



CAIRNS REGIONAL COUNCIL
Building Services
Check List for House Relocation
Preliminary Assessment

THIS IS FOR PRELIMINARY ASSESSMENT ONLY.
IT IS NOT A BUILDING APPLICATION.

The following is a checklist, which must be completed before the application for the proposed relocation of a dwelling is lodged with Council's Building Services.

- IDAS Form 1** – Development Application – this must be completed in full. The property details must be where the house is **currently** located, (Lot and Plan Numbers are required).

- Photographs:**
 - Front, side and rear photos of the proposed house to be relocated.
 - Photos of the proposed land and neighbouring properties where the house is being relocated.

- A letter from the applicant advising:
 - Where the house is being located to
 - The reason for the relocation
 - If there are any proposals for future renovations/extensions etc.

- All relevant fees are paid.

- Plans:
 - Site (proposed property only)
 - As constructed and jump up (drainage & sewerage) for the proposed property only
 - Plans on any proposed extensions (if available)

A copy of the decision notice will be sent to the person nominated for the relocation. Full name & postal address details of Company/person nominated for the Relocation work must be filled out:

Name/Company details:.....

Postal Address:.....

Telephone No(s):.....

IF THIS APPLICATION IS APPROVED, PRIOR TO THE DWELLING BEING RELOCATED CAPPING OF SEWER MUST BE APPROVED BY WAY OF APPROVAL TO COUNCIL.

The nominated responsible person to ensure the sewer where the house is currently located is dealt with in accordance to Council's regulations should the demolition be approved will be:

Name/Company details: _____

Licence No: _____ Telephone No(s): _____

PLEASE ALLOW UP TO 6 WEEKS FOR THE ASSESSMENT OF THIS APPLICATION

IF YOUR PRELIMINARY ASSESSMENT FOR A HOUSE RELOCATION IS APPROVED, THESE ARE SOME OF THE CONDITIONS PLACED ON THE APPROVAL BEFORE THE HOUSE CAN BE MOVED.

1. A permit is to be obtained from the Police Department and
 - The attached 'Letter of Final Approval – House Movement', is to be completed by the applicant, signed by Council's Authorised Officer and returned to Queensland Police Service. This notice is to be finalised forty-eight (48) hours prior to the movement of the dwelling.
2. A permit is to be obtained from the Main Roads Department with respect to any roads under its control.
3. A permit is to be obtained from Telstra with respect to any overhead telephone lines or any cables which may be crossed.
4. A permit is to be obtained from Ergon Energy so far as any electricity lines are concerned.
5. The applicant is to ensure/sight that a signed public indemnity form is submitted with a subsequent Development Application.
6. So far as the roads and streets within the Cairns Local Government area are concerned, where these are under the control of the Council, conditions are:
 - a. Any damage to the pavement, the shoulders of any road, the water table or any kerbing and channelling or part of the footpath is to be made good and fully replaced to the complete satisfaction of the Chief Executive Officer.
 - b. Any water main or house connection services which may be damaged or interfered with are to be fully replaced to the satisfaction of the Chief Executive Officer.
 - c. Any reinstatement of road shoulders must be in gravel, with the material being approved by the Chief Executive Officer.
 - d. No trees shall be lopped or otherwise interfered with in any way whatsoever unless agreed by the Chief Executive Officer.
 - e. Any street signs or other work under it's control of Council which may be damaged as result of the transport of the said structure must be repaired or replaced immediately after to the satisfaction of the Chief Executive Officer.
 - f. The attached application for 'Request to Transport Abnormal Loads on Cairns Regional Council Managed Roads', must be completed and approval gained.
7. A security deposit (bond) of \$15,100 is to be paid and lodged with Council before the development permit can be issued. The bond MUST be made in the form of a Credit Card, 'Bank Cheque' or Bank Guarantee. No personal cheques will be accepted. *

8. **O** A Development Approval must be obtained. The applicant must ensure that the following is included:
 - An Energy Efficiency Report must be lodged with the Development Approval application.
 - Engineers certification on the integrity of the timber and structure to be obtained and submitted as part of the Development Approval.
9. The building work must be completed within 6 months of the Development Approval being issued.
10. The roof sheeting to be assessed after relocation.
11. The external wall sheeting be painted.
12. The location of the existing sewer main, must be taken into consideration when siting the dwelling on the proposed allotment.
13. If 'Asbestos Product' (fibro) or 'Asbestos Material' (Thermal or Acoustic insulation) is removed or encountered during the relocation of the dwelling, the removal is to be carried out in accordance with Workplace Health & Safety Act 1995.
14. **O** A removal/demolition application and necessary fees paid (including forms A & B, 1 & 2) must be lodged for 'Address details of house currently situated'. The demolition/relocation application must be lodged and approved seven (7) days prior to the application for 'Letter of Final Approval – House Movement' being completed.
15. **O** All of the conditions must be complied with or Council will not issue the 'Letter of Final Approval – House Movement'.

NB – if the condition has 'O' before it, the necessary paperwork must be sighted by Council's Authorised Officer.

Also

*** The purpose of the bond is to act as a security for Council should it need to rectify any defects caused by not complying with the conditions of the Development Approval or the application to transport abnormal loads on the council managed road network**



LETTER OF FINAL APPROVAL
HOUSE MOVEMENT

Attention: Queensland Police Service

Regarding: Letter of Final Approval for House Movement within Council area

Date: _____

Council advises that:

Trading name (for organisation): _____

Or
Full name (for individuals): _____

Business Address: _____

Contact Phone Number: _____

SAMPLE

Has met ALL Council approval requirements for the movement of the subject house through our Local Government area.

Start address (Full street address): _____

ONLY

And/or

Destination address (Full street address): _____

Duration of Letter of Final Approval:

Start date: _____ End date: _____

Signature of Council Authorised Agent

Full Name: _____

Position: _____

Signature: _____ Date: _____