

INFORMATION SHEET: Building Application requirements Class 1 (Removal buildings)



Procedure to make an application to erect a removal building, including dwellings

1. A building approval and plumbing approval are required to be made to remove a dwelling to land, or move a dwelling to a different location on the same land. The building permit for a removal dwelling expires after 12 months. Depending on the zoning of the proposed land, a planning approval may also be necessary prior to a building permit being issued. The following list details the information that is required to make an application for a building approval.

- (a) 'Form 1 Applicant Details' & 'Form 2 Building Work Requiring Assessment against the Building Act 1975' – fully completed.
- (b) Builder's/Removalist Confirmation of payment of Queensland Building and Construction Commission (QBCC) insurance.
- (c) Local Governments copy of Q Leave levy if work in excess of \$150,000.00.
- (d) Full set of plans (3 copies – 4 copies if plans are larger than A3) including current and proposed floor plan and site plan, elevations and Engineer's footing design. Provide Engineer's Form 15 Certificate for Footing design.
- (e) Soil Test results.
- (f) A report completed by a Registered Engineer or Building Certifier on the condition of the building in relation to Building Code of Australia (BCA) requirements. This report shall include details of structural adequacy of the building in the proposed new location and upgrades required to bring to current standards including tie down, bracing, and strengthening of the structure to comply with AS 1684.2. Details of condition of wet areas, external paint, roof sheeting and presence of any deteriorated or infested timber members shall be provided.
- (g) Provide recent photos of the building taken of all elevations and all internal rooms, which clearly show condition of walls, roof sheeting etc.
- (h) Provide details of Energy Efficiency in relation to Part 3.12 of the BCA.
- (i) Provide details of sustainability as required by Queensland Development Code MP 4.1 – Sustainable Buildings.
- (j) Should the proposed location of the dwelling be identified as being in the Bushfire hazard overlay, provide details of Bush Attack Level for the site and proposed installations to meet the requirements of Part 3.7.4 of the BCA.

2. Following assessment of the application Council will provide written advice of any conditions and the security bond amount required in order to remove and restore the building to an acceptable standard.
3. The assessed bond amount varies depending on the condition of the building and construction works to be carried out to the building.

Note: A proportion of the security bond may be refunded progressively at the discretion of Council's Principal Building Certifier, depending on the amount of building/construction work completed, and shall be totally refunded following satisfactory completion of all conditions of approval. An inspection fee will be required before any monies are refunded - for partial refunds and total refunds exceeding the 12 month Building Permit.

4. If the applicant decides that the proposed conditions are acceptable and wishes to proceed with the building application, then arrangements need to be made to pay the bond amount. The bond can be in the form of a cash bond or Bank Guarantee.

Note: if using a Bank Guarantee, it must not have an expiry date.

5. Upon receipt of the Bond, Council will issue the Decision Notice following which work can commence on the Removal Process.
6. The Removalist is required to obtain a permit from the Police before removing the building and this permit requires approval from the Department of Transport and Main Roads and Council's Engineering Services.
7. Once the building is moved to the proposed location the following inspections are necessary:-
 - (i) Footings – prior to pouring concrete;
 - (ii) Tie Down – preferably when roof is open and wall frame exposed; and
 - (iii) Final Inspection.
8. Upon satisfactory completion of all required works a Final Certificate will be issued and arrangements will be made to refund the bond. Release of the bond will be made to the applicant only and will not be returned to third parties.