

EXAMPLE

Building Pre-Inspection Report

Site Address: 126 Oxford Street, Levin

For: Horowhenua District Council

Date: 25 April 2015

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1.0 GENERAL INFORMATION

1.1 INTRODUCTION

This Building Pre-Inspection Report ("**Report**") has been prepared in accordance with the requirements of the Horowhenua District Plan. It accurately records the external condition of the building to be relocated and sets out all reinstatement work required to the exterior of the building after it has been relocated to bring it up to a workmanlike standard and to achieve a tidy appearance.

Limited inspection of the interior of the building to be relocated has been undertaken for the purpose of the building consent application which must be lodged with the Horowhenua District Council at the same time as this Report is submitted to the Council.

This Report confirms whether the building to be relocated is considered safe and sanitary.

The Condition Table set out in Section 2.0 of this Report and associated photographs assist in providing a representation of the condition of the building prior to its relocation.

This Report has been prepared by Masta Builder of Top Plate Builders Ltd as per our instruction/agreement dated 20 April 2015 on behalf of our clients John and Freda Jones in accordance with the requirements of the Horowhenua District Plan.

1.2 APPLICANT'S CONTACT DETAILS

Applicant:	John and Freda Jones
Contact address:	123 Bunny Street, Wellington, 6610
Telephone:	04 1234567
Email:	jfj@lala.com
Any additional information:	021 12121212

Agent:	Masta Builder
Contact address:	222 Fred Street, Levin 4410
Telephone:	06 9876543
Email:	mb@topplate.com
Any additional information:	022 23232323

1.3 Building Details

Type of building	1950's Bungalow
Approximate age of building:	60 years
Brief description:	3 bedroom single level dwelling, constructed of native timber, with weatherboard cladding and corrugated iron roof. Front verandah extends full width of dwelling.
Proposed site address: (including legal description)	126 Oxford Street, Levin Lot 3 DP 14417
Site address where the building was inspected:	Gold Coast House Movers yard, Waikanae
Proposed use of building	Residential dwelling
Previous use of the building	Residential Dwelling
Is the building being split for transportation?	No
Will the split affect wall cladding?	N/A
Will the split affect roof cladding?	N/A
Inspection dates & weather:	22 April 2015, overcast, light wind.
Inspection by:	Masta Builder
Other persons present:	No
Building consent status	To be lodged on 26 April 2015

1.4 REPORTING CONDITIONS

This Report has been prepared under the following conditions of engagement:

- The building inspection undertaken for the purpose of this Report is based on a visual inspection only; therefore it is not possible to guarantee that all concealed areas containing defects will be accessible (floor voids, roof voids, etc). No intrusive investigation will therefore be undertaken.
- Signs of water ingress will be searched for during the building inspection undertaken for the purpose of this Report, however this Report cannot warrant that the building is free from water penetration, from defective roofing, cladding, rainwater goods, rising damp or the like unless evident at the time of visual survey.
- Only areas where safe access is possible have been inspected.
- This Report is provided for the use of the Applicant identified in Section 1.1 of this Report and the Horowhenua District Council and may not be used by others without written permission by those parties. The writer of this Report accepts no liability to third parties who may act on this Report.
- This Report is for the purpose of meeting the requirements of the Horowhenua District Plan. It is not a report to address matters required by the Building Act 2004, except that it requires a declaration regarding whether the building is/isn't safe and sanitary, and has provision for information regarding bearers & floor joists, flooring, wall framing, subfloor cladding & ventilation, and smoke detectors in order to facilitate the building consent process.

1.5 EXCLUSIONS

This Report **does not** include comment about the following:

- a) The structure of the building unless otherwise commented upon;
- b) The surrounding neighbourhood;
- c) The value of the property;
- d) Illegal works; or
- e) The internal condition of the building unless otherwise commented upon.

Additionally, no search has been made of:

- f) Local Authority rates;
- g) Government Valuation; or
- h) LIM or PIM reports.

1.6 DEFINITIONS

The following should be used to define the "Condition" of each "Construction Element" listed in the Condition Table in Section 2.0 of this Report:

- Good: Items that have suffered minimal weathering, wear or decay and are free from any visual defects.
- Reasonable: Items that have worn through 'normal' use and weathering, and are in commensurate condition to the building's age and use.
- Poor: Items that are worn, decayed or weathered either due to the age, abnormal use or lack of maintenance.

1.7 AREAS ACCESSED

Example:

The external envelope of the subject building viewed from ground floor level and where safely accessed by ladder from ground level.

Internally, our inspection was limited to those parts of the buildings that could be safely accessed and a head and shoulders inspection of the roof space.

Access was gained into the subfloor space....

The exterior of the building was inspected from ground level and where necessary by ladder to assess suspect areas of weatherboards and window frames.

Internally the inspection was extensive as the building was easily accessible.

Roof space was inspected from the ceiling hatch using a torch.

The subfloor space was accessible as the building was on blocks in the yard.

