

BUILDING APPROVAL PROCESS

Removal Dwelling

A building approval is required to move a dwelling to land, or move a dwelling to a different location on the same land. The building permit for a removal dwelling is valid for 12 months. Depending on the zoning of the proposed land, a planning approval may also be necessary prior to a building permit being issued.

Council also has a role as a Concurrence Agency for removal dwellings and will set a security bond prior which must be paid prior to a removal dwelling being approved for re-location. Please refer to the Concurrence Agency – Removal Buildings factsheet.

Lodge Your Application

Building applications may be submitted:

- Electronically to sdrcbuilding@sdrc.qld.gov.au. One of Council's Customer Service Officers will contact you for payment of the applicable fee following lodgement.
- Over the counter at one of Council's Administration Centres. Payment of the applicable fee is required at such time.

Your building approval application should consist of the following items:

- Completed [DA Form 2](#)
- Site Plan, Floor Plan, Elevations & Structural Details
- Footing/Slab Design and Form 15 (must be signed by RPEQ registered engineer)
- Energy Efficiency Report
- Bushfire Attack Level Report (if [in Bushfire Prone Zone](#))
- Soil Test Report
- QBCC Insurance Certificate (when builder/removalist is involved and value of work is \$3,300 or more) **OR** QBCC Owner Builder Permit (when building yourself and value of work is \$11,000 or more)
- QLeave Payment Receipt (when building work value is \$150,000 or more exclusive of GST)

Please note your application may be rejected if all of the required items are not included. See Appendix A for further details of the above items.

You must also lodge an amenity and aesthetics application for the removal dwelling consisting of the following items:

- Completed [Concurrence Agency Application – Removal Dwelling](#)
- 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.

- Recent photos of the building taken of all elevations and all internal rooms, which clearly show condition of walls, roof sheeting etc.

Concurrence Agency Assessment

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. Currently, a security bond of \$15,000 applies to removal dwellings relocated in a Rural Zone and a security bond of \$30,000 applies to removal dwellings relocated in an Urban or Rural Residential Zone. A proportion of the security bond may be refunded progressively at the discretion of Council's 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 is applicable when partial monies are refunded or when a total refund is requested outside of the 12 month Building Permit period. 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, bank cheque or irrevocable bank guarantee.

Your Application is Assessed

Building approvals are code assessable and are assessed in accordance with the timelines set out in the [Development Assessment Rules](#).

If additional information is required, an Information Request will be issued to the Applicant listed on the DA Form 2 outlining the requirements. Once all required information has been supplied, a Decision Notice will be issued to the Applicant within 35 business days.

No work of any description is to be commenced until a Decision Notice has been issued.

On receipt of the bond money, a Decision Notice will be issued and work may commence on the removal process. 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. It is the responsibility of the Removalist to obtain such permits.

Once the House Has Been Relocated

Once the house has been relocated, work must be done as per the conditions of the Decision Notice Approval.

The following stages must be arranged to be inspected by the Building Certifier:

1. Footings – prior to pouring concrete;
2. Tie Down – preferably when roof is open and wall frame exposed;
3. Final.

Once the build has passed its final inspection, a Form 21 Final Certificate will be issued and arrangement will be made to refund the bond. **The dwelling may not be inhabited until such Form 21 has been issued.**