



RELOCATION (HOUSE OR STRUCTURE)

Lodging an application – Relocating Class 1 or Class 10 buildings is a two-stage application procedure.

The development application for preliminary approval for building work to erect a relocated class 1 building on a site within the Cloncurry Shire Council area triggers assessment against the Council's Planning Scheme. This approval is needed in addition to Council's advice pursuant to its Amenity and Aesthetics.

Removal house applications are processed in two (2) stages.

1. The first stage is the **Amenity & Aesthetics** application (A & A). **Only** upon the successful completion of this part can the application proceed to the second stage. The proposal must comply in full with all Acceptable Solutions of the relevant Planning Scheme.
2. Second stage is the **Building & Plumbing** application.

STAGE 1: AMENITY & AESTHETICS

"Amenity": Means the attractiveness or pleasant quality of a neighbourhood.

Factors which may result in an extremely adverse effect on the amenity of a locality include:

- Loss of natural light, direct sunlight, breezes, visual privacy, acoustic separation and outlook;
- Incompatible land use, eg. Over-development in a semi-rural area;
- Excessive site cover, insufficient separation between buildings and overshadowing; and
- Lack of landscaped area.

"Aesthetics": Means the character of a locality as dictated by the architectural style and features of the buildings in the locality.

Factors which may result in a building being in extreme conflict with the character of a locality include:

- Conflicting architectural style - e.g. A contemporary house in a heritage area;
- Building form - e.g. High-set, low-set, slab on ground, or two storey;
- Construction materials - e.g. Reflective characteristics of roofs;
- Visual impact - e.g. Extensive exposed cut and fill embankments in hilly terrain.

Amenity & Aesthetics Application Procedure

For any removal house or relocatable dwelling being considered for relocation within the shire, the applicant must lodge an Amenity & Aesthetics Application. A building approval to commence removal operations can only be given after the Amenity & Aesthetics approval has been issued.

Required Forms

- application for House Relocation
- relevant Fees.

Supporting Information

1. One (1) set of colour photographs showing all four elevations of the existing building in its current location, plus some internal aspects of the structure.
2. Three (3) sets each of the following or (two (2) sets if Owner Builder):
 - (a) an accurate site plan drawn to scale with –
 - boundary dimensions,
 - street name,
 - north point,
 - proposed setback dimensions, the footprint of the proposed building and any existing buildings,
 - existing levels and contours,



- new finished levels,
 - cut and fill and extent of any retaining walls, (if any)
 - the location of existing neighbouring buildings and the road,
 - any boundary variation clearances required, if such setbacks are encroached in accordance with the Cloncurry Shire Council Planning Scheme.
- (b) a floor plan to scale for the existing building.
- (c) a floor plan and front and side elevation to scale of any alterations proposed upon relocation.
- (d) a brief description of any intended alternations, additions or renovations; for example:
- new roof sheeting and guttering,
 - replace flooring,
 - remodel all bathrooms,
 - reline internal walls,
 - build in under the structure,
 - rearrange room layout,
 - repaint all exterior wall cladding,
 - addition of veranda.
3. Copy of an Engineer's Report on the condition of the building and its suitability to be relocated.

Council will then carry out an on-site inspection of the proposed new siting for the dwelling and assess compliance with the Amenity & Aesthetics Policy and the Dwelling Code.

Once Council has approved the siting, you will be issued with an Amenity & Aesthetics Approval letter. This states that you have been approved for stage one of the application. It also advises of the required Surety Bond, contract removalist bond and route survey fee to be paid. Also noted are specific conditions related to your application. This is to be paid prior to the building and plumbing approval decision notice being issued, allowing you to move the building onto the site.

Note: The currency period for a re-sited dwelling is 6 months. Full reinstatement of the building including all plumbing work must be completed within the 6-month period from the date of approval. If works remain incomplete by the end of the

currency period, applicants must apply for an Extension of Time before the currency period lapses.

Security Bond

A surety **cash** bond of \$10,000.00 is required to ensure that all works, installation, repairs, etc. are carried out within the stipulated time to meet the conditions of approval. On satisfactory completion the surety bond will be released on application to the Council. (see below).

Surety Bond Refund Inspections

At final stage of building works, when all inspections have been completed and all certificates have been received by Council, (ensuring compliance has been achieved) the surety bond will be released. (Full balance returned).

Note: All bond monies must be refunded to the name on the application that has been received. If the bond refund is to be paid to a different person, a letter must be received from the person whose name is on the application stating that they wish the bond to be paid to another party.

To request the release of bond, please complete the form (FRM – IE3030-03).

