

The following documents and information are to be submitted to enable the issue of a building permit to demolish or remove a building:

1. Application form for Building Permit to be completed and signed showing all building practitioners and relevant registration numbers, if applicable.
2. Copy of Title and Titles Office approved Plan of Subdivision, Covenants or Agreements.  
**Note:** (On-line Covenants and Agreement are called "Instruments") For any enquiries re copy of title, contact Land Titles Office, Ph: 03 9102 0402 – or website: [www.landata.vic.gov.au](http://www.landata.vic.gov.au)
3. Covenant details and developers consent where appropriate.
4. Evidence of ownership as indicated on Title, Contract of Sale or Solicitors letter.
5. Owners written consent for the proposed demolition or removal.
6. Where the project cost exceeds \$16,000 and the works are to be carried out as an owner builder, a certificate of consent from the Building Practitioners Board is required. (For further information you can contact the Building Practitioners Board on 1300 815 127).
7. Where a builder is to be engaged to demolish or remove a home, they must be suitably registered with the Building Practitioners Board and carry an appropriate public liability insurance policy.
8. Copy of town planning permit and endorsed plans where applicable.
9. Form 29B from the relevant Council's Town Planning department.
10. Fees to be paid at lodgement of the application. Note that a bond or bank guarantee may be payable for the demolition or removal of a building, not exceeding the lesser of:
  - a) the estimated cost of carrying out the work authorised by the building permit; or
  - b) \$100 for every 1m<sup>2</sup> of floor area of the building.
11. Three (3) copies of the following documents:
  - (a) an outline and a description of the building or part of the building to be demolished or removed; and
  - (b) an allotment plan showing the location of the building in relation to the boundaries of the allotment and adjoining buildings, other buildings on the allotment, and streets, footpaths or crossings adjoining the allotment; and
  - (c) if a part only 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 provisions of the Regulations either as it remains after the proposed demolition or removal takes place or after other works are undertaken; and
  - (d) information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers; and
  - (e) a written description of the demolition or removal procedure; and
  - (f) evidence that the demolisher has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations.

The above document list is a basic guide only and in some cases additional information may be required.

### Services

The following relevant authorities should be contacted in respect to the disconnection of services prior to the commencement of demolition works:-

- Power Authority
- Sewer Authority
- Drainage Authority
- Gas Authority

Council's Legislative Services Department should be contacted for all necessary parking space and loading bay requirements.

If you have any queries contact the Building Services Department on 9742 0716.

## **Precautions:**

- before demolition is commenced and during the progress of such work all electric cables or apparatus which are liable to be a source of danger, other than a cable or apparatus used for the demolition works shall be disconnected.
- during the progress of demolition the work shall be under the continuous supervision of the demolisher or of an experienced foreman unless otherwise expressly approved demolition shall be executed storey by storey commencing at the roof and working downward all practicable precautions shall be taken to avoid danger from collapse of building when any part of a framed or partly framed building is removed.
- demolished material shall not be allowed to remain on any floor or structure if the weight of the material exceeds the safe carrying capacity of the floor or structure and such material shall be so piled or stacked that it will not endanger workmen or other persons, and shall be removed as soon as practicable from the site unless otherwise authorised by the Building Surveyor.
- dust creating material, unless thoroughly dampened shall not be thrown or dropped from the building but shall be lowered by hoisting apparatus or removed by material chutes.
- chutes shall be completely enclosed and a danger sign shall be placed at the discharge end of every chute.
- no part of any external wall on or within 6 metres of a street alignment shall be pulled down except during such hours as the Building Surveyor may direct.
- no wall, chimney or other structure or part of a structure shall be left unattended or unsupported in such a condition that it may collapse due to wind or vibration or otherwise become dangerous.  
protective outriggers shall be installed where necessary to guard against danger to life or property or when required by the Building Surveyor.

Where asbestos or materials containing asbestos are involved in the Demolition Works only VTHC Recognised Asbestos Removalists can remove the material.

## **Special Notes:**

Pursuant to the Ministers Guideline No. M.G. 09 and Section 188 (1) (c) of the Building Act 1993, the relevant building surveyor must not issue a building permit for the demolition or removal of a building under Section 24 of the Building Act 1993 unless:-

the person nominated as the builder on the application for a building permit is a registered building practitioner in the appropriate category or class having regard to section 176(7) of the Act.

If the owner is nominated as the builder it is the owner who must demonstrate that he or she has the necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition operations as required by Regulation 304 of the Building Interim Regulations 2017. It will be expected in these circumstances that it will be rare for a building permit to demolish a building to be issued to an owner builder.

Request under section 29A of the *Building Act 1993* for report and consent on proposed demolition<sup>1</sup>.

