

# **SCHEDULE 15: Building Pre-Inspection Report**

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## **BUILDING PRE-INSPECTION REPORT**



### **Building Pre-Inspection Report**

*[insert New Location Address]*

*[insert District]*

For: Horowhenua District Council

*[insert Date of Report]*

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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 *[Name]* of *[Company Name]* as per our instruction/agreement dated *[Date]* on behalf of our clients *[Name]* in accordance with the requirements of the Horowhenua District Plan.

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## 1.2 APPLICANT'S CONTACT DETAILS

<b>Applicant:</b>	<i>[Applicant's (client's) name]</i>
<b>Contact address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Any additional information:</b>	

<b>Agent:</b>	<i>[Authorised agent's name]</i>
<b>Contact address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Any additional information:</b>	

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### 1.3 Building Details

<b>Type of building</b>	<i>Dwelling house, garage, ancillary building</i>
<b>Approximate age of building:</b>	<i>Provide date range i.e. 1940-1950</i>
<b>Brief description:</b>	<i>Number of storeys, approximate size, roof, walls, floor construction, additional features</i>
<b>Proposed site address:</b>	<i>Address of the intended site of the relocated building</i>
<b>Site address where the building was inspected:</b>	<i>Address</i>
<b>Proposed use of building</b>	<i>Dwelling house, residential garage, ancillary</i>
<b>Previous use of the building</b>	<i>Dwelling house, residential garage, residential (or other) ancillary building, commercial, industrial. Note: To be a residential building the building must have been originally designed, built and used as a residential dwelling.</i>
<b>Is the building being split for transportation?</b>	<i>No/Yes</i>
<b>Will the split affect wall cladding?</b>	<i>No/Yes – details, number of sections, identify the location of the cut(s).</i>
<b>Will the split affect roof cladding?</b>	<i>No/Yes – details, number of sections, identify the location of the cut(s).</i>
<b>Inspection dates &amp; weather:</b>	<i>Date and weather at the time of inspection</i>
<b>Inspection by:</b>	<i>Name of inspector</i>
<b>Other persons present:</b>	<i>Name of other parties present</i>
<b>Building consent status</b>	<i>Has building consent documentation been prepared for the relocation works?</i>

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## 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.

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### **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...*

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## 2.0 CONDITION TABLE

Resource Management Act 1991 (RMA)					
Item	Construction Element	Description	Condition	Reinstatement work required & Comments	Photograph
1	Roof	<i>Corrugated iron/fibre cement sheet, concrete tile, metal tile, butynol membrane, other</i>	<i>Good/Reasonable/ Poor</i>	<i>None/ Repair/ Repaint/ Re-roof etc  Additional comments required if the roof was removed during relocation.</i>	<i>Insert multiple photographs if/as required under any of the below sub-headings.</i>
2	Spouting and Downpipes	<i>PVC, metal, butynol membrane, other</i>	<i>Good/Reasonable/ Poor</i>	<i>None/ Repair/ Repaint/ Replace etc  Example: Repair all timber fascias, barges as well as rainwater goods to ensure surface moisture discharges into new Council approved outlet at new site location.</i>	
3	Wall Cladding	<i>Fibre cement weatherboard/sheet, timber weatherboard, board and batten, metal sidings, other</i>	<i>Good/Reasonable/ Poor</i>	<i>None/ Repair/ Repaint/ Replace etc</i>	

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Resource Management Act 1991 (RMA)					
Item	Construction Element	Description	Condition	Reinstatement work required & Comments	Photograph
4	Foundation cladding	<i>Baseboards (likely to have been removed)</i>	<i>Good/Reasonable/ Poor</i>	<i>None/ Repair/ Repaint/ Replace etc  Replacement and painting of baseboards or other foundation cladding</i>	
5	Window and Door Joinery	<i>Powder coated aluminum, timber, steel, single glazed, double glazed</i>	<i>Good/Reasonable/ Poor</i>	<i>None/ Install new joinery/Repair and redecorate existing joinery  Example: Repair and repaint window and door joinery. Replace all broken glass immediately after relocation.</i>	



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## 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
	<b>Existing subfloor and framing</b>		
1	<b>Bearers &amp; Floor Joists</b>	<i>Description</i>	<i>Good/Reasonable/Poor</i>
2	<b>Flooring</b>	<i>Description</i>	<i>Good/Reasonable/Poor</i>
3	<b>Wall Framing</b>	<i>Description</i>	<i>Good/Reasonable/Poor</i>
4	<b>Subfloor Cladding and Ventilation</b>	<i>Description</i>	<i>Likely to have been removed</i>
	<b>Interior</b>		
5	<b>Smoke Detectors</b>	<i>Mains wired/battery powered.</i>  <i>The smoke detectors are installed in every sleeping space, or within 3000mm of every sleeping space door and audible to sleeping occupants on the other side of the closed doors.</i>	<i>Good/Reasonable/Poor</i>

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## 3.1 SAFE AND SANITARY

*Comment is required. Building Surveyor **MUST** give a declaration regarding whether the building is/isn't safe and sanitary.*

*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.*

*Note:*

*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.

*Example:*

*Building materials identified are suspected to contain asbestos. This includes, but not limited to fibre cement claddings, vinyl flooring and soffit linings. Asbestos is relatively safe when encapsulated, but is dangerous to health when fibres become airborne. This can occur when the building materials are damaged or become degraded.*

*No specialist laboratory testing has been carried out to confirm the presence or absence of asbestos or any other material hazardous to health. All comments are based upon a visual inspection only.*

*It is recommended that a specialist asbestos surveyor be instructed to identify the risks present.*

## 4.0 ESTIMATE OF COSTS OF EXTERNAL REINSTATEMENT WORKS

The estimate of costs of external reinstatement works is the sum of *[insert]*.

*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.*

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## 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
<i>[Name]</i>	<i>[Name] (If undertaken/available)</i>
<b>Signed:</b>	<b>Signed:</b>
<p>I certify that I am qualified to prepare this Report as a (tick appropriate box):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Horowhenua District Council Building Compliance Officer (or equivalent);</li> <li><input type="checkbox"/> Member of the New Zealand Institute of Building Surveyors;</li> <li><input type="checkbox"/> Licensed Building Practitioner (carpenter or design category); and/or</li> <li><input type="checkbox"/> Building inspector from the local authority where the building is being relocated from.</li> </ul>	
<b>Qualifications</b> <i>[LBP Category, BOINZ, RICS, NZIBS, ANZIA etc]</i>	
<b>For and On Behalf of</b> <i>Company Name</i>	
<b>Address</b>	<i>Inspectors business address</i>
<b>Telephone</b>	<i>Telephone business number</i>
<b>Email</b>	<i>Email business address</i>

## 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.

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## 7.0 OWNER CERTIFICATE AND DECLARATION

As a requirement of the Horowhenua District Plan, I/we \_\_\_\_\_

\_\_\_\_\_ 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).....

Owner

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

Owner

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

Owner

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## APPENDIX A – PHOTOGRAPHS

<i>Elevation description i.e. Front Elevation</i>	<i>Elevation description i.e. Rear Elevation</i>	<i>Elevation description</i>
<i>Elevation description</i>	<i>Elevation description</i>	<i>Elevation description</i>

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<i>Elevation description</i>	<i>Elevation description</i>	<i>Elevation description</i>
<i>Elevation description</i>	<i>Elevation description</i>	<i>Elevation description</i>

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### **Additional Comments and Notes**

*[insert if necessary]*

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