

## RE-SITING BUILDING

To re-site a building within the Rotorua District the building will require a re-site report. If the building you are re siting is located in the Rotorua district please apply to Council using the 'Re-site Report' application form so that a Building Officer can inspect the building and prepare a re-site report to ensure the building is suitable for relocation. Rotorua Lakes Council can also provide a re site report for buildings that are leaving the district and will accept independent reports from a suitably qualified person when a building is bought into our district.

The following steps need to be followed prior to a building being re-sited:

1. Apply for a PIM and Building Consent for the property to which the building is being relocated.
2. Complete the Re-sited Building Vetting Checklist

Remember in most cases the re-siting of a building is restricted building work. The plans will need to be prepared by a design LBP (Licensed Building Practitioner) and the work will also need to be undertaken by a registered building LBP.

Building upgrades and/ or remedial work identified in the re-site report will become a condition of the building consent and will require full details and specification etc.

### **RE-SITING A BUILDING ON THE SAME SITE OR FROM OUTSIDE THE ROTORUA LAKES AREA INTO THE ROTORUA DISTRICT.**

The process is the same as above, however Council will require a re-site report from the Council where the building has come from including two copies of the Council approved plans, photos etc.

### **REMOVAL/ DEMOLITION**

Some demolition work may or may not require a building consent. To ascertain if you require a building consent, check the Council website for 'Exempt Building Work'.

If you do require a building consent you will need to apply for a building consent and complete the appropriate forms as I outlined below:

- Application for PIM and Building Consent form
- Removal/ Demolition Processing and Vetting checklist
- Demolition Declaration

If no Building consent is required, then for a nominal fee Council will record this information on your property file. To request this please complete the use the 'Notification of Exempt Work' form.

Should you not require a building consent to demolish a building, Council must still be notified of any disconnections of services like water, stormwater and wastewater. It is important to fully understand your responsibility to carry out the work in a safe and workman like manner and to follow the procedures for disconnection of services.

This notification enables Council's as-built plans to be updated and may also result in your rates being amended for the following financial year if the property is to remain vacant or disconnected. Please complete the 'Request for Service Disconnection Form' prior to work proceeding.

All demolition work must have the 'Removal Declaration' form completed regardless of whether a building consent is required.

By notifying Council of the disconnection of these services and the verification of the completion of this work the Rates department will automatically be notified. For more information on this process you can contact the Utilities Engineers and the Rates department.

Remember: all consents where necessary must be approved and paid in full before any work can commence

**ALL FORMS ARE AVAILABLE ON**  
[www.rotorualakescouncil.nz](http://www.rotorualakescouncil.nz) (building forms)