To: \_\_\_\_\_  
(Relevant responsible authority)

From:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Building Surveyor: \_\_\_\_\_ Reg. No: \_\_\_\_\_  
(If applicable)

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:**

(a) The proposed demolition meets the 50 per cent volume test under section 29A(1)(a) of the Act

**Yes/No**

**AND/OR**

(b) The proposed demolition meets the façade test under section 29A(1)(b) of the Act

**Yes/No**

**B: RELEVANT PLANNING PERMIT:**

Planning permit number \_\_\_\_\_ has been obtained for the proposed demolition.\*  
(\*Delete if not relevant)

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

1. A separate request for report and consent to the Executive Director, Heritage Victoria, is required for an application to demolish or alter a building which is on a register established under the *Heritage Act 1995*.

# INFORMATION TO ACCOMPANY AN APPLICATION FOR A PERMIT TO DEMOLISH OR REMOVE A BUILDING OR BUILDINGS

**1. LOCATION OF JOB:**

LOT NO:..... STREET NO:.....

SUBURB: .....

**2. SUPERVISION:**

I or my experienced foreman .....(name of foreman)  
will continually supervise the progress of demolition or removal works.

**3. PROTECTION OF ADJOINING PROPERTY AND PUBLIC**

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

.....  
.....  
.....

**4. I consider the following is satisfactory evidence and I have necessary knowledge, experience, equipment and storage facilities to properly conduct the demolition or removal operations.**

(a) METHOD OF DEMOLITION/REMOVAL.....

.....

(b) KNOWLEDGE.....

.....

(c) EXPERIENCE.....

.....

(d) EQUIPMENT .....

.....

(e) STORAGE FACILITIES .....

.....

The precautionary measures referred to in Regulation 604 and 607 of the Building Interim Regulations 2017 will be complied with for the duration of the demolition or removal works.

SIGNED:.....DATE:...../...../..... PHONE NO:.....

ADDRESS:.....POST CODE:.....

## PRECAUTIONS BEFORE AND DURING DEMOLITION

Precautions before and during demolition shall be as follows:

- (a) The demolition shall not be commenced until precautionary measures have been inspected and approved.
- (b) Before demolition is commenced and also during the progress of such work, all electric cables or apparatus which are liable to be a source of danger, other than a cable or apparatus used for the demolition works, shall be disconnected.
- (c) During the progress of demolition the work shall be under the continuous supervision of the demolisher or of an experienced foreman.
- (d) Unless otherwise expressly approved, demolition shall be executed storey by storey commencing at the roof and working downward.
- (e) All practicable precautions shall be taken to avoid danger from collapse of a building when any part of a framed or partly framed building is removed.
- (f) Demolished material shall not be allowed to remain on any floor or structure if the weight of the material exceeds the safe carrying capacity of the floor or structure and such materials shall be so piled or stacked that it will not endanger workmen or other persons, and shall be removed as soon as practicable from the site unless otherwise authorised by the Building Surveyor.
- (g) Dust creating material, unless thoroughly dampened shall not be thrown or dropped from the building but shall be lowered by hoisting apparatus or removed by material chutes.
- (h) Chutes shall be completely enclosed and a danger sign shall be placed at the discharged end of every chute.
- (i) No part of any external wall on or within 3 metres of a street alignment shall be pulled down except during such hours as the Building Surveyor may direct.
- (j) No wall, chimney or other structure or part of a structure shall be left unattended or unsupported in such a condition that it may collapse during the wind or vibration or otherwise become dangerous.
- (k) Protective outriggers shall be installed where necessary to guard against danger to life or property or when required by the Building Surveyor.

# Credit Card Payment Form

**Privacy Statement:**

Your personal information is being collected by Council for credit card payment purposes. Your contact details will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy>

<b>FROM:</b> _____
<b>EMAIL:</b> _____
<b>PAYMENT FOR:</b> _____

<b><u>TYPE OF CARD:</u></b> <input type="checkbox"/> <b>MASTERCARD</b> <input type="checkbox"/> <b>VISA</b>
<b>CARD ACCOUNT NUMBER:</b>
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>EXPIRY DATE:</b> _____/_____
<b><u>FULL NAME AS IT APPEARS ON CREDIT CARD:</u></b>
-----
<b><u>FULL ADDRESS OF CARD HOLDER:</u></b>
-----
<b>AMOUNT BEING PAID:</b> <u>    \$87.90    </u> <b>RECEIPT REQUIRED: YES <input type="checkbox"/> / NO <input type="checkbox"/></b>
<input type="checkbox"/>

<b>SIGNATURE:</b> _____ <p style="text-align: center;"><b>I declare that the information supplied is true and correct</b></p>
<b>DATE :</b> _____
<b>YOUR CONTACT PHONE NUMBER:</b> _____