

Building Information Sheet

Demolish/Remove Buildings

1.	Completed Building Permit Application form (signed)
2.	Completed Section 29A approval (Council Report and Consent)
3.	Copy of property title (title search must be completed within the last 90 days) including a plan of Subdivision and, if applicable, any covenants and/or Section 173 agreement.
4.	Copy of the Public Liability Insurance Certificate. The insurance must be site specific and include the registration details of the engaged registered demolisher.
5.	Site plan of the property must be to scale and must clearly indicate and show: <ul style="list-style-type: none"> ▪ The location of building in relation to the boundaries of the allotment ▪ Adjoining building and other buildings on the allotment ▪ Streets, footpaths or crossings adjoining the allotment
6.	An outline and a description of building or part of building to be demolished/removed. A written description of the demolition/removal procedures.
7.	Information indicating public protection work including description of hoardings, allotment boundaries, barricades, temporary fences and crossings, protective awnings and outriggers.
8.	All Applicants are required to pay the building permit levy fee directly to the BPC (Permits over \$10,000 Cost of Works)
9.	Safe Work Method Statement (SWMS)

TO AVOID DELAYS: PLEASE SUBMIT ALL RELEVANT DOCUMENTS LISTED ABOVE

NOTE: WE WILL CONTACT YOU FOR PAYMENT ONCE WE HAVE RECEIVED THE APPLICATION.

Please Note: The Municipal Building Surveyor may require additional documents/information to process the application.