



Demolition – Building Application

Any person demolishing a building or part of a building/structure must ensure that they obtain a Demolition Permit prior to commencing any demolition works.

Do I Need a Building Permit?

A building being demolished that exceeds 40m² or more requires a demolition permit to be demolished (BA5 application form).

Any building with asbestos to be removed or disturbed must obtain a permit.

Who is authorised to carry out demolition

Licensed number under the Occupational Safety and Health Regulations 1996 regulation 3.119

- Is a registered demo contractor required? Search [here](#) (not for single storey dwellings)
- Is the registration number provided, still registered? Search [here](#)

Asbestos: unrestricted or restricted licence (removal in accordance with: Code of practice for the safe removal of Asbestos 2nd Edition (NOHSC:2002 (2005)) as referenced in 5.45)

Class 1 demolition work - Total or partial demolition work of a building more than 10m in height or by use of tower crane or explosives.

Class 2 demolition work - Total or partial demolition of a building less than 10m in height excluding single dwelling.

Class 3 demolition work - Removal of more than 200m² of brittle or fragile roofing material from a building or structure.

Dust Suppression on Demolition Sites

Dust from demolition sites can result in complaints from neighbouring residents.

In instances where dust nuisance emanating from a demolition site is substantiated, the City's authorised officers can issue either written or verbal directions to a responsible person or the demolition company on the appropriate means of dust suppression.

CHECKLIST – [Click on wording in green to go to the detail of information to submit \(listed below\)](#)

INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Completed Building Permit Application – BA5 Application Form	Always	<input type="checkbox"/> <input type="checkbox"/>
	Always	<input type="checkbox"/> <input type="checkbox"/>
Construction Training Fund Levy Form (CTF) – Fee - CTF receipt / proof of pre payment	if works exceed \$20,000 Link to CTF levies - here	<input type="checkbox"/> <input type="checkbox"/>
Owner-Builder Approval / Certificate (if applicable) Owner-Builder Approval / Certificate from the Building Services Board (Department of Local Government, Industry Regulation and Safety)	if works exceed \$20,000	<input type="checkbox"/> <input type="checkbox"/>
Certificate of Title and/or Diagram of Survey	Preferrable	<input type="checkbox"/> <input type="checkbox"/>
Building Permit Application - Fee Building Permit Application Fee plus associated State levies Refer to the Building Application Fee Schedule	Always	<input type="checkbox"/> <input type="checkbox"/>
Planning Approval	If Applicable	<input type="checkbox"/> <input type="checkbox"/>



INFORMATION	WHEN IT IS REQUIRED?	PROVIDED RECIEVED
Consents/Works Affecting Other Land BA20 and / or BA20A <ul style="list-style-type: none"> Completed BA20 Completed BA20A <p>This is between neighbours outside of the building permit approval process but if you have a copy, please submit</p>	if building work adversely affects land beyond the boundaries to ensure that there is compliance with s 77 and s 77 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
	if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with s 78, 79, 80, 81, 84 and s 85 of the <i>Building Act 2011</i>	<input type="checkbox"/> <input type="checkbox"/>
Architectural Plans / Drawings	Always	<input type="checkbox"/> <input type="checkbox"/>
Site Plan (minimum scale 1:200)	Always	<input type="checkbox"/> <input type="checkbox"/>
Error! Reference source not found.	Always	<input type="checkbox"/> <input type="checkbox"/>
Error! Reference source not found.	Always	<input type="checkbox"/> <input type="checkbox"/>
Cross Sectional View (minimum scale 1:50)	If applicable (partial demolition)	<input type="checkbox"/> <input type="checkbox"/>
Structural Engineers Plans and Details	If applicable (partial demolition) Propping details may be required for retaining buildings.	<input type="checkbox"/> <input type="checkbox"/>
Heritage Listed Buildings	If applicable	<input type="checkbox"/> <input type="checkbox"/>
WorkSafe	Always	<input type="checkbox"/> <input type="checkbox"/>
Pest Exterminators Certificate	Always	<input type="checkbox"/> <input type="checkbox"/>
Utilities Documentation Error! Reference source not found.	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Waste Systems	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Asbestos Health Services - Form - Asbestos Removal Declaration.pdf	If applicable	<input type="checkbox"/> <input type="checkbox"/>
Demolition Management Plan demolition_management_plan.pdf	If applicable	<input type="checkbox"/> <input type="checkbox"/>

How to Submit an Application?

You can lodge your building permit application to the City via the following methods:

- Email - mail@vincent.wa.gov.au (Dropbox or OneDrive).
- In person - City's administration building located at 244 Vincent Street, Leederville.
- Post - PO Box 82, Leederville WA 6902

How Long Does It Take to Get a Permit?

The *Building Act 2011* sets time frames in which the City has to assess and determine an application for a Building Permit. The applicable timeframe depends on whether the building application is Uncertified or Certified.

A Demolition Permit is considered certified and the City has up to 10 business days from the date of lodgment to assess the application.

Should further information be required by the City in order to assess the building application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.



How Long Until My Permit Expires?

A Building Permit is generally valid for two years from the date on which it was granted.

If more time is required to complete the building works, you can apply for an extension of time of up to a further six months by making a formal application and paying the prescribed fee.

What Happens When I Have Completed My Building Works?

The nominated builder on the Building Permit must submit a Notice of Completion BA7 form to the City within seven days of completing the prescribed building works.

If a bond was request and paid then you can apply for the bond refund here - [Infrastructure Protection Bond Refund Application » City of Vincent](#)

Other Permits

Other specific permits other than the demolition permit may be required.

This may include

Work zone permits

Issued by Ranger Services. This is for Skip Bins, ROW etc

[Application for a Permit for Works-Placement in Road Reserve Form » City of Vincent](#)

Neighbour Notification

Immediate neighbours need to be advised 24 - 48 hours prior to demolition of a property. This is a requirement from the Building Commission. Notification should be provided by the reputable Demolition Company (Not the City).

If demolition starts and the neighbours haven't been advised, refer them to Health Duty Officer

Detail of Information to Submit

Incomplete applications will not be accepted and will be returned to the applicant with a list of outstanding items.

Please read through the below information required. A request for further information may delay assessment of applications and be refused upon insufficient information.

BA5 Application Form

- BA5 to be **signed** by, each owner of the land, unless exempt or provide written authorisation
- BA5 to indicate estimated value of building work (including GST)
- Registered Builder's Details – Builder must provide their **registration number** if works exceed \$20,000
- Builder's Details – Builder must **sign** the BA5
- BA5 application form can be downloaded from the [LGIRS](#) website

Planning Approval

For further information please refer to the [Demolition of Development Information Sheet](#)

If you are ensure if the development requires approval, please contact the City's Planning Services Team on 9273 6000.

Architectural Plans / Drawings

- ONE complete set of Plans, Specifications, Technical Certificates and Details must be submitted with the application. All plans and details must be legible, drawn to scale and not less than A4 sheet in size.
- **New and Existing Work** – Clear Indication or confirmation of any retaining structures or similar that are proposed to remain on site at the completion of works.

Site Plan (minimum scale 1:200)

- Street names, lot number, and title reference to the site
- The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown
- A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site
- Existing sewer, stormwater drains or easement locations
- Location of septic tanks if no sewer is available
- Location and heights of stabilised embankments or retaining wall/s
- The position of street trees, if any, between the site and the roadway
- Show structures on adjoining land (fences, retaining walls, buildings)
- Clearly indicate the North point

Cross Sectional View (minimum scale 1:50)

- One or more sections, transverse, longitudinal
- Finished ground level
- Type of floor structure e.g. concrete footing slab or frame
- Sunken areas (where applicable)
- Height of ceilings

Structural Engineers Plans and Details

- ONE set of Structural Engineers Plans and Details must be designed, certified / signed by a practising Structural Engineer

Heritage Listed Buildings

- Evidence of notification given (where applicable) to the Heritage Council of WA in accordance with s.21 of the Building Act 2011 and Regulation 16 and 19 of the Building Regulations 2012



WorkSafe Documentation

- Proof of notification to Worksafe under the Occupational Safety and Health Regulations 1996, Regulation 3.119 Applicable to Class 1, 2 & 3 demolition work. (This is not applicable to a single storey residence, other than a residence with more than 200m² of roof covering of brittle or fragile roof covering).
- Worksafe Registration -The Demolition Contractor must provide evidence that they have the required Worksafe Registration and capability to carry out the works or proof of a valid legislative exemption.

Pest Exterminators Certificate

Submit licensed Pest Exterminators Certificate confirming rat baiting has been completed

Second generation anticoagulant rodenticides (SGARs) are fast becoming one of the biggest killers of native birds of prey and other predatory wildlife that feed on live or dead poisoned prey. SGARs also have a higher risk of severe poisoning for pets and other non-target wildlife.

The City strongly encourages the use of first generation anticoagulant rodenticides (FGARs) to reduce secondary poisoning in non-target wildlife.

Utilities Documentation

Proof of notification of intended demolition to the following Agencies and/or conformation of disconnection of utilities:

- Electricity – Western Power 13 10 87
- Sewer – Water Corporation – 13 13 85
- Gas – Alinta 13 13 58

Asbestos

- A Worksafe Asbestos Removal Licence is required or a licensed asbestos remover engaged when 10m² or more asbestos-containing material is removed or any friable (crumbly or airborne-risk) asbestos, regardless of size.
- Persons removing asbestos must comply with the Health (Asbestos) Regulations 1992, Occupational Safety and Health Regulations 1996, and Environmental Protection (Controlled Waste) Regulations 2004.
- An asbestos removal form can be found here - [Health Services - Form - Asbestos Removal Declaration.pdf](#)
- For information on asbestos removal - [Hazardous Materials: Asbestos Safety, Removal & Disposal Guide](#)

Waste Systems

- Septic tanks or other underground sewage treatment apparatus must be decommissioned and filled with clean sand, or removed entirely.

Demolition Management Plan

An application form to submit can be found here - [demolition management plan.pdf](#)