

Building Checklist for Demolitions, Removals and Relocating Buildings

Information to be provided to apply for a Building Permit:

1. Completed Application Form.
2. A copy of the Certificate of Title. If applicable.
3. Consent from owner to demolisher for the works to be carried out on the property.
4. Public Liability Insurance Certificate form Registered Building Practitioner.
5. Schedule of works (fully details of how the demolition or removal will be performed).
6. Council consent for demolition or removal (Section 29A).
7. Three (3) copies of an Allotment Plan at 1:500 to show:
 - a) boundaries and dimensions of the site;
 - b) the location of the site to the nearest street or corner;
 - c) the position of the existing building and its relationship to the site boundaries and any other buildings on the site
8. Town Planning permit and endorsed plans. If applicable.
(Note - Building & Town Planning applications can be lodged concurrently).
9. To remove and relocate requires two separate building permits.
Documentation is the same except for the site plans.
10. If removing, a report from a Private Building Surveyor or Structural Engineer to comment on the structural adequacy of the existing building would be required. (Dwellings only).