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2.0 CONDITION TABLE

Resource Management Act 1991 (RMA)					
Item	Construction Element	Description	Condition (Poor, Reasonable, Good)	Reinstatement work required & Comments	Photograph
1	Roof	Corrugated Iron	Reasonable	Surface preparation and Painting \$2500	
2	Spouting and Downpipes	PVC	Reasonable	Replace downpipes \$250	
3	Wall Cladding	Weatherboard	Reasonable	Prime and undercoat in places Repaint \$1000	
4	Foundation cladding	Baseboards	New	Install new baseboards, prime/undercoat topcoat \$1500	
5	Window and Door Joinery	Timber	Reasonable/Poor	Replace broken glass Ease and repaint Replace frames and sills for windows on south side (Bedroom 2 and 3) \$2000	
6	Porches and Steps	Steps removed for transport, porch/verandah in good condition.	New	Install new timber steps for front and back entrances. \$500	

3.0 BUILDING ACT REQUIREMENTS

A building consent is required for the relocation of the building and all subsequent works. The building work must be designed and undertaken by Licensed Building Practitioners with the appropriate category of licence (certain homeowner exemptions may apply). This Report must be submitted to the Council at the same time as the application for building consent is made for the relocated building.

The building consent documents must be provided to the Horowhenua District Council along with the appropriate fees and proof of ownership (Certificate of Title less than 3 months old for the proposed site).

The table below should be completed to provide information to facilitate the building consent process.

Building Act 2004			
Item	Construction Element	Description	Condition(<i>Good/Reasonable/Poor</i>)
	Existing subfloor and framing		
1	Bearers & Floor Joists	90*90 bearers 145*45 Joists at 450mm centres Native	Good
2	Flooring	100*25 T&G Rimu	Good
3	Wall Framing	100*50 at 600mm centres Native	Reasonable
4	Subfloor Cladding and Ventilation	150*25 baseboards with 20mm continuous gap New H3 treated pine.	New
	Interior		
5	Smoke Detectors	Within 3m of sleeping areas and covering escapes	New

3.1 SAFE AND SANITARY

Evidence of water damage around windows on south side (bedroom 2 and 3) investigate and replace as necessary.

Note:

If the building was constructed after the Building Act 1991 (i.e. Building Consent) confirmation is required as to whether a Code Compliance Certificate had been granted for the building.

If the building is not considered safe and sanitary then give reasons. (example: evidence of leaky building)

3.2 HEALTH AND SAFETY

Set out below is a description of the health and safety concerns identified.

Soffits are asbestos - remove any damaged sheets by specialist and dispose of to registered landfill - replace with hardiflex.

4.0 ESTIMATE OF COSTS OF EXTERNAL REINSTATEMENT WORKS

The estimate of costs of external reinstatement works is the sum of \$ 8750.00

Note:

Allow a contingency sum for any damage in transit.

"Reinstatement Works" means the extent of the work required to the exterior of the relocated building as specified in the Building Pre-Inspection Report for the purposes of the District Plan. The exterior reinstatement works will not include matters regulated by building legislation or connection to foundations; but may include matters required by the District Plan for work and work to be undertaken and completed to the exterior of the building to a workmanlike standard and to achieve a tidy appearance, including, without limitation:

- (a) Repair of broken windows and window frames;
- (b) Repair of rotten weatherboards or other damaged wall cladding;
- (c) Necessary replacement or repair of roof materials;
- (d) Cleaning and/or painting of the exterior where necessary e.g. roof, walls, window frames etc;
- (e) Repair of spouting and downpipes;
- (f) Repair of transit damage; and/or
- (g) Replacement and painting of baseboards or other foundation cladding.

5.0 BUILDING SURVEYOR'S SIGNATURE

I, certify that the information provided is true and correct and that the building described above appears to have complied with the relevant Building Regulations at the time of its construction, and (if a dwelling) the building has been originally designed, built and used as a residential dwelling.

Author	Peer Reviewer
Masta Builder	Staple Gunn
Signed:	Signed:
I certify that I am qualified to prepare this Report as a (tick appropriate box):	
<input type="checkbox"/> Horowhenua District Council Building Compliance Officer (or equivalent);	
<input type="checkbox"/> Member of the New Zealand Institute of Building Surveyors;	
<input checked="" type="checkbox"/> Licensed Building Practitioner (carpenter or design category); and/or	
<input type="checkbox"/> Building inspector from the local authority where the building is being relocated from.	
<input type="checkbox"/> BOINZ Accredited Building Surveyor.	
Qualifications	
LDP Design Category	
For and On Behalf of	
John and Freda Jones	
Address	222 Fred Street, Levin 4410
Telephone	06 9876543
Email	mb@topplate.com

6.0 OWNER PAYMENT & USE OF REFUNDABLE MONITORING FEE

Please tick both boxes

- I/we have deposited a refundable monitoring fee of \$1500 with the Horowhenua District Council at the same time as lodging this Report.
- I/we understand that the refundable monitoring fee will be used by the Horowhenua District Council to cover the costs of monitoring inspections necessary to ensure that the reinstatement work required in the Condition Table in Section 2.0 of this Report is completed. Should the reinstatement work not be completed within 9 months of the building being delivered to the destination site I/we understand that the monitoring fee together with the information contained in this Report may be used by Horowhenua District Council officers to fulfil the requirements of lodging and processing a resource consent application for the relocated building.

