

FACT SHEET: Dwelling Removal or Relocation

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Brand new relocatable or transportable dwellings from the factory are considered new dwellings and are not required to comply with the specific removal/relocation dwelling requirements. A removal dwelling is a structure that is not brand new and can be moved from one property to another or moved to another location on the same property.

For the abolishment of services (that is, disconnection of any plumbing/drainage, water, or gas services etc) contact Council's Customer Service on 1300COUNCIL (1300 268 624) or 07 4679 4000.

To relocate a dwelling to and/or from your property in Western Downs, you will require:

- **Performance Bond Determination** from Council as a referral agency response prior to any building approval being issued. It will determine the appropriate performance bond that will be required to be paid.
- **Building Approval** from Building Certifier (see below for more information); and
- **Plumbing Approval** from Council before any plumbing work is carried out. Any plumbing or drainage work without an approval will need to be inspected and upgraded if necessary to comply with the NCC, Volume 3 (also known as the *Plumbing Code of Australia*).

In some situations, planning approval may also be required.

Asbestos Safety

It is common for houses constructed before 1990 to have asbestos containing material (ACM). A contractor who holds a current asbestos removal licence must be engaged if the material to be removed is more than 10m². Any asbestos removal must be in accordance with the requirements of *Workplace Health and Safety Act*. Further information can be obtained on the [Queensland Building and Construction Commission](#) website.

An asbestos clearance certificate is to be obtained from a licensed asbestos assessor (licence issued by Workplace Health and Safety Queensland) to identify whether there are any ACM in the building. All asbestos must be removed and properly disposed of before the building is transported or relocated into the Council area, or an exemption to allow the building to be removed with the asbestos still in situ obtained from Workplace Health and Safety Queensland.

Structural Building Report

A Registered Professional Engineer of Queensland (RPEQ) is required to conduct a structural inspection and compile a report assessing the structural adequacy of the building and includes any upgrades required to make it suitable for relocation and reoccupation. The report must include:

- Sufficient photographs to assess the appearance of the building
- A site plan to scale showing the location of the dwelling to be rebuilt
- Elevations or details of the proposed floor level when rebuilt
- Details on the condition of the building outlining the following:
 - Condition of external cladding/bargeboards/fascia
 - Condition of guttering and downpipes
 - If the building is to be moved in sections
 - Glazing type and condition
 - Joinery items
 - Age of the building
 - Plumbing fixtures
 - Internal condition
 - The proposed location for the re-siting of the building
 - Type and condition of roofing material

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Lodging a Building Application

A building application is required to remove or demolish a building. The building permit works must commence within 2 months and be completed within 1 year, after which time the application will lapse.

The following documents are required to lodge an application for the removal or relocation of a dwelling:

Document	Notes
DA Form 2: Building work details	<ul style="list-style-type: none"> <input type="checkbox"/> Use the current version <input type="checkbox"/> Print all pages with the headings (if submitting a paper application) <input type="checkbox"/> Answer all mandatory questions <input type="checkbox"/> Mark the applicant declaration boxes <input type="checkbox"/> Include the correct address, lot and plan details <input type="checkbox"/> Provide the builder details <input type="checkbox"/> Include the correct value of building work
QBCC Home Warranty Insurance Certificate, if applicable	<ul style="list-style-type: none"> <input type="checkbox"/> Required if the builder is a registered builder and the value of work is greater than \$3,300 including GST
QLeave Portable Long Service Levy Certificate	<ul style="list-style-type: none"> <input type="checkbox"/> A builder is required to notify QLeave for building work that is greater than \$150,000 excluding GST <input type="checkbox"/> If the work is covered by an Owner Builder Permit issued by the Queensland Building and Construction Commission (QBCC), QLeave must still be notified of the work but not payment is required with the form if a valid Owner Builder Permit Number is provided
QBCC Owner Builder Permit (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> If the building project is greater than \$11,000 including GST, an owner builder permit is required. Owner builders are required to complete a training course then apply to the QBCC for an owner builder permit
Site Plan	<p>Include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site address <input type="checkbox"/> Proposed development location and dimensions <input type="checkbox"/> Existing structures (eg. house, shed etc) <input type="checkbox"/> Distances to boundaries and other structures on site. Site setbacks are included in the WDRC Planning Scheme. <input type="checkbox"/> Allotment boundaries <input type="checkbox"/> Any road frontages to the relevant land and their street names
Excavation & Earthworks (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Contour plan indicating relative levels of the site, floor level of the dwelling, any excavation works and retaining walls
Soil Classification Report	<ul style="list-style-type: none"> <input type="checkbox"/> Soil classification report <u>or</u> Engineer design for extremely reactive/problem sites for Class 10
Plumbing Approval	<ul style="list-style-type: none"> <input type="checkbox"/> Plumbing permit/approval issued by Council for plumbing work
Structural Building Report	<ul style="list-style-type: none"> <input type="checkbox"/> Building report with items listed on page 1, prepared by a RPEQ Engineer with any structural plans and Form 15 design certificate
Pest Control Confirmation	<ul style="list-style-type: none"> <input type="checkbox"/> Inspection and treatment of household pests being removed and a certificate supplied to Council from a licensed pest control company certifying that there is no active infestation of termites or borers.
Plans	<ul style="list-style-type: none"> <input type="checkbox"/> As constructed plans for plumbing including in ground sanitary drainage and sewer connection/on site sewerage facility and disposal area. <input type="checkbox"/> Current floor plan and elevations including room names, smoke alarm locations, window sizes and locations, downpipe locations, termite

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	<p>barrier details, hot water system location and energy time, and material schedule.</p> <ul style="list-style-type: none"><input type="checkbox"/> Proposed floor plan and elevations highlighting any changes to room names and/or uses, smoke alarm locations, window sizes and locations, downpipe locations, termite barrier details, hot water system location and energy time, and material schedule.<input type="checkbox"/> Demonstrate compliance with the National Construction Code including waterproofing, light, and ventilation, and ABCB Livable Housing Provisions. Energy efficiency is also needed where internal building work is being proposed. Door seals and insulation will be required if the building is airconditioned.
Bushfire Management Plan (if applicable)	<ul style="list-style-type: none"><input type="checkbox"/> If located in a bushfire hazard overlay, a bushfire management plan from a licenced consultant is needed
Further information	<ul style="list-style-type: none"><input type="checkbox"/> Photographs of all external sides of the building,<input type="checkbox"/> Photographs of all internal rooms and walls of wet areas (bathroom, laundry, toilet, etc)

The dwelling must not be occupied until a final inspection has been completed by a Building Certifier and a Form 21 issued.

Where to lodge an application with Council

To lodge a building application with Council, documentation must be provided with the application and full payment made for all [fees and charges](#) at the time of submitting your application for it to be processed.

It can be lodged via:

Email - bpadmin@wdrc.qld.gov.au

Visit - Any Council Customer Service Centre