

## Checklist – Building Application Relocation of Buildings

**PRIVACY COLLECTION NOTICE:** South Burnett Regional Council collects your personal information for the purpose of processing this form and for use in any Council matters. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will only be disclosed to a third party as per the South Burnett Regional Council Information Privacy Policy. **A hard copy of this electronic document is considered uncontrolled when printed.**

Mandatory Documentation at Lodgement – Stage 1	Applicant Check	Council Check
<b>Resite &amp; Restump Building</b>		
Concurrence agency referral and the applicable fee		
A report from a Registered Professional Engineer of Queensland outlining the structural adequacy of the building for removal and resiting.		
Asbestos Clearance Certificate		
Mandatory Documentation at Lodgement – Stage 2	Applicant Check	Council Check
<b>Development Application for Building Work</b>		
Completed Development Application – Form 2		
Payment of application fees building and 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"> <li>• Registered Builders \$3,300 and over – QBCC Certificate of Cover</li> <li>• Owner builders \$11,000 and over – Owner Builder Permit</li> </ul> Completion of the Owner Builder course does not provide as Owner Builder Permit. An application needs to be made to the QBCC at <a href="https://www.qbcc.qld.gov.au/your-property/owner-build/apply-owner-builder-permit">https://www.qbcc.qld.gov.au/your-property/owner-build/apply-owner-builder-permit</a> <ul style="list-style-type: none"> <li>• Two QBCC Certificates of Cover may be required i.e., from the removalist for resiting and restumping and from the builder for additional work.</li> </ul>		
Payment of Bond to Council (amount set in Concurrence Agency response)		
One (1) copy of plans showing: <ul style="list-style-type: none"> <li>• A cross section through the dwelling</li> <li>• Elevations</li> <li>• Floor plan for each level</li> <li>• Tie down schedules</li> <li>• Timber framing schedule</li> <li>• Floor framing details</li> </ul>		

