

STEP BY STEP
GUIDE TO MOVING
YOUR RELOCATABLE
BUILDING-
THE RIGHT WAY

THE LAING EXPERIENCE

At Laing, your success is our success. We want you to be a customer for life so we will take the time to understand your life and what you want to get out of it. If we can help we will. If we can't we will tell you. If we tell you we are going to do something then we will do it – how we said we would and when we said we would. No if's, no but's, no maybe's – no excuses.

We work hard to earn your trust by ensuring that we are open, honest and transparent in all our dealings with you. There are no surprises at Laing. There is no nonsense. We are very proud that you have chosen us to help build your future and we will not rest until you are equally proud to have made that choice.

Relocating an existing building with Laing Properties Ltd is a great decision. It is a decision that can save you money, prevent waste, and help protect the environment provided you take the time to follow our Step-by-Step Guide. More than anything else, you should take the time to have a chat with us. We have been successfully relocating buildings for more than 30 years and no matter what kind of building you need relocated, we can guide you through all the pros and cons. We can help you with all the consent requirements. We can make relocating your building a move you will never regret and we have a selection of recycled, renovated houses on display in our Sockburn yard that can be professionally transported to your site.

The information contained in our Step by Step Guide is absolutely invaluable but nothing beats talking to real people who have “been there and done that”. Our track record is second to none and our advice is free.

That's the Laing Experience.



Grant Laing
Managing Director



‘We chose Laings because they had a suitable character cottage that suited our empty residential section. Laings provided a one stop shop, saving us time from sourcing other companies to complete our project. We were impressed with their communication and any project problems were addressed. We would have no hesitation with recommending Laings to friends or colleagues.’

Ernst Wipperfuert

1. GET THE RIGHT SITE

First and foremost, your selected site must comply with all the rules and regulations in order to receive your relocated building. The first thing to check is whether it will be legally possible to relocate a building onto the site.

There are two things to look for:

- . Restrictions relating to the site
- . Local Authority / Council restrictions

Site Restrictions

The legal status of the site is summarised in a document known as a ‘Certificate of Title’. On the Certificate of Title will be any relevant limitations or restrictions imposed on the land. You need to read and understand all of them. Sites within new subdivisions, for example, regularly contain covenants setting out the size, shape and form of buildings to be built within the subdivision. Some expressly prohibit the use of relocatable or second-hand dwellings.

Certificate of Title will also record any legal rights that are registered over the property such as neighbour’s right of way or rights to convey services such as water, power or drainage across the property. Power corridors and approved building platforms will also be recorded on the title. All of these things and more may impact on the suitability of the site or the areas within the site onto which your Laing relocatable building can be situated.

Local Authority & Council Restrictions

You need to find out the zoning of the site from your local authority. Not all zones are created equal and some make it difficult to relocate a building while others simply prohibit any kind of relocatable home. Others are a lot more flexible.

A Land Information memorandum (LIM) should be obtained from the local authority of the potential site before committing to purchase the land. In addition to important zoning information discloses significant information held by the Local Authority about the site including:

1. Any known issues concerning the land including its histories of slipping, erosion, soft ground, filled ground, earthquakes or flooding.
2. Issues concerning Resource Consents outstanding in respect of the land or buildings on the site as well as Resource Consents by neighbouring properties of the site
3. Any record of protected trees or buildings on the site

If you specifically wish to relocate a building to your proposed site, any issues arising from the LIM should be discussed in detail with the Local Authority and resolved to your satisfaction, prior to finalising a binding commitment to purchase the land.

Get expert help

The legal position in respect of land and its suitability for a Laing building relocation can be complicated. We strongly suggest that you engage your Solicitor to help you and make sure you advise your Solicitor of your intention to relocate a building onto the site. By arming your Solicitor with this information and the knowledge that the property needs to be suitable to accommodate a Laing building relocation, matters relating to the suitability of the site can be sorted out prior to purchase. This avoids obtaining an unsuitable site with potentially severe financial consequences.

2. GET THE RIGHT CONSENTS

A number of consents need to be applied for prior to the removal of an existing building, or the relocation of a building to the site. These consents include:

Removal Consent

If you have an existing building on the site, then the existing building needs to be disconnected from the site services to allow the building to be removed from the site. A demolition and removal Building Consent may be required to be lodged with your local council to initiate this process.

