

LET US HELP MOVE YOUR
HOUSE

**INFORMATION
PACKAGE**



NORTH BURNETT
REGIONAL COUNCIL



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A GUIDE TO RELOCATION OF BUILDINGS INTO NORTH BURNETT REGION

GENERAL REQUIREMENTS

It is the requirement of Council that prior to relocating any house, building or 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 DWELLINGS APPLICATIONS

There are 3 stages required to be completed prior to the relocation of a dwelling:

- Stage 1 - Concurrence Agency Referral Application
- 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 concurrency 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).

Bond

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 will be returned to the Payee upon satisfactory completion of the building.

Stage 2 - Building & 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 IDAS form 1 and 2 and payment of the applicable fees.

MANDATORY DOCUMENTATION AT LODGEMENT - STAGE 1 RESITE & RESTUMP BUILDING	APPLICANT CHECK	COUNCIL CHECK
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 DEVELOPMENT APPLICATION FOR BUILDING WORK	APPLICANT CHECK	COUNCIL CHECK
Completed Development Application FORM 1 & FORM 2		
Completed Plumbing Application FORM 1		
Payment of application fees building & plumbing		
Cost of building work that exceeds \$150,000 presentation of Portable Long Service Leave levy receipt payment		
Queensland Building and Construction Commission <ul style="list-style-type: none"> • 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 for 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 Design 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.		

**COUNCIL WILL THEN ASSESS THE APPLICATION AND THE APPLICANT WILL BE NOTIFIED ACCORDINGLY.
 IF APPROVED, YOU WILL RECEIVE ADVICE REGARDING THE AMOUNT OF THE BOND. THE DEVELOPMENT PERMIT
 WILL NOT BE ISSUED UNTIL THE BOND HAS BEEN LODGED WITH COUNCIL**

GENERAL NOTES

1. Building 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 cash deposit or bank guarantee 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.

2. Building Work

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.

3. 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.

4. Occupation of Building

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

5. 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 fourteen (14) days of the date of removal. All services are to be disconnected and sealed off at property alignment.

6. Permits - Other Authorities

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 eg. Police Department, Queensland Transport, Other Local Authorities, Telstra, Ergon Energy and Main Roads Department.

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

Your building application is assessed using the Integrated Development Assessment System (IDAS). This system is **MANDATORY** for all local authorities to follow in assessing any type of development application. It is part of the Sustainable Planning Act 2009, 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 IDAS process.

Council will follow the IDAS process as follows:

1. You will submit your application with the necessary plans, application and statutory fees.
2. Council will peruse the application to determine if it is properly made and if so accept it. If it is not properly made you will be informed and have to resubmit it with the adjustments the relevant officer has informed you are required. 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, the clock starts ticking. If all the information that has been submitted is sufficient for the application to be assessed by our Building Surveyors, Council has **20 working days** from the day it is accepted as a properly made application to make a decision. Council can extend this period by another **20 working days** but **MUST** inform you in writing that the additional time is required. Provided there are no issues with the application it **should be approved within 20 working days** of you submitting it.
4. If Council accepts your application as a properly made application and commences to assess it, a clarification or a request for more information can be made. This is called an Information Request. Council has **10 working days** from when it accepts the application to issue an Information Request. The assessment period does not start until you have responded to the Information Request and you have 12 months to do so. At that time, if you have not responded, Council will deem the application to have lapsed. Once you satisfactorily respond, the clock starts ticking again. The time line detailed above commences. Council has 20 working days plus 20 working days notified in writing to make a decision. Therefore, you **should receive approval within 20 days** of providing the information requested of you.

CONSULTANTS

The following is a list of consultants who have worked or are currently doing work in the North Burnett Region. Names of others can be found in the phone book (yellow pages)

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
3. Michael Russell Design and Drafting
MARYBOROUGH QLD 4650
Ph: 4123 3654 Fax: 4123 5554
4. John Poulsen Building Design & Drafting
BUNDABERG QLD 4670
Ph: 0427 593 682
5. John Gately Building Design
BUNDABERG QLD 4670
Ph: 4153 1183 Fax: 4152 3958
6. Greg Pershouse & Assoc P/L
BUNDABERG QLD 4670
Ph: 4151 8350
7. TR & SL Roper Drafting
CHILDERS QLD 4660
Ph: 4126 3110 M: 0412786330
8. Megan Maher Computer Drafting
MARYBOROUGH QLD 4650
Ph: 4122 3674
9. Hervey Bay Design Group
HERVEY BAY QLD 4655
Ph: 4124 1561
10. Bespoke Building Design
HERVEY BAY QLD 4650
PH: 4128 9065

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
4. Holmes McLeod Engineers
MARYBOROUGH QLD 4650
Ph: 4121 4344
5. Enviro Water Design
HERVEY BAY QLD 4655
Ph: 4128 8336

SOIL TESTERS

1. Wide Bay Geotechnical Services P/L
PIALBA QLD 4655
Ph: 4124 3677 Fax: 4128 3284
2. DIRTS (QLD.) P/L
PIALBA QLD 4655
Ph: 4124 5533 M: 0419 754 598
3. CM Testing Service
WEST BUNDABERG QLD 4670
Ph: 4152 7644 Fax: 4152 1405

ENERGY EFFICIENCY CONSULTANTS

1. McCutcheon MacDonald
HERVEY BAY QLD 4655
Ph: 4124 2454 Fax: 4124 2323
2. Q-Bears
SPRINGWOOD QLD 4127
Ph: 1300 304 313 Fax: 1300307331
3. Clyde Anderson Pty Ltd
COORPAROO QLD 4151
Ph: 3394 2886 Fax: 3394 1939
4. Rebecca Hunt
BARGARA QLD 4670
M: 0418 980 465
5. Z & N Jovanovic
MT OMMANEY Q 4074
Ph: 3376 4319 M: 0411 801 605

ENGINEERS (STRUCTURAL, CIVIL, HYDRAULICS)

1. Tony Wright Building Design
SCARNESS QLD 4655
M: 0429 859
2. GJ Brandon & Assoc P/L
CHINCHILLA QLD 4413
Ph: 4668 9351
3. Holmes McLeod Engineers
MARYBOROUGH QLD 4650
Ph: 4121 4344 Fax: 4123 3144
4. Larkin Teys Consulting
TOOWOOMBA QLD 4350
Ph: 4639 3620 Fax: 4639 2487
5. Leddy Sergiacomi & Assoc P/L
BUNDABERG QLD 4670
Ph: 4152 9822 Fax: 4152 4114
6. Cardno
PIALBA QLD 4655
Ph: 4124 5455
7. Engineers Plus
HERVEY BAY QLD 4655
Ph: 4128 3955

FIRE DESIGN ENGINEERS

1. Ferm Engineering Pty Ltd
SALISBURY QLD 4107
Ph: 3274 5900
2. Chris Odgers
BRAY PARK QLD 4500
Ph: 3205 2370 M: 0409 267 075

ELECTRICAL/MECHANICAL ENGINEERS

1. McCutcheon MacDonald
HERVEY BAY QLD 4655
Ph: 4124 2454 Fax: 4124 2323
2. Cushway Blackford & Assoc Pty Ltd
WOOLOONGABBA
Ph: 3896 1100
3. Ashburner Francis
WEST END QLD
Ph: 3510 8888 Fax: 3510 8899
4. EMF Griffiths
BRISBANE 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
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

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