

# Guide to Relocation of Buildings

It is a requirement of Council that prior to relocating any house, building or structure, wholly or in part, onto an allotment in the Burdekin Shire that a “Development Permit” be obtained for:- ‘Carrying out of Building Work’. Approval will also be required for any plumbing and drainage work carried out as part of the project.

## **OCCUPATION OF THE BUILDING IS PROHIBITED UNTIL BOTH BUILDING & PLUMBING FINAL CERTIFICATES ARE ISSUED.**



### Removal of a Dwelling Checklist

<input type="checkbox"/> Development (Building) Application Form 2	<input type="checkbox"/> Additional Information Form (Mandatory)
<input type="checkbox"/> Form 4 (plumber) if located in sewer area with plan showing where drainage has been capped off including measurements	<input type="checkbox"/> Payment of Fees (We are happy to assist you in confirming the fees required for your application)
<input type="checkbox"/> Signed Copy of the Builder's QBCC Licence (Mandatory)	



### Erect Relocated Dwelling, Upgrade & Alterations

<input type="checkbox"/> Development (Building) Application Form 2	<input type="checkbox"/> Payment of Fees (We are happy to assist you in confirming the fees required for your application)
<input type="checkbox"/> Signed Copy of the Builder's QBCC Licence (Mandatory)	<input type="checkbox"/> QLeave (If Applicable)
<input type="checkbox"/> Engineering and Architectural Plans (Including Form 15)	<input type="checkbox"/> Soil Test Report (Including Form 15)
<input type="checkbox"/> Energy Efficiency Certificate/ Report (Including Form 15)	<input type="checkbox"/> Q100 Flood Certificate (If Applicable)
<input type="checkbox"/> Building Line Variation (If Applicable)	<input type="checkbox"/> Build Over/Adjacent to Relevant Infrastructure (If Applicable)
<input type="checkbox"/> Owner Builder Number (If Applicable)	<input type="checkbox"/> Additional Information Form (Mandatory)
<input type="checkbox"/> Form 1 Plumbing Application & Form 7 Notification of responsible person	<input type="checkbox"/> Design of Septic System (If Applicable)
<input type="checkbox"/> Drainage Plan showing connection details	



For further information please contact Council | (07) 4783 9800  
enquiries@burdekin.qld.gov.au | www.burdekin.qld.gov.au

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The application for building work (DA Form 2) includes Erect Relocated Dwelling, Upgrade & Alterations (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. The application can be submitted but will not be approved until the Plumbing Approval is obtained.

Where the building is to be relocated from within the Burdekin Shire Council region, a relocation permit would be required to move the building from its existing location. This permit would be required in addition to any application for the building to be erected to its new location.

### **GENERAL NOTES: -**

#### **1. 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.

#### **2. 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,

#### **3. 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.

#### **4. Clean up Site.**

If situated in the Burdekin 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.



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### **5. Permits – Other authorities**

Permits may also be required from other Government Department 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.

### **6. How long will it take for my building application to be approved?**

Your building application is assessed using the DA (Development Approval System). This system is Mandatory for all local authorities to follow in assessing any type of development application. It is part of the Planning Act 2016 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 timelines included in the provisions of the DA Process.

Council will follow the DA 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 Certifier, 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 further information can be made. 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 3 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 start ticking again, therefore you should receive approval within 20 days of providing the information requested of you.