



Demolition / Removal of a Building – Permit Application Guidelines

Every application to undertake building work must be accompanied by sufficient documentation and information of a suitable standard to demonstrate the work will comply with all relevant Acts, Regulations, Codes and Standards. Failure to provide the minimum standard of information will result in a request for further information to be supplied or refusal of your application.

The following is a guide to the minimum documentation and information to be supplied for an application for a building permit for the demolition or removal of a building:

- Completed Building application form and payment of application fees including government levy and lodgement fees. Including an accurate estimate of the cost of proposed building work including labour and materials or the contract price.
- Three (3) copies of drawings to a scale of not less than 1:100 showing:
 - An outline and description of the building or part of the building to be demolished or removed; and
 - An allotment plan showing the location of:
 - i. the building in relation to the boundaries of the allotment and adjoining buildings; and
 - ii. other buildings on the allotment; and
 - iii. streets, footpaths or crossings adjoining the allotment; and
- If only a 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 Act and these Regulations either as it remains after the proposed demolition or removal takes place or after other works are undertaken; and
- Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers; and
- A written step by step description of the demolition or removal procedure and
- Evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.
- Builders Registration details.
- One copy of the Certificate of Title including PS, Covenant and/or Section 173 Agreement.
- Provide a copy of the Section 29A Demolition Consent.

- Provide copy of the builders Public Liability Insurance for demolition of the structure.

The above list of information is not to be considered exhaustive; the Municipal Building Surveyor may request additional information to satisfy the requirements of the Building Act 1993, Building Regulations 2006, the Building Code of Australia and any other relevant standards and codes.

Further information can be obtained from the Victorian Building Authority (VBA). They have issued a Practice Note, *2014-62 Documentation required for applications for building permits* further clarifying these requirements. The Practice Note is available from the VBA website: www.vba.vic.gov.au

After the issue of the building permit any changes or amendments proposed or not shown on the building permit will incur additional fees and may require the submission of additional documents, drawings or information. It is the owner's responsibility to ensure the application accurately reflects to proposed work to be undertaken.

