the building to be relocated





## INFORMATION REQUIRED TO ACCOMPANY THIS REPORT

To assist with compliance with the District Plan and the conditions of any relevant resource consents, it is recommended that the following information is included on site plans for the destination site:

- Access
- Boundary setbacks and other standards as required by the applicable District Plan rules
- Building height at destination site (from original ground level as per the definition of 'Height (building)' in the District Plan)
- External colours and materials including light reflectance values (where applicable)
- Location of building platform (where applicable)
- Location and colour of water tanks (where applicable)
- Wastewater and stormwater treatment and disposal areas (where applicable)
- Noise mitigation requirements (as may be applicable for sites located within the Air Noise Boundary (ANB) or Outer Control Boundary (OCB) for Queenstown or Wanaka airport).

### ADVICE NOTE – QLDC DISTRICT PLAN

This report is for the primary purpose of demonstrating compliance with Rule 35.5.4 of the District Plan in relation to relocated buildings. Completion of this report does not address all matters that may be applicable to the site or proposal under the District Plan or conditions of any relevant resource consents, including any conditions registered on the site's certificate of title.

The applicant should ensure that all relevant parts of the District Plan have been reviewed, including the applicable rules that apply to the destination site to determine whether a resource consent is required.



## 2.0 APPLICANT'S CONTACT DETAILS

The Report has been prepared by:	
Of:	
Who holds the qualifications* of:	
As per our instruction/agreement dated on behalf of:	
Postal address:	
Telephone/mobile:	
Email:	
Any additional information:	

*\*In accordance with Chapter 35 of the District Plan Temporary Activities and Relocated Buildings this report must be prepared by a Licenced Building Practitioner or other appropriately qualified person.*



## OWNER'S DETAILS // If different than above

Owner:	
Company name:	
Contact address:	
Telephone/mobile:	
Email:	
Any additional information:	





### 3.0 BUILDING DETAILS

Type of building:	
Extent of building being relocated:	<input type="checkbox"/> Complete building <input type="checkbox"/> Partial building
Approximate age of building:	
Brief description of building and part to be relocated:	
Removal site:	
Proposed destination site physical address:	
Proposed destination site legal description: (Record of Title to be attached)	
Proposed destination site zoning: (QLDC District Plan)	
Is the building being split for transportation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the split affect exterior wall cladding:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the split affect exterior roof cladding:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site address where the building was inspected:	
Proposed use of the building:	
Previous use of the building:	
Inspection dates and weather:	
Inspection by:	
Other persons present:	
Building consent status:	
Where the building is relocated from outside of the Queenstown Lakes District, provide building consent or documentation issued for removal from the relevant local authority (if applicable).	<input type="checkbox"/> Yes
Proposed date of relocation:	





## 4.0 BUILDING CONDITION TABLES

### AREAS ACCESSED

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**TABLE 4.1: QLDC DISTRICT PLAN REQUIREMENTS FOR “RELOCATED BUILDINGS” (RMA 1991)**

This table must be completed for all proposals for Relocated Buildings in the District, and must accompany the application for building consent to demonstrate compliance with Rule 35.4.4 of the District Plan.

For clarity, this table is not required to be completed if a building is being removed outside of the District only.

This table is for the purposes of Chapter 35 only and does not address all requirements that may apply to the site or proposal under the District Plan.

Item	Construction element	Description	Condition	Required repairs or reinstatement, including painting	Photo reference
1	Roof				
2	Spouting and downpipes				
3	Exterior cladding				
4	Foundation cladding				
5	Window and door joinery				





## 4.0 BUILDING CONDITION TABLES

TABLE 4.1 (CONTINUED)

Item	Construction element	Description	Condition	Required repairs or reinstatement, including painting	Photo reference
6	Access to the building (porches, walkways or steps)				
7	Damage that may occur in transit				
8	Services (if known)				

## 5.0 BUILDING ASSESSOR'S CERTIFICATION

☐ I certify that the information provided and building condition stated in Table 4.1 (including required repairs and re-instatement) is true and correct.

Author:	
Signed:	
Qualifications*:	
Assessor's company name (if applicable):	
Assessor's contact address:	
Assessor's telephone/mobile:	
Assessor's email:	
Any additional information:	

*\*In accordance with Rule 35.5.4(ii) this report must be prepared by a Licenced Building Practitioner or other appropriately qualified person.*





## 6.0 LAND OWNER CERTIFICATION

### QLDC DISTRICT PLAN “RELOCATED BUILDINGS”: LANDOWNER CERTIFICATION (RMA 1991)

This section is required to be completed to comply with Rule 35.5.4 of the District Plan for Relocated Buildings.

**Full name of landowners of destination site:**

*(Please list all owners' details where there are more than one, including any trusts or companies)*

☐

I/we certify that I/we are the landowners of the destination site.

☐

I/we certify that we have authorisation to certify and sign on behalf of this trust and/or Company on behalf of all shareholders/trustees.

Address of destination site:

Legal Description and Record of Title (RT) reference:

Proposed date of relocation:

### CERTIFICATION

As a requirement of compliance with Rule 35.5.4 of the QLDC District Plan, I/we:

As the landowner of Lot:

DP:

**Certify** that I/we will ensure that the reinstatement work identified in this Building Pre-Inspection Report (Table 2.1) dated:

will be completed in accordance with the following timeframes:

- The building must be located on permanent foundations approved by building consent, no later than **(2) two months** of the building being delivered to the site;
- All other reinstatement works identified by this Building Pre-inspection Report and the building consent to re-instate the exterior of the building, including connection to services and closing in of the foundations, must be completed within **(9) nine months** of the building being relocated to the destination site.

I/we understand that failure to comply with the above within the stated periods will require a Resource Consent for the relocated building under Rule 35.5.4 of the District Plan; and may also lead to council taking enforcement action under the *Building Act 2004*, or *Resource Management Act 1991*, including by way of a notice to fix, infringement notice, abatement notice, enforcement order, or prosecution.

Signed:  
Owner

PRINT:

Signed:  
Owner

PRINT:

Signed:  
Owner

PRINT:

