

# Removal Buildings



Last Updated 01 July 2023

REGIONAL COUNCIL



## REMOVAL BUILDINGS

The removal of an existing building from one property to another is classed as a removal building. A removal building requires a concurrence agency referral to the local authority and a building application.

### STEP ONE

The first step is to lodge a Concurrence Agency Application with Council. This is required to decide whether a bond is payable to Council relative to the amount of building work required to re-establish the building on the new site.

### STEP TWO (either Council or Private Certifier)

Step Two is to apply for the building application with all required supporting information.

If your building application is approved, you then have two months to begin work and twelve months to complete your building work. Building work cannot start until a building approval (Decision Notice) is issued.

### STEP THREE (either Council or Private Certifier)

Once the work is complete, contact the certifier to carry out a final inspection. When the final inspection is passed by the certifier a Form 21 final certificate is issued.

### IMPORTANT INFORMATION

#### Removal Building Bond

A removal building bond is payable to Council to ensure the building work is completed. The bond amount is determined on a case-by-case basis dependant on the amount of building work needed on the structure. The information you supply to us in the Concurrence Agency Referral will help us to determine a fair bond amount.

#### Other Permits

Contact Council on 1300 005 872 for the following:

- Plumbing Section for your Plumbing Permit (if applicable)
- Planning Section to check if they have any requirements (if applicable)
- Infrastructure Section for Driveway access (if applicable)

For more information call **1300 005 872** or visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

## APPLICATION REQUIREMENTS

### Concurrence Agency Referral

To help us determine the bond applicable for your removal building, we require the following information:

1. Completed DA Form 2 – Building Work Details
2. Estimate of Costs Form completed (see attached form)
3. Structural Engineer's Report from a Registered Professional Engineer of Queensland
4. Colour Photos of all internal rooms and all walls outside
5. Floor plan and Site plan.

### Removal Building Application

1. DA Form 2 - Building Work Details
2. Copy of QBCC Confirmation of Insurance or Owner Builder Permit
3. Receipt of payment of Portable Long Service Levy (if value of work is \$150 000 or more)
4. Payment of Bond
5. One (1) copy of:
  - Architectural Plans
  - Structural Plans if required
  - Structural Engineers Report
  - Soil Test
  - Footing Design
  - Engineers Certificate (Form 15)
  - Energy Efficiency Report
6. Plumbing Approval is required before the Building Application can be approved

*These notes are intended to help you obtain approval for your removal building so that you can relocate a building onto your property in the Lockyer Valley.*

## CONCURRENCE AGENCY REFERRAL NOTES

The estimate of costs is to be provided to help determine the bond amount.

You cannot remove or transport a building or structure without first obtaining a Concurrence Agency Referral from Council.

A building will not be approved for removal unless it complies with current building regulations or can be restored to comply with these regulations.

Buildings for removal into the Council region should be capable of relocation without detriment to the surrounding area.

## REMOVAL BUILDING APPLICATION NOTES

Plans submitted with the application must be professionally drawn to an appropriate scale and must include a site plan with dimensions from the proposed building to all boundaries; detailed floor plan; elevations; footing and/or slab design and any other relevant details.

A footing and/or slab design is required from a Registered Professional Engineer of Queensland (RPEQ) with a Compliance Certificate (Form 15)

### Other Permits may be required from the following authorities:

- Department of Transport
- Department of Main Roads
- QLD Rail
- Energex
- Optus / Telstra
- Police
- Environmental Protection Agency
- Department Primary Industries
- Department Natural Resources, Mines & Energy
- Removal Permit from Local Authority where building is coming from

## 2023-24 FEES AND CHARGES

Contact Council or refer to Council's website to verify your fee calculation

Please Note: If an inspection is deemed necessary to set the bond an Inspection fee will be applicable.

## BUILDING BOND

Building Bond amount to be determined on a case-by-case basis

Bond Monies will be returned upon successful inspection of each stage as follows:

Footings	20% of Bond
Frame	20% of Bond
Final	60% of Bond

## REMOVAL BUILDING APPLICATION FEE

Application fee includes one inspection for each stage of work as specified in your building approval.

## FURTHER INFORMATION

For Water and Sewer Connections Contact Queensland Urban Utilities on **13 26 57**

**Council's preferred method of lodgement is via email to:**  
[mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au)

*Please supply email addresses for applicant/owner or builder where possible.*

## FREQUENTLY ASKED QUESTIONS

### What are the boundary setback requirements?

Setback requirements for residential buildings are generally determined by the Queensland Development Code Parts MP1.1, 1.2 or 1.3 – as noted in following link –

([www.epw.qld.gov.au/services/building-plumbing](http://www.epw.qld.gov.au/services/building-plumbing))

Setback requirements may vary depending on the zoning of the property. Information regarding boundary setbacks can be obtained through Lockyer Valley Regional Council's Planning Department on 1300 005 872.

### How long before the permit will expire?

The permit will lapse (expire) twelve months from the date of approval.

### Will there be any additional fees?

Additional fees may be required if Town Planning or Plumbing and Drainage requirements are needed for the approval. Additional fees will apply for building inspections after the Building permit has lapsed.