Removalist Bond to cover damage to Infrastructure

Prior to moving the building from its original site, the **contract removalist** is to lodge a bond with Council to cover any damage to public infrastructure within the Shire such as roads, bridges and signs etc. This bond is refunded only if no damage occurs. Council will inspect the route prior to and following the moving of the building.

Route Survey Fee

Prior to moving the building from its original site, a route survey fee of \$195.00 is to be paid to Council to inspect the route before and after the building has been moved into or passed through the shire.

Note: This fee is not refundable.

Travel Route

The removalist shall forward details of the plan of the intended travel route of the removal vehicles for Council approval and this



information is to be submitted to the Council prior to the removal of the dwelling. The plan must show the route from the proposed site up to the boundary of the shire. Once the proposed route has been received through Main Roads, a Final Approval letter will be issued to the Applicant.

Disconnection of Sewerage Service (for removal from a sewered site within the Shire)

The applicant may request Council to disconnect the sewerage service. Council will undertake this service for the standard fee but will charge a new sewer connection fee to the next occupant of the site.

Alternatively, the applicant's plumber can cap off the sewer ready for future reconnection. Council's plumbing inspectors must inspect the carrying out of this work and an inspection fee is payable to the Cloncurry Shire Council.

Council will then assess the application and the applicant will be notified accordingly. If approved, a Preliminary Approval Letter is issued, advising the Security Bond is to be submitted, the currency period and other general conditions. The Development Permit will not be issued until the bond has been lodged with Council.

STAGE 2: BUILDING & PLUMBING APPROVAL

Duration of Permit

The building work is to commence within two (2) months from the date of permit issue and all work on the building is to be continuous and completed to Council requirements within six (6) months from permit issue date as required by and in accordance with Part 2 Section 30 of the Standard Building Regulations.

If the building work is not completed within the stipulated period as per above, a request for an extension of time will be required. The extension of time will incur a fee for plumbing and building works.

Forms & Documents Required

Building

Approved Development Application from your Building Certifier

Asbestos

The Queensland Workplace Health and Safety Regulations 1997 defines Asbestos Products as "anything that contains asbestos". Asbestos products may include asbestos cement (AC) sheeting, (flat profiled or perforated) AC downpipes and some forms of vinyl floor coverings.

Prior to moving a building to a new site, all asbestos material is to be secured appropriately as required by Work Place Health and Safety Regulations and the Local Authority.

If removal is necessary, there are certain procedures, which need to be adhered to. It is suggested that you consult the National Code of Practice for the Management and Control of Asbestos in *Workplaces* and National Code of Practice for the Safe Removal of Asbestos 2nd Edition. The website where these can be found is <http://www.deir.qld.gov.au/workplace/>.

A certificate indicating that the building is asbestos safe shall be provided to Council prior to moving the building.

Plumbing & Drainage

Plumbing approval is required for removal / demolition works and shall be undertaken by licensed personnel. Both the water and sewerage services shall be connected or disconnected as part of this approval. Council's Plumbing inspector is to be given 24 hours' notice of inspections for ensuring compliance with the required standards and ensuring Council's satisfaction with the completed works.

The contents of any associated septic tank and other holding tanks must be removed by a Council Approved Waste Contractor and disposal must be at an Authorised Disposal Facility. Any associated septic tank and holding tank shall be completely removed from the site, collapsed, or filled with sand, concrete or the like to make safe.

CONDITIONS THAT MAY APPLY

Development Approval for Building Removal from Original Site (within the Cloncurry Shire)

1. Any asbestos must be disposed of as indicated above.



2. After removal, the site shall be:
 - a. left in a clean and tidy condition and free of objects that –
 - (i) may fly as debris in high winds; or
 - (ii) harbour pests; and
 - b. levelled to permit future mechanical mowing or slashing operations and prevent water accumulation and ponding on the site.
3. Removal shall be undertaken by licensed personnel.
4. The site shall be barricaded and signed to prevent unauthorised entry and access for the duration of all demolition works. Prior to undertaking the site works approved herein, it is the responsibility of the applicant to ensure all statutory requirements are fulfilled, and approvals required to permit the lawful removal of the building, and transportation to its new location have been given. The Development Permit does not imply, implicitly or explicitly, that such approvals are in place; or that the statutory requirements have been satisfied.

Further information

For further information, please contact Cloncurry Shire Council:

- Phone: (07) 4742 4100
- Fax: (07) 4742 1712
- Email: council@cloncurry.qld.gov.au
- Address: Cloncurry Shire Council Administration Centre, 38-46 Daintree Street, Cloncurry
- Mailing Address: PO Box 3, Cloncurry QLD 4824

