

Demolish or Remove a Building

Information Required With Application For A Building Permit:

The following is the **minimum** information that is required to be submitted for a building permit application.

Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations. It is not appropriate for the RBS to “mark up” plans or accept notes on plans that are too general.

Where the RBS is not satisfied that the appropriate information has been provided they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a **Planning Approval?** (Note: where a planning approval is required, a building permit cannot be issued until the **planning approval** has been received).

A Council Report and Consent Pursuant to Section 29A of the Building Act 1993 may be required for demolition work as specified in Section 29A.

Required Documentation:

- Fully completed application form (Form 1) signed and dated.
- Copy of Certificate of Title including the Title Plan or Plan of Subdivision.
- Owner Builders:** A Certificate of Consent from the Victorian Building Authority to act as an owner builder if the value of work exceeds \$16,000.00. However, it is unlikely that a Building Permit to carry out demolition work will be issued to an Owner Builder.
- Registered Builders:** Name, address, contact details and the VBA Registration Number of the proposed Demolition Contractor.

General Plans:

- An outline and a description of the building or part of the building to be demolished.
- The volume of the existing building and the volume of the part/s to be demolished.
- A site plan, to a scale of not less than 1:500, showing the location of:
 - The building in relation to the boundaries of the allotment and adjoining buildings; and
 - Other buildings on the allotment; and
 - Streets, footpaths or crossings adjoining the allotment.

- ❑ 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 Regulations either as it remains after the proposed demolition or after other works are undertaken.
- ❑ Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossing, protective warnings and outriggers.
- ❑ A written description of the demolition or removal procedure.
- ❑ Evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.

Please note that Southern Grampians Shire Council will not issue Building Permits until the applicable Building Permit Fee and State Building Levy has been paid. An invoice will be generated once final cost of works is provided.