

# DOCUMENT CHECKLIST DOMESTIC DEMOLITION



NOTE: Some items on this list may not apply to all projects

Document description	Notes	Document Received
Appointment form / Fee acceptance	To be signed by the owner or the applicant	<input type="checkbox"/>
Application for Building Permit	Fully completed application including ownership details, site details, practitioners involved and project cost.	<input type="checkbox"/>
Architectural / Working Drawings	Dimensioned site plan showing the location of buildings to be demolished / removed and their relationship to property boundaries.	<input type="checkbox"/>
Structural Drawings	Where only a portion of the building will be removed leaving the other parts of the building unstable	<input type="checkbox"/>
Reg 126 Certificate of compliance design	Provided by the design engineer.	<input type="checkbox"/>
Certificate of Title	Current copy of title. Max 3 months old	<input type="checkbox"/>
Plan of Subdivision	Title plans as referenced by the Certificate of Title	<input type="checkbox"/>
Proof of ownership	Contract of sale where the title has not been updated	<input type="checkbox"/>
Owners authority to demolish	Letter from the owner confirming they have authorised the demolition	<input type="checkbox"/>
Regulation 60 Application - Combined allotment state application	Application to treat adjacent properties as one allotment for the purpose of the Building Regulations.	<input type="checkbox"/>
Builders contract – names / signature page	To confirm names involved are identical over the permit	<input type="checkbox"/>
Demolition practitioners details and procedures	Practitioner details, Insurances, work method statements etc	<input type="checkbox"/>
Public Liability insurance	Demolishers public liability insurance	<input type="checkbox"/>
Resume of experience	Where a contractor, builder or other person is not known to us we will require evidence they have the skills, experience and equipment to carry out the work	<input type="checkbox"/>
Work Method statement	A WMS is required detailing how the project will be managed and removed	<input type="checkbox"/>
Section 29A demolition consent	Council pre permit demolition consent. Determines if the building is significant and needs to be protected	<input type="checkbox"/>
Public Protection Methods	Site fencing, hoarding, signage details	<input type="checkbox"/>
Regulation 116 Council Report & Consent – Precautions over Street	Where public protection precautions project beyond the street alignment, Council consent to be obtained.	<input type="checkbox"/>

## BSA Building Surveyors

Document description	Notes	Document Received
Protection Notices – Forms 7 & 8	Protection notices and responses from adjoining owners for building work where the RBS determined the necessity to serve the notices.	<input type="checkbox"/>
Bond for demolition, removal or relocation	A bond or guarantee in accordance with Section 22 of the Building Act 1993 and Regulation 48 of the Building Regulations 2018	<input type="checkbox"/>
Payment of Building Permit Levy	Building permits issued after 30 June 2019 will require the levy to be paid through the Victorian Building Authority's BAMS portal. Once the application for a building permit is completed in full, BSA will enter the necessary information on the portal which will automate an invoice for the building permit levy to be emailed to the nominated person.	<input type="checkbox"/>