



APPENDIX 12 – BUILDING PRE-INSPECTION REPORT TEMPLATE

Document Template Attached

Building Pre-Inspection Report

Insert current picture of building here

New Location Address
Region

For: Council Name

Date of Report

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1.0 General Information

1.1 Introduction

- 1.1.1 This Building Pre-Inspection report accurately records the external condition of the **dwelling house/garage/ancillary building** to be relocated and to establish all reinstatement works required to the exterior of the building after relocation to a workmanlike standard and to achieve a tidy appearance to meet requirements of the District Plan.
- 1.1.2 Limited inspection of the interior has been undertaken for the purpose of the Report.
- 1.1.3 The Report confirms whether the building is considered Safe and Sanitary (only when the building structure was built prior to the Building Act 1991 implementation).
- 1.1.4 The Report also identifies site-specific requirements including but not limited to the requirement for; the construction of the new foundations, new retaining walls, service connections, water and sewerage treatment (if applicable).
- 1.1.5 The Report must be read in conjunction with the condition table and photographs provided, which assist in providing a representation of the condition of the premises prior to the commencement of the relocation.
- 1.1.6 The Report has been prepared by **Name** of **Company Name** as per our instruction/agreement dated insert date on behalf of our clients Name

1.2 Applicants Contact Details

Applicant: **Applicant (clients) name**
Contact address: **Contact address**
Telephone:
Email:
Any Additional information:

Agent: **Authorised agent**
Contact address: **Contact address**
Telephone:
Email:
Any Additional information:

1.3 Building Details

Type of building **Dwelling house, garage, ancillary building**
Approximate age of building: **Provide date range i.e. 1940-1950**
Brief Description: **Number of storeys, approximate size, roof, walls, floor construction, additional features**
Proposed site address: **Address of the intended site of the relocated building**
Site address where the building was previously/is currently located: **Address...**
Proposed Use of Building **Dwelling house, residential garage, ancillary**
Previous Use of the Building **Relocated building must have been previously designed,**

Is the building being split for transportation?	built and used as a dwelling (Except previously used garage and ancillary buildings) No/ Yes –
Will the split affect wall cladding?	No/ Yes – details, number of sections, identify the location of the cut(s).
Will the split affect roof claddings?	No/ Yes – details, number of sections, identify the location of the cut(s).
Inspection Dates & Weather:	Date and weather at the time of inspection
Inspection by:	Name of inspector
Other persons present:	Name of other parties present
Building Consent Status	Has Building Consent documentation been prepared for the relocation works.

1.4 Reporting Conditions

- 1.4.1 This Report has been prepared under the following conditions of engagement:
- The survey 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 completion of the survey, however the 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 our visual survey.
 - Only areas where safe access is possible have been inspected.
 - The Report is provided for the use of the client identified in section 1.1 and the council and may not be used by others without written permission. The writer of this report accepts no liability to third parties who may act on the report.
 - This Report must be read in conjunction with photograph and condition tables provided.
 - This Report is for the purposes of the District Plan. It is not intended as a report for the purposes of the Building legislation.

1.5 Exclusions

- 1.5.1 This report **does not** include comment about the following:
- The structure of the building unless otherwise commented upon.
 - The surrounding neighbourhood.
 - The value of the property.
 - Illegal Works.
 - Internal condition of the building unless otherwise commented upon.
- 1.5.2 Additionally, no search has been made of:
- Local Authority rates.
 - Government Valuation.
 - LIM or PIM reports.

1.6 Definitions

- 1.6.1 The following defines the condition comments of the elements surveyed:

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 is in commensurate condition to the building 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:

- (a) The external envelope of the subject building viewed from ground floor level and where safely accessed by ladder from ground level.
- (b) 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.
- (c) Access was gained into the subfloor space....

1.8 Wall Insulation Guidelines

Note: *The installation/ upgrade of wall insulation is not a requirement of the Building Code. Significant concern is raised in relation to the potential for moisture to be retained within the wall cavity. If wall insulation is to be installed, the guidance for retrofitting insulation provided by the Ministry of Business, Innovation and Employment (MBIE) must be followed, details of which must be included within the building consent documentation*



The construction details of the exterior walls will have a significant impact on whether the walls are suitable for retrofitted bulk insulation. These notes assume that the home is constructed using typical light timber framed wall studs.

