

Building Approvals **For Demolition or Removal of Buildings**

Checklist of information to be provided when applying for a Building Permit:

- 1) Completed Application Form for Building Permit.
- 2) Payment of correct fees
- 3) A copy of a Certificate of Title issued within the last three months (can be purchased from www.land.vic.gov.au) including any covenants, Section 173 agreements, plan of subdivision etc.
- 4) Written consent from the owner to the demolition company / removalist to carry out the work.
- 5) Evidence of the demolition company / removalist's public liability insurance policy for not less than \$1 million in respect to the proposed demolition work and that the policy will not expire during the demolition work.
- 6) Schedule of works (written description of how the works will be undertaken).
- 7) Council Report and Consent for the demolition or removal (Section 29A).
- 8) **Three (3)** copies of a Site Plan showing:
 - a) Boundaries and dimensions of the site
 - b) Location of the site to the nearest street corner
 - c) The position of the existing building(s) on the site and distances from site boundaries and between buildings
 - d) An outline and a description of the building or part of building to be demolished or removed.
- 9) Check with Council Planning Department if a planning permit is required for demolition.

Notes:

- 1) *If removal and relocation is proposed additional items may be required.*
- 2) *A Certificate of Compliance is required to be required from a structural engineer if:*
 - a) *footings to be removed are located adjacent to another building*
 - b) *only part of a building is to be demolished or removed.*