Purchasers should check to ensure that no additional consents are required should the building have any historic significance. Once the building has been removed from the site, the site will require clearing and the site services will need to be terminated by qualified trade's people.

The services, even though terminated, are still required to be disconnected and a disconnection plan may be supplied by the drain layer identifying where the services have been capped.

Resource Consent

This is a planning matter through The Resource Management Act (RMA) and is separate to the building consents. It generally takes about four weeks and the approval is generally to allow the Council to comment on the suitability of the building to be located on the site. A bond may be required to ensure that certain maintenance work, remedial work is carried out. At this time a suitable drainage / effluent design may also be necessary.

The following items also need to accompany the resource consents:

- . Photographs of the exterior
- . Drawing documentation
- . Site plans setting out drainage & boundary separations
- . Elevations
- . A floor plan

Some councils may also require neighbour approval in writing. At times a notified Resource Consent may be required and this should be asked for at the local council.

Building Consent

This is generally a minimum of an 8-10 week process and ensures the building code is adhered to and complied with. The items below, while not exhausting, are examples of the kind of information that will be required:

- . Structural report by a registered engineer including photographs of the exterior and drawing documentation
- . Site plans setting out drainage & boundary separations
- . Elevations
- . Floor plan
- . Foundation plan – foundations can be either slab or pile
- . Deck / step detail for access
- . Details of where construction joints are required for transportation
- . Remedial work in line with structural report
- . Bracing schedule
- . Heating appliance details / models etc.
- . Written specification of the specific job
- . Details of any alteration work
- . Details of any upgrading work for different wind and earthquake zones
- . Details of effluent design
- . Certificate of Title (Sale & Purchase Agreement) to prove ownership

We recommend that you engage a suitably licensed designer or draughts person to prepare the required documentation, co-ordinate with the other professionals and lodge the Onsite Relocation Consents

At Laing we already work in conjunction with two draughting / architect firms and can easily arrange to get this work carried out on your behalf.

3. GET THE RIGHT BUILDING

At Laing we have a selection of relocatable buildings that can be professionally relocated to your site. Many of our relocatable buildings come from inner city sites undergoing redevelopments.

The Laing construction yard in Sockburn has up to half a dozen homes available for inspection at any time, including permanent material homes, ex-state homes weatherboard homes, character bungalows, offices and farm cottages.

We are able to undertake the refurbishment and retrofitting of these homes including installation of new insulation, upgrading of electrical & plumbing works, and even complete recladding with lightweight modern materials to name just a few. As licensed building practitioners we obtain all of the necessary building consents to undertake the refurbishment and retrofitting work and NZ building standards are strictly adhered to or even exceeded in some cases.

Other buildings awaiting relocation and yet to arrive at our Sockburn yard are sometimes available to be inspected on their original sites.

For some, the ideal house may not be instantly available. But by using Laing to stay in touch with listings and keep up-to-date with developer's plans, you will find the building of your dreams.

What if I have a building already lined up?

We are often asked if we can relocate a home that has been, or will be purchased, privately. The short answer is "of course we can". We understand that relocatable houses are sometimes sold privately and therefore we offer a private buyers contract relocation service. At Laing we can also provide independent valuation advice, together with a proven relocatable purchase agreement to ensure that your building can be purchased and relocated safely and efficiently.

Remember that buildings come in all shapes and sizes and some are easier to relocate than others.

The Land Transport Safety Authority Mass and Dimensions Rules currently allow wide loads to up to 10.9 metres width from soffit to soffit, subject to suitable road access. Just because the rules say it's okay, doesn't mean its practical however. With the introduction of new road signage, overhead traffic lights, power lines and all the other obstacles located on our road network, it is more common to relocate buildings with a maximum width of 10 metres.

The experienced Laing Properties team will be able to provide advice and assistance to determine whether a particular building can be relocated in one piece or split into additional transportable sections.

Character villas will often be split into 2-4 transportable sections with two storey homes being split into 4 sections depending on size. If it is something you love, we will find a way but involve us early and, preferably, before you have purchased.

