



## **DEMOLITION / REMOVAL BUILDING PERMIT APPLICATION GUIDE**

To avoid unnecessary delays in processing your building permit application, this guide has been compiled to identify the minimum information required to be submitted with an application for a building permit. Please note this guide is not comprehensive and further information may be requested upon review of the application.

- Completed Building Permit Application and Appointment Declaration
- Where the applicant is not the owner written consent from the current owner to demolish/remove the building from the site will be required.
- Building Permit Application Fee, GST, Government levy where applicable and Lodgement Fee is required at the time of lodgement.
- Provide a recent copy of a Certificate of Title including ownership, 173 agreement, covenant and plan of subdivision details.
- Four (4) sets of draftsman quality plans including a site plan showing distances from common boundaries and existing buildings including their distance to common boundaries, floor plan and elevations.
- Four (4) copies of a written description of the Demolition or removal procedure demonstrating compliance with AS2601 demolition of structures including details from Vic Roads on the approved transport route to the destination.
- Provide details on the method of public protection including details on hoarding, safety fencing, gantries etc. Please note where precautions are erected outside the title boundary a hoarding permit will be required.
- Demolition/Removal work must be carried out by a Registered Demolisher/Removalist. Provide Demolishers details (name, address, registration number) and a copy of their public liability insurance for not less than 1 million dollars.
- The Report & Consent of the Responsible Authority as reporting authority under Section 29A has been sought and obtained. (Form A & Form B Heritage check for Demolition/Removal).
- Submit a copy of the Domestic Building Insurance as required by the Building Act 1993 and Domestic Building Contracts and Tribunal (DBC +T) Act 1995 where the cost of works exceed \$12,000.
- Where planning approval is applicable a copy of the planning permit and endorsed drawings are required or alternatively if no permit is required provide written confirmation from the relevant Council's Planning Department.

Should you have any further queries please contact TJ Building Consultants