

Palmerston North City Council

Planning Services

Relocating A House



Introduction

Over the last ten years or so it has become popular to place relocated houses on sections in the City and Ashhurst and on sites in the rural area. This provides a good use for a house, no longer wanted on its original site, which may have many years of useful life left in it and can add variety to the urban or rural landscape.

The relocation of houses in the Residential and Rural zones of Palmerston North City is a Controlled Activity. A Controlled Activity may not be established without first obtaining a land use consent from the Palmerston North City Council. Council must grant consent to a Controlled Activity but may impose conditions.

By giving relocated houses Controlled Activity status the Council is accepting that they can be established on any rural or residential property in any neighbourhood. The Council is not attempting to control diversity of age or character of relocated houses.

It is however Council's intention through the "Relocated Houses" provisions of the District Plan to ensure that houses are reinstated to a reasonable standard of external appearance and structural soundness.



What Information Do I Need?

An application to relocate a house in the Residential or Rural zones is assessed as a Controlled Activity in terms of the District Plan and Resource Management Act 1991. To enable consideration, the Planning Services Section of the Council requires the following information.

1. A completed Resource Consent Application form which is essentially a cover sheet for your application and available from the Planning Services Section and/or the Customer Service Centre.
2. A site plan at 1:100 scale showing how the house is to be sited on the new site. The positioning of the house must comply with the conditions which apply in that area with regard to distance from boundaries, height etc. An information pamphlet on bulk and location conditions in the residential area is available from the Customer Service Centre. The plan must also show the position and width at the road boundary of any new vehicle crossing proposed.
3. A plan showing elevations of the house and its floor plan.
4. Photographs of the house to be relocated.
5. A Building Officer's report indicating how structurally sound the building is and what upgrading work is anticipated. If the house is coming from out of town, normally a building inspector from the local Council will provide the necessary information. This is arranged by the applicant. The Building Officers from the Palmerston North City Council will inspect any house being shifted within this area as part of the relocation consent.
6. Details of removal of any trees which will be necessary to get the house off its existing site, or onto the new site.

The Relocation Resource Consent Report

When a relocated house is first delivered to a site, it is often in a poor state of repair. Often houses are cut in half for the shift, and chimneys, porches, baseboards and verandahs have been removed. In assessing an application Council is concerned with ensuring that the house is reinstated to a reasonable standard.

Council does not seek to ensure the relocated house is of a similar scale and character as surrounding houses. Further, consideration cannot be given to issues associated with upgrading the site a house is placed on, eg. requiring landscaping.

A cash bond will be required to be paid prior to the house being moved to a new site. The bond is assessed to cover the cost of reinstatement work and the dollar amount will vary depending on the state of the house.

Below are examples of the type of reinstatement work that is often required.

- Make good all exterior cladding, joinery, roofing, spouting, downpipes etc to include weatherproofing and the repair of any damage caused by uplifting, moving and positioning the dwelling.
- Paint the exterior.
- Install ventilated baseboards (or approved vented base sheathing) with an access door and paint.
- Provide steps or ramps to outside doors or decks.

This work must be completed within six months. If the work is not completed in the timeframe set, then Council may use the bond money to pay for the work to be completed. The report also assesses if the house can meet all the standard location conditions in the Zone such as distance from the boundary.

Other Consents

As well as a relocation consent you also require a Project Information Memorandum (PIM) and a Building Consent (BC) in the same way as any other building does.

You will need the following Information for a PIM and a BC

1. A site and floor plan at 1:100 scale, also a plan showing the elevations of the house.
The applicant can use the same one as submitted for the relocation report with the addition of details as to plumbing and drainage connections. Location, in relation to legal boundaries and external dimensions of new, relocated or altered buildings. New provisions to be made for disposing of wastewater and stormwater. New connections to public utilities.
2. A pile setout plan with details of piling and bracing.
3. Details of any internal or external alterations you will be doing to the house.
4. New provisions to be made for vehicular access, including parking and proposed location and width at the boundary of any proposed vehicle crossing.

Common Questions

How long will the Relocation Consent, PIM and BC take?

If all the information is supplied the relocation report should be processed and signed within twenty (20) working days.

A PIM and BC will take up to ten (10) working days. These time frames can be met by the applicant submitting all the required information at the outset and concurrently.

What will it cost?

Planning fees for assessing an application to relocate a house include a lodgement fee, an hourly charge for processing plus payment of a monitoring fee. Current charges and fees are available on request.

If the house is coming from outside the City and must be inspected at its present location by another Building Officer, the service is charged for on a cost basis and paid for by the applicant.

When can I move my house?

As soon as you have your relocation consent and Building Consent approved.

Further Information

If you have any questions or require further information please contact:

Palmerston North City Council

Phone: 06 356 8199

Website: www.pncc.govt.nz