“We chose Laings because they came highly recommended. Laings provided good advice and their staff were very supportive. We initially thought our shift was going to be a huge undertaking but the Laing team made it very straightforward. Throughout our earthquake experience, we haven't felt there are many businesses with our back covered; we so appreciated that we felt this with all Laings staff. Thank you for your amazing service”. **Danette Moriarty**

4. GET THE RIGHT FINANCE

A Laing building relocation can save you a lot of money but if you need to borrow in order to get the relocatable building of your dreams, there are a couple of critical factors you need to be aware of.

Typically, lending institutions lend up to 75% of the bare land value of your site. Once the project is completed they may lend up to 80% of the total completed registered value of your building and land. Either way, the remainder of the funds have to come from you.

You will need to engage a registered valuer to provide a valuation for the completed project.

You can then show your lender that your deposit plus the assumed increased value will provide more than sufficient equity or security for the bank to lend you the funds you need and secure a mortgage over the property.

However, unlike onsite new building construction your lending institution may not provide full funding until your building has been placed on the foundations, all site services have been connected, and your local Council has issued a Code Compliance Certificate.

Your lender may also require your valuer to visit the site once the project has been completed to confirm the building has been transported onto the site, tied down to the foundation, and the services have been connected. Only then will your lender release the mortgage funds.

We recommend you shop around the various lending institutions and/or engage the services of a mortgage broker. We would also welcome the opportunity to discuss your funding requirements in person and in confidence in our office and pass on the benefit of our vast experience of working with customers towards completing a successful transportable home project.

5. GET THE SITE PREPARATION RIGHT

Some work may have to be done on your property prior to the building arriving.

Once you have purchased the land and have selected a suitable building, as a condition of our contract we will arrange for our Transport Manager to visit the site and discuss where the building should be placed and advise how obstacles such as trees, power lines or water lines will affect the access for the building trailer. We will make suitable recommendations where required to ensure that that costs are kept to a minimum.

Most sections or bare blocks generally offer no problems with access; however, if you have any doubts regarding access prior to purchasing a home, we can check the access for you prior to purchasing the property. A small fee may apply.

We recommend where access is required through adjoining properties, written approval is obtained from the affected property owner. It may be appropriate for your neighbour(s) to be present during the site access meeting to clarify the access route to transport the building onto your site.

We will conduct a site access inspection early on in the process and advise you as to what will need to be undertaken.

Such items may include:

- . Removing trees, paths, old foundations etc.
- . Temporarily removing or lowering fences
- . Placing concrete crossing culverts over water races
- . Levelling the site
- . Removing or spraying vegetation
- . Confirming the position of the house and providing a final floor height

It is important, particularly with residential sections to establish the exact boundaries of your property. It is critical that the minimum distances between the boundaries and the house, together with the correct floor heights, as required by the local council, are correctly defined. This work will need to be undertaken by a registered surveyor.

6. GET THE MOVE RIGHT

Don't do anything without insurance.

Laing can arrange transit insurance to cover the loading of the building onto the trailer, transportation to your site and unloading onto temporary sites. The insurance cover can be extended for a further period of 21 days to allow for the foundation to be constructed.

The cost of insurance is approximately 1% of the insured value plus earthquake and fire levy, with a minimum premium of \$250 plus GST. In addition, the excess can be between \$750.00 and \$1,500.00. If you wish, Laing can arrange the insurance cover to be placed with our insurers and have a copy of the insurance certificate forwarded to you prior to the relocation.

The insurance certificate may need to note your bank's financial interest in the property. We recommend you contact your bank to confirm whether this notification is one of their lending requirements.

Prior to your relocatable building being placed onto the new foundations, you will need to enquire with your existing insurance provider whether they will cover your home on a standard home insurance policy. Some insurers will require the project to be completely finished prior to providing standard cover. In this event, it will be necessary to obtain Builders All Risk Contracts Work cover while the necessary building works are being undertaken. At Laing we have a facility to provide limited contract works cover where Laing are responsible for the re-assembly of the building up to code compliance stage. Special conditions apply, so please talk to us first.

We advise you to obtain written confirmation from your builder's insurer. Once your council has issued the Code Compliance Certificate, you will then be able to obtain standard home insurance cover.