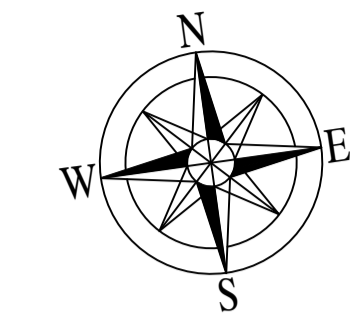
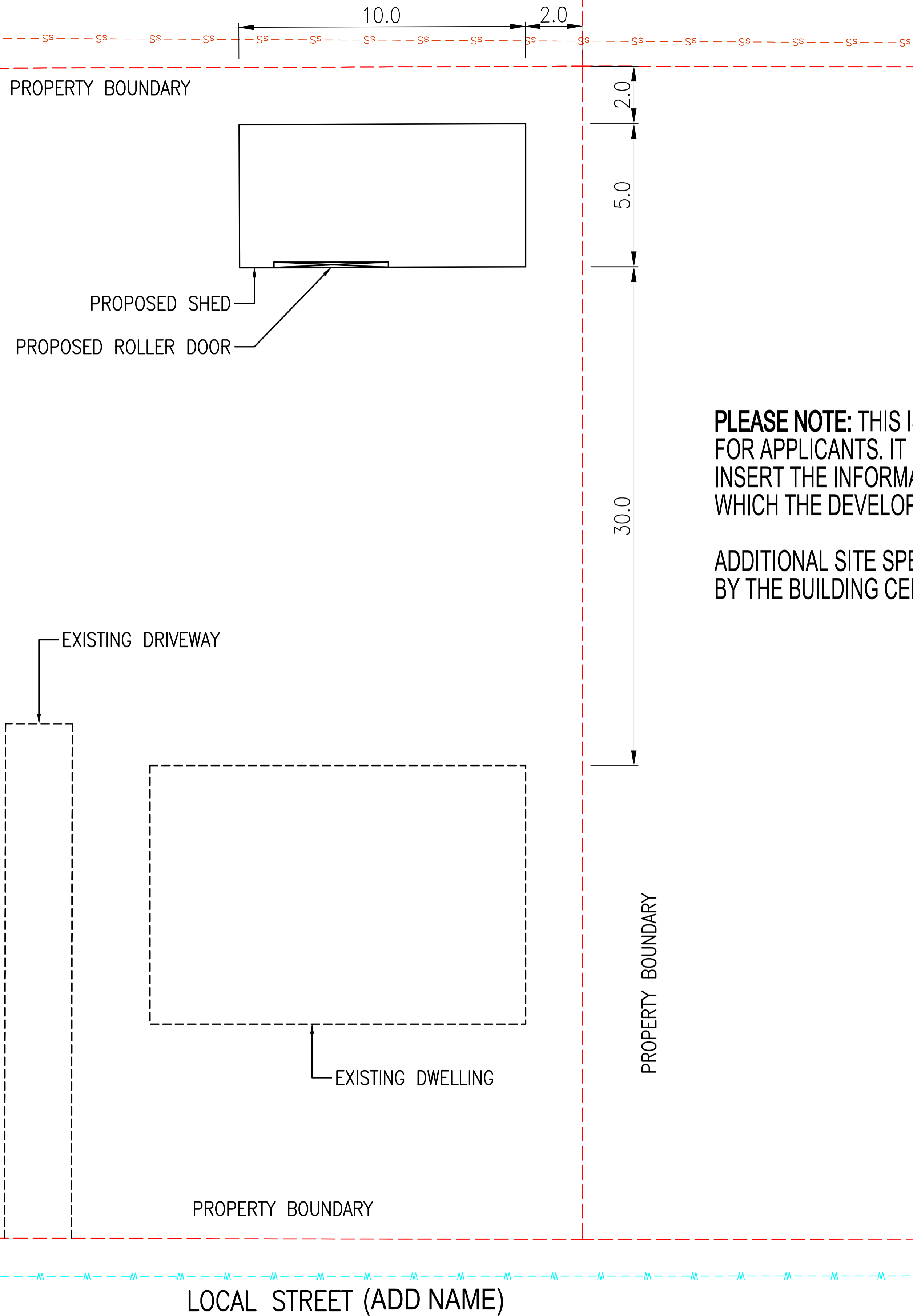
<p>One (1) copy of full dimensioned Site plans showing the following details:</p> <ul style="list-style-type: none"> <li>• Location and orientation of proposed building with boundary setback distances</li> <li>• North point</li> <li>• Location of proposed driveway</li> <li>• Stormwater management</li> <li>• Location of sewer and water infrastructure</li> <li>• Location of 45,000 litre water supply (non-reticulated water areas)</li> <li>• Location of proposed effluent management system (non-sewered areas)</li> <li>• Bushfire requirements (as applicable)</li> </ul>		
<p>One (1) copy of form 15 Engineers design and certification if the structure has steel members or Manufacturers details with form 15 Engineer certification.</p>		
<p>One (1) copy of Engineers footing/slab design complete with a current form 15 Engineer design certificate.</p>		
<p>One (1) copy of Engineers design documents and form 15 Certificate for retaining walls.</p>		
<p>One (1) copy of geotechnical report re: - soil stability, stormwater, and effluent disposal.</p>		
<p><b>There may be circumstances that require submission of additional information to allow processing of the application to be completed.</b></p>		
<p><b>Property address</b></p>		
<p><b>Office Use Only – Planning &amp; Land Management – Building</b></p>		
<p>Date</p>		<p>Officer name</p>
<p>Please return your completed form to the following address, or email <a href="mailto:info@sbrc.qld.gov.au">info@sbrc.qld.gov.au</a>  for enquiries, contact (07) 4189 9100  South Burnett Regional Council  PO Box 336, Kingaroy Qld 4610</p>		