- (a) *Do not retrofit insulation if replacing internal linings unless there is a ventilated cavity system cladding in place that is in good condition.*
- (b) *Do not retrofit insulation in walls if the wall framing shows any signs of mould or decay.*
- (c) *If the home is constructed from directly fixed weather boards, together with untreated timber framing with bottom plate ventilation, and standard wall linings, the home will not be suitable for retrofitting insulation.*
- (d) *If the exterior cladding is a modern ventilated cavity system cladding, insulation may be retrofitted (see note below). Any base plate ventilation holes should be plugged to reduce convective heat loss in the insulation layers.*



If no wall insulation can be retrofitted then an energy efficient heat source with a minimum 4 star AGA rating must be installed

Note: In colder climate winter periods, a dew point forms in around the outer third of the insulation material in exterior walls due to internally driven moisture. This can result in interstitial condensation forming on the building wall wrap and can lead to decay in the timber framing. An airtight wall lining system will reduce moisture vapour movement, provided there is a complete seal at all the sheet edges and penetrations are avoided. Particular care is required around window and door openings. The lining material must also be able to prevent air infiltration, that is, not be overly permeable to air movement. It may not be practical to achieve adequate air tightness through the sheet lining material at which time a vapour check material should be considered. Under no circumstances should a vapour barrier such as foil or polyethylene wrap be employed. If in doubt, specialist advice should be sought to ensure the requirements of clause E2 of the NZBC are met.



2.0 Mandatory Condition Table

RMA 1991 – Mandatory External Reinstatement, Insulation and Heating					
Item	Construction Element	Description	Condition	Required Upgrades and Comments	Photograph
1	Roof	Corrugated iron/fibre cement sheet, concrete tile, metal tile, butyl membrane, other	Good/ Reasonable/ Poor	<p>None/ Repaint/ Re-roof etc</p> <p>Additional comments required if the roof was removed during relocation...</p> <p>Ensure the roof is immediately repaired after relocation to prevent damage to other building elements.</p>	 <p>Insert multiple photographs if/as required under any of the below sub-headings.</p>
2	Spouting and Downpipes	PVC, metal, butyl membrane, other	Good/ Reasonable/ Poor	<p>None/ Repaint/ Replace etc</p> <p>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.</p>	



RMA 1991 – Mandatory External Reinstatement, Insulation and Heating

Item	Construction Element	Description	Condition	Required Upgrades and Comments	Photograph
3	Wall Cladding	Fibre cement weatherboard/sheet, timber weatherboard, Board and batten, metal sidings, other	Good/ Reasonable/ Poor	None/ Repaint/ Replace etc	
4	Foundation cladding		NA	Specify what will be needed at destination site	
5	Window and Door Joinery	Powder coated aluminium, timber, steel, single glazed, double glazed	Good/ Reasonable/ Poor	None/ Install new joinery/Repair and redecorate existing joinery Example: Repair and repaint window and door joinery. Replace all broken glass immediately after relocation.	


RMA 1991 – Mandatory External Reinstatement, Insulation and Heating

Item	Construction Element	Description	Condition	Required Upgrades and Comments	Photograph
6	Underfloor insulation	<p>Example: Underfloor insulation is present meeting the minimum R1.3 rating for Climate Zone 3 and the requirements of H1/VM1 NZBC Energy Efficiency.</p> <p>or</p> <p>Example: Currently no insulation installed</p>	Good/ Reasonable/ Poor	<p>None/Upgrade to meet the requirements of H1/VM1 – Table 1</p> <p>Type of insulation - expol, glass fibre wool including protection, rigid extruded insulation (ie Kingspan)</p> <p>Example: Install 50mm Expol insulation</p>	
7	Ceiling Insulation	<p>Example: Ceiling insulation is present meeting the minimum R3.3 rating for Climate Zone 3 and the requirements of H1/VM1 NZBC Energy Efficiency.</p> <p>Example: Currently no insulation installed</p>	Good/ Reasonable/ Poor	<p>None/Upgrade to meet the requirements of H1/VM1 – Table 1</p> <p>Type of insulation - glass fibre wool, rolls/blown, rigid extruded insulation (ie Kingspan)</p>	
8	Energy Efficient Heat Source	Details required of existing heating	<p>Good/ Reasonable/ Poor</p> <p>New installation</p>	<p>Describe the energy efficient heat source being installed and include within the building consent documents if it is a solid fuel burner or involves building work.</p> <p>Example: New heating in the form of a wood burner will be provided in the living room as per the plan submitted for building consent.</p>	

