

## DEMOLITION / REMOVAL BUILDING PERMIT 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 certificate of title and plan of subdivision in the owner's name or equivalent document. Where owner is not shown on the Title a letter confirming the transfer from your solicitor is acceptable. Details of restrictions on Title (covenants, etc) are also to be provided. Your Certificate of Title can be ordered on-line from the Titles Office website at [www.land.vic.gov.au](http://www.land.vic.gov.au)
- Provide draftsperson quality plans including a site plan showing distances from common boundaries and existing buildings including their distance to common boundaries, floor plan and elevations.
- Provide 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 \$1,000,000.
- 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).
- 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.