### Can I do the work myself or do I need a builder?

Building works can be carried out by a registered builder or an Owner Builder. If the value of work is \$11,000 or more, Owner Builders will be required to provide proof of the Owner Builder's Permit

([www.qbcc.qld.gov.au/home-building-owners/owner-building/overview](http://www.qbcc.qld.gov.au/home-building-owners/owner-building/overview))

### What inspections will need to be carried out and what is the process?

Required Inspections are noted on the decision notice, which is issued upon approval of the application. Council will require at least two working days' notice when booking inspections.

*Please note:* Council's Building Application Number will need to be quoted when booking inspections.

### Can I build over infrastructure (sewer, water, stormwater)?

Building works located close to infrastructure may require a Build over or near Relevant Infrastructure Approval from QUU for Sewer & Water Mains and Council for Stormwater Infrastructure. Contact QUU on 13 26 57 or Council's on 1300 005 872 for further information.



## **Can we live in a caravan or shed?**

Temporary permits may be allowed under certain circumstances to live in a shed for a short period of time whilst a dwelling is being constructed. An approval from Council will be required. An information pack is available on the Lockyer Valley Regional Council Website ([www.lockyervalley.gov.qld.au](http://www.lockyervalley.gov.qld.au)). To live in a caravan temporarily please contact Council's Environmental Health Department.

## **What are the requirements for fences?**

Provided they do not interfere with visibility at road junctions, fences not more than two (2) metres in height do not require an approval. Fences cannot be more than one (1) metre high within a 6 metre truncation at the corner of a lot with two (2) road frontages. Pool fences must have a building approval.

## **Can I build on the easement or close to it?**

Building works on easements require the written permission from the Registered owner of the easement. Title searches contain restrictions that may apply in relation to building close to or within an easement.

## **Can I get the Engineer to do the inspections?**

The Building Certifier must carry out all mandatory inspections. In some cases another competent person, such as an RPEQ, can perform an inspection or aspects of an inspection but before another person can inspect a stage of the works, the Building Certifier must assess that person as competent to carry out that inspection on their behalf and then give that person permission to do that inspection.

## **Do I have to pay a building bond?**

The building bond is an amount as determined by Council and may be paid to Council in the form of cash, bank cheque or bank guarantee. The bond (if paid by cash or cheque) shall be refunded after the Council has approved the appropriate stage of works as per the fees and charges. A Bond Refund Form must be filled in and returned to Council requesting that a portion of the bond be refunded. Evidence of stage completion must also be submitted (i.e. Form 16 issued by the Building Certifier for the applicable stage). Council's Building Certifier will determine the outcome of this request.

## **When can I occupy the building?**

Any building that has been approved for removal shall not be occupied or used for human habitation on the proposed site until all renovations, modifications, additions or alterations are completed in accordance with the approved plans and a Final Certificate is issued.

## **What if I am located in a bushfire overlay?**

Building works located in a bushfire overlay will generally require a bushfire report to determine the Bushfire Attack Level (BAL) complying with AS3959. The BAL will determine the construction requirements for the building e.g. Windows may be required to be screened with a specific type of mesh.

## **Do plans have to be certified by an Engineer?**

Footings, structural steel and reinforced concrete portions of building work all need the design certified by a Registered Professional Engineer of Queensland (RPEQ). Also any works outside the scope of AS1684 (Timber Framing Code) need to be certified by an RPEQ.

## Estimate of Costs

*Concurrence Agency Response pursuant to the Planning Regulation 2017 Schedule 9 Table 7*

*The requirement for the applicant to compile an estimate of cost of the on-site works for re-establishment not only provide some guide to the setting of the bond value but also ensures that the applicant has a realistic view of the cost of the project and their financial resources to complete the works.*

### Applicant Details

Title		Surname		Given Names	
Number Phone			Email Address		

### Relocated From

Postal Address					
Suburb		State		Postcode	

### Relocated To

Postal Address					
Suburb		State		Postcode	

**ESTIMATION COST TABLE ON NEXT PAGE**

## You should consider the cost of the following items:

THESE ASSESSABLE BUILDING WORKS ARE TO BE COMPLETED FOR FINAL CERTIFICATE	Footings and Stumps	\$
	Subfloor Bracing	\$
	Repair/Replace Bearers or Joists	\$
	Repair Internal Walls/Ceilings	\$
	Provide Kitchen Sink/Stove	\$
	Provide/Repair Bathroom	\$
	Provide/Repair Laundry Facilities	\$
	Water Proofing	\$
	Vermin Proofing	\$
	Replace Decayed Timber	\$
	Roof/Wall/Stump Tie Down	\$
	Remove Roof Covering	\$
	Install new roofing	\$
	Insulation (Roof/Walls)	\$
	Install New Roof Framing	\$
	Install New Roof Sheeting/Tiles	\$
	New Roof Fastenings	\$
	Install Fascias	\$
	Install New Guttering	\$
	Install New Soffit Lining	\$
	Install Stairs/access	\$
	Repair External Walls	\$
	Replace Repair Damaged Windows/Doors	\$
Repair/Provide Balustrading	\$	
Repair External Joinery	\$	
Paint External	\$	
Install Water Tanks	\$	
Proposed Extension if applicable	\$	
Requirements for Noise Corridor if applicable	\$	
Other Requirements for energy efficiency	\$	
<b>TOTAL</b>	<b>\$</b>	
OTHER	Service connection costs (electrical, phone, water, sewer)	\$
	Electrical costs including rewiring if required	\$
	Plumbing costs	\$
	On-site Sewerage Facility (if unsewered area)	\$
	Site access/road works	\$
<b>TOTAL</b>	<b>\$</b>	