Preparing the building for relocation.

The following helpful tips will assist with the relocation of your building and will keep your relocation costs down:

- . Uplift carpets and underlay and leave rolled up inside the house
- . Remove down pipes and waste pipes and stack them inside
- . Remove exterior light fittings (brick houses), blinds and curtains
- . Remove any special fixtures or fittings
- . In the case of a split shift home, have your electrician draw the electrical wiring back to save them being cut during the relocation

At Laing, we will help you by going through a comprehensive checklist to ensure that the relocation proceeds as smoothly as possible.

We will prepare the building for relocation, lifting the house off the original foundation, splitting the building into the allowable transportable sections if required, lowering the roof if necessary, and then transporting the building to the next site.

Once at the new site, Laing will if required, re-join and place your home onto the prebuilt pile or concrete slab foundation.

6. GET THE MOVE RIGHT (CONT.)

Completion works

Once the building has been placed on the foundations, you will need to arrange for services to be connected to the building such as plumbing, sewer, storm water, electrical, etc.

In conjunction with the connection of the exterior services you may need to upgrade the internal electrical and plumbing reticulation.

As with any relocatable building, there may be changes, improvements or renovations that you will be required to undertake in respect of your building consent or resource consent requirements. This work can comprise of bracing upgrading, new beam installation where internal walls are being removed, repair exterior timber weatherboards or reclad in brick if applicable, repair or replacement of the roof, interior and/or exterior painting.

It is important to remember that your local council building inspector will need to undertake inspections to ensure that all works comply with the building code requirements. Check with your builder to ensure you are aware of the various inspection requirements for your project. You should obtain all relevant producer statements / compliance certificates from your onsite trades people and forward copies to your local council.

Once the project has been completed, it is your responsibility to arrange for the final Code Compliance Certificate to be issued. This will involve the council building inspector visiting your site to complete a final inspection to ensure all works that you have completed comply with the building code.

Providing you have complied in all respects, the council will then issue a final Code Compliance Certificate.

Alternatively, Laings can assist with obtaining this Code Compliance Certificate and a small charge will apply.

7. GET THE BUDGET RIGHT

At Laing we can show you how to prepare a budget to ensure that your relocation project proceeds smoothly and hassle-free as possible.

Our relocation experts can help you work through all the requirements (and all the costs) for the following:

- . Land purchase
- . House purchase
- . Transportation
- . Insurance
- . Foundation
(concrete slab/timber pile)
- . Re-cladding
- . Drainage, Mains, Power, Water, Telephone
- . Roof replacement / reinstatement
- . Council Fees: Building and Resource Consent
- . Regional Council—
Effluent Discharge Consent / Water Consent
- . Draughting plans & specifications
- . Engineer's Condition and Bracing Report
- . Building Inspection Report
- . Geotech Site Investigation
- . Surveyor
- . Council Bond
- . Borer fumigation
- . Section clearing
- . Internal electrical re-wiring
- . Internal plumbing
- . Internal/external bracing upgrade
- . Internal carpentry / plastering
- . Internal decorating / painting / floor coverings
- . Heating
- . Exterior painting
- . Appliances
- . Joinery replacement, kitchen, bathroom, vanity
- . Fences / paths / clothesline / letterbox
- . Driveway / Landscaping
- . Garage / Carport
- . Legal costs

We can save you time and money by recommending suitable qualified trades people such as electricians, plumbers and drain layers to assist with your relocation project. We can also recommend qualified professionals like structural engineers, effluent disposal designers, draughtsmen, mortgage brokers, registered valuers, landscape designers and interior decorators.

You might even want to take advantage of trade prices by purchasing materials from our preferred trade suppliers. Laing will provide you with a cash-only purchase order that can be given to our supplier whenever you are ready.

We know you are busy and we just want to make your building relocation as easy and as effective as possible. anything you need, just ask, and we will do our best to help. That's the Laing experience.

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Other Costs

Refer to our
STEP BY STEP GUIDE TO MOVING
YOUR RELOCATABLE BUILDING—THE RIGHT WAY
Or simply call and talk to us.

Laing Properties Limited endeavours to ensure that the sales listing information is
Correct but does not accept liabilities for errors or omissions.

