

# INFORMATION REQUIRED FOR A BUILDING PERMIT APPLICATION



## **DEMOLISH OR REMOVE A BUILDING**

**Complete this form & return it with the building permit application**

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

It is the applicants' responsibility to supply sufficient information to the Relevant Building Surveyors. The Relevant Building Surveyor is then required to ensure the application contains sufficient information to determine compliance with the Building Act and Regulations. Where the Relevant Building Surveyor is not satisfied that the appropriate information has been provided they cannot issue the building permit and will request further information.

### **Bushfire Attack Level (BAL)**

Are you in a Bushfire Prone Area? Use Glenelg Shire Council's website - Online Mapping to determine. The draftsman drawing the plans can confirm and assess your properties BAL, which is required for every site within a declared bushfire prone area.

### **Have you?**

Have you checked with the relevant officers, if you require a **Planning Permit**?

**Note**; where required, a building permit cannot be issued until Planning is been approved.

Have you checked with the relevant officers, if you require a **Waste Water** permit?

**Note**; where required, a building permit cannot be issued until this is been approved.

Have you applied for or enquired with the relevant officer, if you require an **Asset Protection Permit**? All questions relating to Asset Protection are to be directed to the Infrastructure Officer (Phone (03) 5522 2365).

### **REQUIRED DOCUMENTATION**

- Completed application form (Form 1) signed & dated.
- Completed Section 29a Form
- Copy of Certificate of Title.
- Property ownership evidence (copy of contract of sale, Council rates notice)
- (Owner Builders) a Certificate of consent from the Building Practitioners Board to act as an owner builder if the value of work exceeds \$16,000
- (Registered Builders only) A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners

**3 copies** of the following:

- 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; 
  - a) the building in relation to the boundaries of the allotment and adjoining buildings; and
  - b) other buildings on the allotment; and
  - c) 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 crossings, protective awnings 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. (Complete attached information)

# INFORMATION FOR BUILDING PERMIT APPLICATION- DEMOLITION OR REMOVAL OF A BUILDING

Reg 117 of the Building Regulations 2018

To: Municipal Building Surveyor- Glenelg Shire Council

## Insurance details

- Name of insurance company \_\_\_\_\_
- Policy number expiry date \_\_\_\_\_
- Demolition supervision;  
I or my experienced foreman (name) \_\_\_\_\_

## Protection of the public

The following precautions shall be taken to ensure the safety of the public using the street.

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- I consider the following is satisfactory evidence that I have the necessary knowledge of the demolition operations.



(a) Knowledge (provide separate resume): \_\_\_\_\_

(b) Experience (number of years experience): \_\_\_\_\_

(c) Equipment and Protection: \_\_\_\_\_

(d) Storage: \_\_\_\_\_

- Statutory Authorities have been advised and consent granted for the following:

 Sewerage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Water supply	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Telecommunications	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Gas utilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Electricity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Council Planning Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
 Council Report & Consent	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# FORM A



## REQUEST UNDER SECTION 29A OF THE *BUILDING ACT 1993* FOR REPORT AND CONSENT ON PROPOSED DEMOLITION

**To: GLENELG SHIRE COUNCIL**  
*(Relevant Responsible Authority)*

**From: Name:** .....

Building Surveyor registration number (if applicable): .....

Address:.....

Telephone:.....Facsimile: .....

Email: .....

**Property address:** .....

**Proposal:**.....

*(Brief written description of proposal to be provided)*  
*(Copy of application and plans must be attached)*

**Building Permit Application Reference No:** .....

The attached application for building permit is referred in accordance with Section 29A of the *Building Act 1993* for report and consent.

**A: The consent of the relevant responsible authority is required because:**

- Full demolition of a building
- Demolition of more than 50% of the volume of building (refer Section 29A (1)(a) of the Building Act for volume test)
- Demolition of facade of the building (refer to Section 29A (1)(b) of the Building Act for facade test)

**B: Relevant Planning Permit:**

Planning Permit Number ..... has been obtained for the proposed demolition.

Signed: .....

Dated: .....

**This is NOT a building permit – A separate building permit is required**