



Demolition Checklist

CHECKLIST OF REQUIRED PLANS AND INFORMATION TO BE ACCOMPANIED BY A DEVELOPMENT APPLICATION FORM

- Completed and signed development application form including the Office of the Technical Regulator Powerline Declaration (ensure you fill in all sections); and
- Completed and signed development application checklist; and
- Copy of Certificate of Title, deposited plan or other instrument evidencing title in relation to the land (can be purchased from the Council for a fee); and
- Site Plan drawn to a metric scale of not less than 1:500 (refer notes) showing the positions and dimensions of the buildings to be demolished and their distance to the boundaries of the site and any other buildings and trees on the site or, on adjoining land or public places, that might be affected by the work or affect the work proposed to be performed. If buildings are on a boundary, carefully detail works proposed; and
- Planning fees as well as the usual lodgement fees, building rules assessment fee and separate receipt for Construction Industry Training Board (CITB) payment (if applying for planning and building consents) (refer note 2); and
- Name of person undertaking demolition

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Postal address

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Phone

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Email

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Builders licence No.

- Description of building/s to be demolished or removed (including type of construction and nature of materials):

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Is the subject land listed as a State Heritage Place (refer note 3)
YES NO

Is any structure to be demolished listed as a Local Heritage Place (refer note 3)
YES NO

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Are there any trees on the property (regulated/significant trees require retention/protection (if so ensure these are shown on the site plan)(refer notes)
YES NO

Details of protection for street trees (not to be removed without permission)

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Any other relevant details

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**IF LODGING FOR BUILDING RULES CONSENT AS WELL AS DEVELOPMENT PLAN CONSENT
THE FOLLOWING IS ALSO REQUIRED:**

If only part of the building is to be demolished or removed, calculations or other information to show that the remainder of the building will comply with the *Development Act (1993)* and *Development Regulations (2008)*, either as the building remains after the proposed demolition or after other building work is performed

Receipt demonstrating payment of the separate Construction Industry Training Levy (only applies where the development exceeds \$40,000 in value). Can be paid on-line at www.citb.org.au; and

A copy of the Home Owners Warranty Certificate must also be included in the application documents where a licensed builder has been engaged to perform work with a value greater than \$12,000. The builder is required to obtain Indemnity Insurance coverage for the project and should provide a copy to you; and

Building Rules assessment fees.

Date of proposed demolition

- Description of the demolition procedure, including details of the measures to be taken to provide satisfactory levels of safety on or about the site, e.g., asbestos removal & dust management

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- Description of precautions to be taken
Buildings and fences on adjoining properties (including part walls)

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- Details of protection of Council infrastructure and property (kerbing, footpaths, fences, pipes and reserves)

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Temporary formwork, shoring and bracing

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Fencing, hoarding and warning notices

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Hazardous materials, including asbestos (asbestos may only be removed by a licensed asbestos removalist)

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Fire services (a fire extinguisher is required to be located on site during demolition)

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Water, electricity, gas and telephone service connections

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Dust control

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Disposal of demolished materials

NOTES:

1. Please complete this checklist and attach to your development application.
2. Planning fees of \$109.00 if work between \$10,001 and \$100,000. Contact the duty planner on 8408 0400 to determine fees outside this range.
3. If you do not know if a heritage listing applies for the property contact the duty planner on 8408 0400.
4. Plans may be provided at a smaller scale if an enlargement drawing is also provided that shows the development location in greater detail.
5. The deposition of waste matter, goods, materials, earth, stone, gravel or other substances on any street, road or public place is an offence under the Local Government Act;
6. The burning of waste materials during demolition or construction operations is prohibited;
7. Certain parts of the demolition procedure (eg scaffolding, asbestos removal) may require the approval of the Department for administration and Industrial Affairs, the environment Protection authority or other agencies.
8. With respect to noise, your attention is drawn to your obligation to comply with the Environment Protection Act and Regulations.
9. If you do not know if the property contains a Regulated Tree contact the duty planner on 8408 0400.
10. Occupation of the footpath and road reserves for demolition activities will require the approval of councils engineering department, please contact Council's Temporary Road Closures section.