7.0 OWNER CERTIFICATE AND DECLARATION

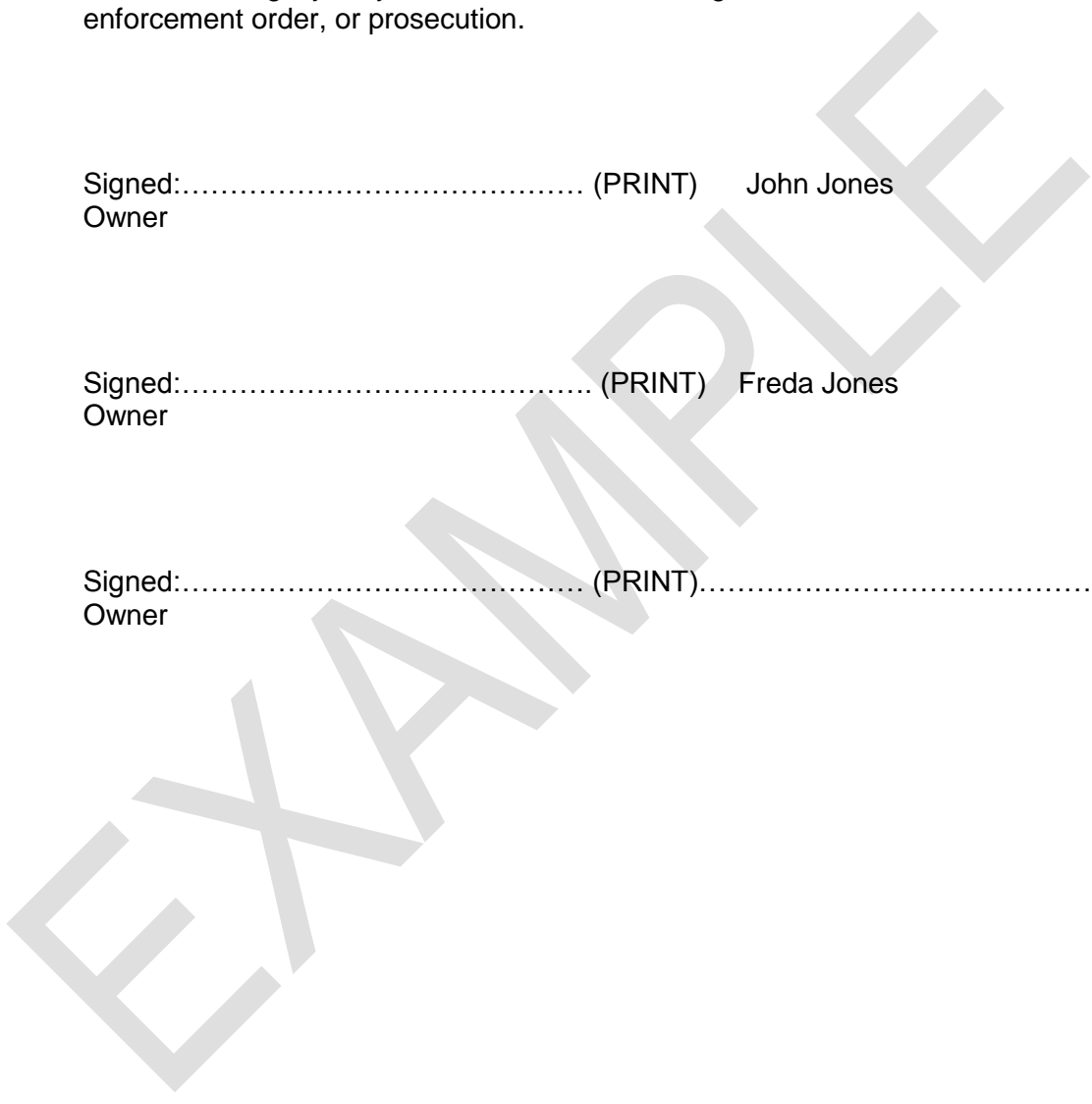
As a requirement of the Horowhenua District Plan, I/we John and Freda Jones CERTIFY that I/we will ensure that within 9 months of the building being delivered to the destination site the reinstatement work required in the Condition Table in Section 2.0 of this Report will be completed.

I acknowledge that failure to complete any reinstatement work identified in the Condition Table in Section 2.0 of this Report may lead to the Horowhenua District Council taking action under the Building Act 2004 or the Resource Management Act 1991, including by way of a notice to fix, infringement notice, abatement notice, enforcement order, or prosecution.

Signed:..... (PRINT) John Jones
Owner

Signed:..... (PRINT) Freda Jones
Owner

Signed:..... (PRINT).....
Owner



APPENDIX A – PHOTOGRAPHS



West Elevation (facing street)

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Additional Comments and Notes

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