

# BUILDING PERMIT APPLICATION CHECKLIST (Demolition)



This checklist is to assist you with an application for a Building Permit (Demolition). Should you require further assistance with your application, please contact the Building Department on 5760 2665.

**Note that all applications must be submitted online via our Customer Portal.**  
We no longer accept document in hard copy.

<input type="checkbox"/>	<b>1.</b>	Building Application – completed online.
<input type="checkbox"/>	<b>2.</b>	Building Permit fees paid including building permit levy if applicable
<input type="checkbox"/>	<b>3.</b>	Provide owners consent, if applicable
<input type="checkbox"/>	<b>4.</b>	Provide a Certificate of Title including ownership, plan of subdivision, covenants and any Section 173 Agreement
<input type="checkbox"/>	<b>5.</b>	Planning permit, if applicable
<input type="checkbox"/>	<b>6.</b>	Provide a copy of plans of proposed works, including site plan (distance hoarding/protective fencing from boundary), floor plan, elevations and sections, which indicate the proposed demolition or part / façade demolition
<input type="checkbox"/>	<b>7.</b>	If only part of the building is to be demolished or removed, computations or other information to show that the remainder of the building will comply with the provisions of these Regulations either as it remains after the proposed demolition or removal takes place or after other works are undertaken
<input type="checkbox"/>	<b>8.</b>	Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers
<input type="checkbox"/>	<b>9.</b>	A written description of the demolition or removal procedure
<input type="checkbox"/>	<b>10</b>	Evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.
<input type="checkbox"/>	<b>11</b>	Site photos showing existing building
<input type="checkbox"/>	<b>12</b>	Copy of front pages of Domestic Contract if over \$16,000
<input type="checkbox"/>	<b>13</b>	Bond of \$5,000 for re-locatable dwellings.
<input type="checkbox"/>	<b>14</b>	Demolition works comply with AS2601
<input type="checkbox"/>	<b>15</b>	Report and Consent under Section 29A or 29B of the Building Act
<input type="checkbox"/>	<b>16</b>	Builder must be Registered in the category of Demolisher

## PRECAUTION MUST BE TAKEN BEFORE AND DURING DEMOLITION IN ACCORDANCE WITH AS 2601 – 2001 “DEMOLITION OF STRUCTURES”.

### Please note:

- Demolition not to commence until the Building Permit has been issued
- The site must be cleared of all debris and a final inspection called for.

**If a Planning Permit is also required, a separate planning application is required.**