<b>There are two (2) stages for the relocation of a dwelling</b>
<b>State 1 – Concurrence agency referral</b>
<p>Council (the Concurrence agency) must be advised in writing of an intention to relocate a building within or into the region. A report from a registered Professional Engineer of Queensland, outlining the structural adequacy of the building for habitable purposes, must be sought prior to making the application.</p> <p>For all buildings relocated from any site within the South Burnett Region, a relocation permit is required prior to the works commencing. Note, that if the building is currently located outside South Burnett region, approval is also required from the relevant local council.</p>
<b>Bonds</b>
<p>The application is assessed for amenity and aesthetics, and a security bond is determined by Council's Building Certifier. 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 or Unconditional bank guarantee.) The bond is retained in Council's trust account and will be returned to the payer upon satisfactory completion of the building.</p>
<b>Stage 2 – Application for Building Work</b>
<p>The second stage is application to building work – relocation, restumping and alterations and addition required to make the building compliant with current building legislation. A building application along with the relevant fee, is to be submitted showing the details of the dwelling in its proposed location. This application can be submitted concurrently and with the Stage 1 application but will not be approved until the security bond is received. The details required for submission of this application are those applicable to any new dwelling received. The details required for submission of this application are those applicable to any new dwelling.</p> <p>All work for this stage is to be completed within 12 months of the building being located at the new site, including additional works such as verandahs, carports, and the likes.</p> <p>Where this 12-month time period is likely to be exceeded for additional works, consideration should be given to lodgement of a further application. Payment of fees is required for any additional building work e.g., verandahs, carports, or the like, regardless of when the application is lodged.</p>
<b>Additional information</b>
<p>Buildings may be removed into and re-located within the Region subject to the following conditions: -</p> <ol style="list-style-type: none"> <li>No building irrespective of age, shall be allowed for removal unless it complies with the provisions of the <i>Queensland Building Act 1975</i>, or can reasonably be restored to comply with such Act.</li> <li>Buildings that are eligible for removal into the region must be capable of relocation and compliment the local housing environment to which they are to be located.</li> <li>In the event of any circumstance arising which is not covered by this Policy, the General Manager of Corporate Services may so report to Council and seek their direction.</li> <li>A removal dwelling within the terms of this Policy will be regarded as a building and the normal procedure for the issue of a building permit will apply.</li> <li>Roof sheeting containing asbestos is to be removed prior to relocation of the house within or into the South Burnett Region.</li> </ol>
<b>Prior Approvals</b>
<p>Any required planning or other approvals, including amenity and aesthetics considerations, must be obtained from the starting council, receiving council or other authorities before removal of a building.</p>
<b>Notes</b>
<ol style="list-style-type: none"> <li>Various approvals and permits may be required to removing a building or structure from a site including permits from the Department of Transport (DOT), Energex or Ergon, Q-Rail, Police, Optus, Telstra, Main Roads Department, starting council, delivery council and gas authority.</li> <li>Disconnection work on services must be carried out by appropriately qualified persons or by the relevant authority (e.g., removal of gas meters, water meters, electricity meters, television cable boxes).</li> <li>Starting council may inspect survey pegs, damage to road infrastructure, manholes, disconnection of services.</li> <li>Receiving council may inspect survey pegs, damage to road infrastructure, manholes, reconnection of services, standard of reinstatement of structure, and compliance with any conditions imposed.</li> </ol>

CAUTION!!  
EXISTING UNDERGROUND SEWER MAIN

**SITE PLAN**

N.T.S  
PROPOSED SHED  
123 LOCAL STREET, KINGAROY  
LOT 00 RP 123456



**STORMWATER MANAGEMENT**

PLEASE SELECT ONE OF THE FOLLOWING METHODS OF STORMWATER DISPOSAL.

- ❖ TO THE SYSTEM OF INTERLOTMENT DRAINAGE
- ❖ DISCHARGED VIA AN UNDERGROUND PIPE TO THE STREET CHANNEL (NOTE: COUNCIL REQUIRES ALL STORMWATER DRAINAGE PIPEWORK WITHIN THE ROAD RESERVE, TO BE CONCRETE, STEEL, FRC OR CLASS 12 UPVC.)
- ❖ WHERE GRADE DOES NOT PERMIT STORMWATER TO BE PIPED TO THE STREET CHANNEL, IT IS TO BE DISCHARGED VIA AN UNDERGROUND PIPE WITH BUBBLER OUTLET OR EQUAL AT LEAST 3.0 METRES FROM THE DOWNSTREAM SIDE OF THE BUILDING FOUNDATIONS AND NO CLOSER THAN 3.0 METRES TO ANY PROPERTY BOUNDARY IN A MANNER SO AS TO CAUSE MINIMUM INCONVENIENCE TO ADJOINING PROPERTY OWNERS.

**PLEASE NOTE:** THIS IS A **SAMPLE PLAN**, INTENDED AS A GUIDE FOR APPLICANTS. IT IS THE APPLICANT'S RESPONSIBILITY TO INSERT THE INFORMATION RELEVANT TO THE PROPERTY ON WHICH THE DEVELOPMENT IS PROPOSED.

ADDITIONAL SITE SPECIFIC INFORMATION MAY BE REQUIRED BY THE BUILDING CERTIFIER.

CAUTION!!  
EXISTING UNDERGROUND WATER MAIN

**LEGEND**

- EXISTING PROPERTY BOUNDARY
- w-w- EXISTING WATER MAIN
- s-s- EXISTING SEWER MAIN
- EXISTING FEATURES
- PROPOSED FEATURE

LOCAL STREET (ADD NAME)

Last Modified: Aug 30, 2024 - 11:51am

Survey Data			
Datum			
Horiz. Grid			
Height Origin			
Survey Books			
A ISSUED FOR REVIEW		30.08.24	
Revisions/Descriptions	Approval	Date	

**SOUTH BURNETT REGIONAL COUNCIL**

SAMPLE SITE PLAN



Drawn RZ	Designed RZ	Checked	Verified	Revision Date	File Number 0000-00	Project Number 000000	Project Funding XXXX
Approved					SAMPLE SITE PLAN		
Manager Infrastructure Planning							
SK01					01 of 01	A	