Building Act 2004

Item	Construction Element	Description	Condition	Required Upgrades and Comments	Photograph
	Existing Subfloor and framing			Comment required for the presence of any visible degrading or borer infestation	
1	Bearers & Floor Joists	Description N/a	Good/ Reasonable/ Poor		
2	Flooring	Type of floor – Sheet/floorboards/other	Good/ Reasonable/ Poor		
3	Wall Framing	Timber framed/metal framed	Good/ Reasonable/ Poor		Insert photo as required

Building Act 2004

Item	Construction Element	Description	Condition	Required Upgrades and Comments	Photograph
4	Subfloor cladding and ventilation	Description N/a	Likely to have been removed		Insert photo as required
	Interior				
5	Smoke detectors	<p>Mains wired/battery powered.</p> <p>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.</p>	Good/ Reasonable/ Poor /replace with new		
6	<p>Wall Insulation</p> <p>Note: There is no requirement under the District Plan to retrofit wall insulation – If retrofitting wall insulation is proposed refer to the advice at 1.8 of this form</p>	Describe the wall insulation that may be installed including the R value	Good/ Reasonable/ Poor		Insert photo as required

3.0 Building Act Requirements

- 3.1 This Report is for purposes required by the District Plan. It is not a report to address matters required by the Building Act.
- 3.2 A building consent is required for the relocation of this building and all subsequent works as a consequence. The building work must be designed and undertaken by Licensed Building Practitioners with the appropriate category of licence (certain homeowner exemptions may apply). This Pre-inspection Report must be submitted to council with an application for building consent.
- 3.3 The building consent documents must be provided to council along with the appropriate fees and proof of ownership (Certificate of Title less than 3 months old or sale and purchase agreement for the proposed site).
- 3.4 The site specifics must be appropriately designed to include foundations, considering, layout, sizing, position, bracing, ventilation, access etc.

4.0 Safe and Sanitary

Comment is required.

If the building was constructed prior to the Building Act 1991 it is a requirement to assess and confirm that the building is 'Safe and Sanitary' for habitation. 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 to present, a Safe and Sanitary declaration would not be required. Confirmation would be required that a Code Compliance Certificate had been granted for the building.

5.0 Health and Safety

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

Example:

- 5.1 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 air borne. This can occur when the building materials are damaged or become degraded.
- 5.2 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.
- 5.3 It is recommended that a specialist asbestos surveyor be instructed to identify the risks present.

6.0 Estimate of Costs of External Reinstatement Works

The estimate of costs of external reinstatement works is the sum of [*to 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 the building legislation such as re-joining of the roof; re-joining of the building (if shifted in more than one section) or connection to foundations; but may include matters required by the District Plan for 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 transit damage; and/or*
- (f) Replacement and painting of baseboards or other foundation cladding.*

7.0 Building Surveyors Signature

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

Author

Peer Reviewer

Signed:

If undertaken/available

**Qualifications
For and On Behalf of
Company Name**

LBP Category, BOINZ, RICS, NZIBS, ANZIA etc

Address
Telephone
Email

Inspector's business address
Telephone business number
Email business address

8.0 Owner Certificate and Declaration

As a requirement of the Ruapehu District Plan/Resource Consent, I/weCERTIFY that I/we will ensure that within 12 months from the building being delivered to site the buildings external reinstatement, insulation, heating, infrastructure, closing in, ventilation of foundations, and connections to services (mains or private) will be completed.

I acknowledge that failure to complete any mandatory work identified in 2.0 'Mandatory Condition Table' relating to the reinstatement of the building may lead to council taking action under the terms of the Relocated Buildings Bond and/or enforcement action under the Building Act 2004, or Resource Management Act 1991, including by way of a notice to fix, infringement notice, abatement notice, enforcement order, or prosecution.

Signed (Owner)

Print Name


Signed (Owner)

Print Name

Signed (Owner)

Print Name

Appendix 1 - Photographs

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

<i>Elevation description</i>	<i>Elevation description</i>	<i>Elevation description</i>
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Appendix 2 – Additional Comments and Notes