

Building Application Information Requirements



DEMOLISH OR REMOVE A BUILDING CHECKLIST

The following is the minimum information that is required to be submitted for a building permit application. Whilst the information required might seem excessive, please note that it is the Relevant Building Surveyors (RBS) responsibility to ensure that the application contains sufficient information to determine compliance with the Building Act and Regulations.

Where the RBS is not satisfied that the appropriate information has been provided, they must not issue the building permit and should request further information.

Have you checked with the relevant officers if you require a Planning approval?

(Note; where a planning approval is required, a building permit cannot be issued until the planning approval has been received).

REQUIRED DOCUMENTATION (PDF electronic copies preferred)

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| 1 | Completed Building Application Form (Form 1) signed & dated | <input type="checkbox"/> |
| 2 | Copy of Certificate of Title & Plan of Subdivision | <input type="checkbox"/> |
| 3 | A detailed costing of materials and labour list (at current commercial rates) | <input type="checkbox"/> |
| 4 | Registered Builders details | <input type="checkbox"/> |
| 5 | A Certificate of Insurance under the Domestic Building Contracts Act for domestic building work exceeding \$16,000 in value, constructed by Registered Building Practitioners (Original document to be provided) | <input type="checkbox"/> |

GENERAL - 1 Copy of the following;

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| 6 | An outline and a description of the building or part of the building to be demolished. Clarification if asbestos is present by a suitably qualified contractor. | <input type="checkbox"/> |
| 7 | The volume of the existing building and the volume of the part/s to be demolished. | <input type="checkbox"/> |
| 8 | A site plan to a scale of not less than 1:500, showing the location of; <ul style="list-style-type: none">the building in relation to the boundaries of the allotment and adjoining buildings; andother buildings on the allotment; andstreets, footpaths or crossings adjoining the allotment | <input type="checkbox"/> |
| 9 | 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. | <input type="checkbox"/> |
| 10 | Information showing the position and description of hoardings, allotment boundaries, barricades, temporary crossings, protective awnings and outriggers. | <input type="checkbox"/> |
| 11 | A written description of the demolition or removal procedure with work method statement. | <input type="checkbox"/> |
| 12 | Evidence that the demolisher has the necessary knowledge, experience, equipment, and storage facilities to properly conduct the demolition operations. (Complete attached information) | <input type="checkbox"/> |

CONTACT US

PLEASE EMAIL YOUR APPLICATION TO: shire@campaspe.vic.gov.au

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