Documents List

Demolition (Domestic)

*NOTE: Some items on this list may not apply to all projects*

| **Document description** | **Notes** | **Document Received** |
| --- | --- | --- |
| Appointment form | To be signed by the owner or the applicant |  |
| Fee acceptance | To be signed by the owner or the applicant |  |
| Application for Building Permit | Fully completed application including ownership details, site details, practitioners involved and project cost. |  |
| Architectural / Working Drawings | Dimensioned site plan showing the location of buildings to be demolished / removed and their relationship to property boundaries. |  |
| Structural Drawings | Where only a portion of the building will be removed leaving the other parts of the building unstable |  |
| Reg 126 Certificate of compliance design | Provided by the design engineer. |  |
| Proof of ownership | Contract of sale where the title has not been updated |  |
| Owners authority to demolish | Letter from the owner confirming they have authorised the demolition |  |
| Regulation 60 Application - Combined allotment state application | Application to treat adjacent properties as one allotment for the purpose of the Building Regulations. |  |
| Builders contract – names / signature page | To confirm names involved are identical over the permit |  |
| Demolition practitioners details and procedures | Practitioner details, Insurances, work method statements etc |  |
| Public Liability insurance | Demolishers public liability insurance |  |
| Resume of experience | Where a contractor, builder or other person is not known to us we will require evidence they have the skills, experience and equipment to carry out the work |  |
| Work Method statement | A WMS is required detailing how the project will be managed and removed |  |
| Section 29A demolition consent | Council pre permit demolition consent. Determines if the building is significant and needs to be protected |  |
| Public Protection Methods | Site fencing, hoarding, signage details |  |
| Regulation 116 Council Report & Consent – Precautions over Street | Where public protection precautions project beyond the street alignment, Council consent to be obtained. |  |

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| Protection Notices – Forms 7 & 8 | Protection notices and responses from adjoining owners for building work where the RBS determined the necessity to serve the notices. |  |
| Bond for demolition, removal or relocation | A bond or guarantee in accordance with Section 22 of the Building Act 1993 and Regulation 48 of the Building Regulations 2018 |  |
| Payment of Building Permit Levy | Building permits issued after 30 June 2019 will require the levy to be paid through the Victorian Building Authority’s BAMS portal. Once the application for a building permit is completed in full, BSA will enter the necessary information on the portal which will automate an invoice for the building permit levy to be emailed to the nominated person. |  |