

# DEMOLITION PERMIT APPLICATION

## CHECKLIST FOR A DEMOLITION PERMIT APPLICATION

Please submit this completed checklist with your application. Applications can only be assessed if you provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Please note: a **Registered Asbestos Removalist** is required to remove any more than 10sqm of asbestos.

<b>Building Application Number:</b> <i>Office use only</i>	
<b>Data Received:</b> <i>Office use only</i>	
<b>DEMOLITION PROPERTY DETAILS</b>	
<b>House Number:</b>	
<b>Lot Number:</b>	
<b>Street:</b>	
<b>Suburb:</b>	
<b>Property Zoning:</b>	

<b>Quick Check</b>		
<b>Asbestos over 10sqm requires Registered Asbestos Removalist</b>		<input type="checkbox"/>
<b>Application form completed – including fees</b>		<input type="checkbox"/>
<b>Site Plan</b> – with all structures to be demolished highlighted.	1 copy	<input type="checkbox"/>
<b>Roof of rodent baiting</b>	1 copy	<input type="checkbox"/>
<b>Proof of Electricity being disconnected</b> (If applicable)	1 copy	<input type="checkbox"/>
<b>Proof of Gas being cut off</b> (If applicable)	1 copy	<input type="checkbox"/>
<b>Proof of Deep Sewer being cut and sealed</b> (if applicable)	1 copy	<input type="checkbox"/>
<b>Proof that Septic Tanks and Leach Drains have been pumped out</b> (if applicable) <i>Statutory Declaration to be completed</i>	1 copy	<input type="checkbox"/>
<b>Swimming Pools over 40sqm</b>	1 copy	<input type="checkbox"/>
<b>Heritage Listing Checked</b>		<input type="checkbox"/>
<b>Inspection Fee</b>		<input type="checkbox"/>

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Specific details required relating to the above list, are detailed as follows:

## Finalisation of Application Form and Payment of Fees

- Application form completed as required and signed by the Demolition Contractor or Demolition Contractor's representative
- Statutory Fees paid: 
  - A minimum fee of \$110.00,
  - **Building Services Levy (BSL)**- \$61.65 per application (0.137% if value is >\$45,000.00)
  - **Construction Training Fund (CTF)** – The fee is calculated at 0.2% of the estimated value where the estimated value is >\$20,000.00

## Site Plan (1 copy) at a minimum scale of 1:200

- **Plans depict, but not limited to the following:** 
  - Lot boundaries; Site dimensions; Existing residence and any existing structures; Building set back dimensions from lot boundaries; Street name/s; North point; Position of any easements, (if applicable); Contours and finished floor levels; Vehicle crossover; Verge and street tree details; and Location of effluent disposal system e.g. septic tanks and leach drains if applicable.

## Structural Engineer's Certification (1 copy) at a scale of 1:50 or 1:100

- **In the case of a partial demolition**
  - Footings and floor slab/s;
  - Footings to piers/posts;
  - Retaining Walls;
  - Stair/Balustrade details;
  - Strutting/perimeter beams; and
  - Roof tie down;
  - Columns;
  - Reinforced brickwork;
  - Unsupported walls >9m long
  - Any other structural components.

## Non-sewered Areas

- To decommission septic tanks and leach drains, they must be pumped out then they must be removed (after the Demolition Permit is issued)
- **NOTE:** *This document is a guide only to the information that is required to be submitted for most Demolition Permit Applications including those in non-sewered areas. Additional and specific information may be requested upon assessment of your application*

## DECLARATION BY APPLICANT

I have read the Checklist and provide documentation required for this application. I acknowledge that applications can only be assessed if I provide all of the required information at the time of submission. Incomplete applications may be declined or returned.

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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Office Use only: Checked at front counter when documents submitted.

Yes

No

Date: \_\_\_\_\_

Signed \_\_\_\_\_