



# Guide to lodging a demolition permit application (form BA5)

**If you lodge an incomplete application to the permit authority, it can be refused and you may lose your fees.**

These notes are to assist you to complete a demolition permit application form. Further details about the new building approval process are in 'The New Building Approval System: A Guide to the Building Act 2011'. A copy of this publication is available on the Building Commission's website [www.buildingcommission.wa.gov.au](http://www.buildingcommission.wa.gov.au).

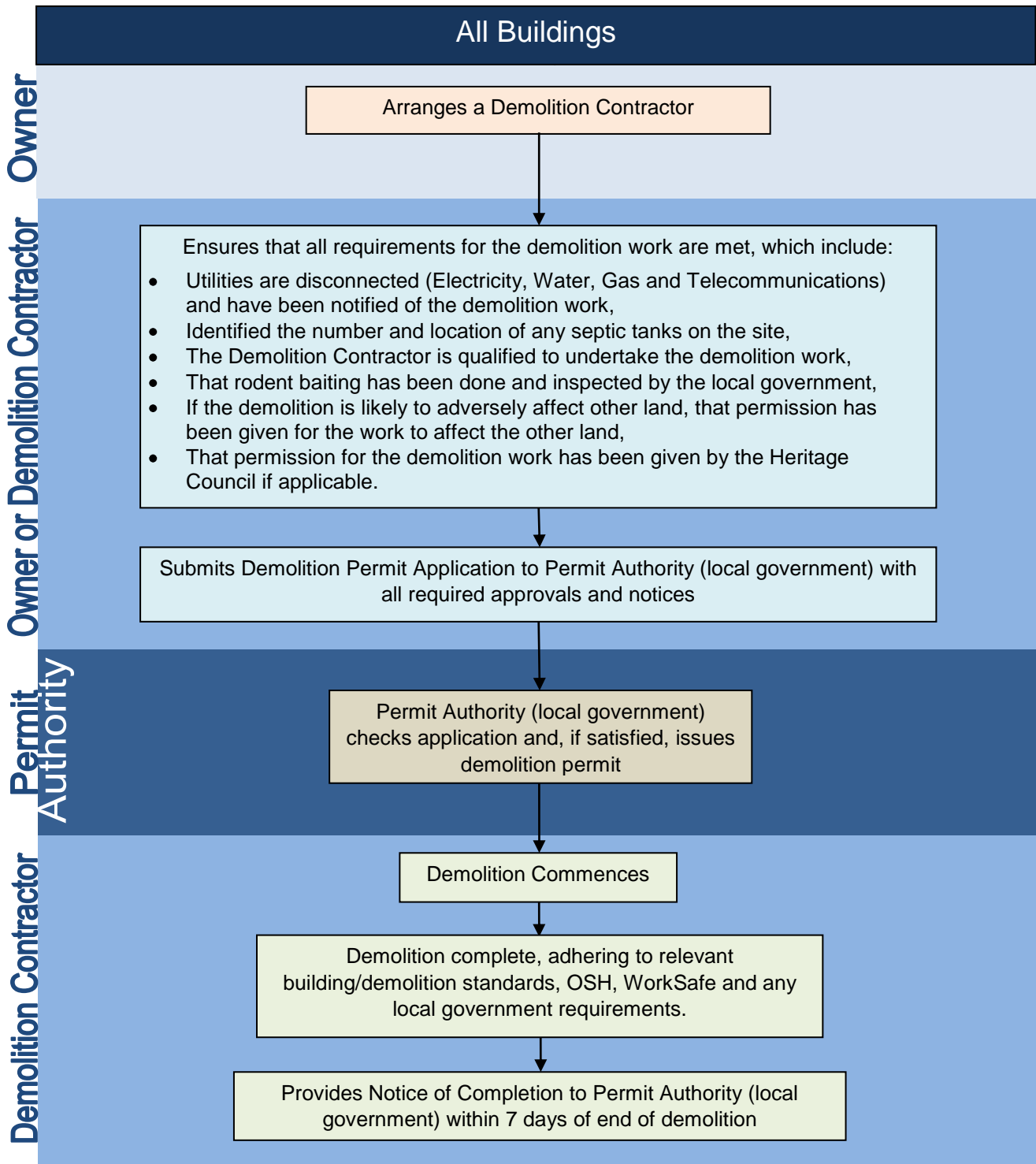
The new system brings many changes to the building approval system. The key changes are:

| Old system                                   | New system   |
|--|--|
| Building Licence/Demolition Licence          | Building Permit/Demolition Permit  |
| Local Government                             | Permit Authority (which will be a part of the local government)                                |
| Demolition Licence application               | Demolition Permit Application  |
| Certificate of classification                | Occupancy Permit   |
| Strata (Form 7)                              | Occupancy Permit - Strata  |
| Building surveyor at local government        | Building surveyor at local government or private practice.                                     |
| No set timeframes                            | A demolition permit application must be decided by a permit authority within 10 business days. |
| Application forms from each local government | Standard application forms from the Building Commission only                                   |

## What's the difference between a demolition licence and a demolition permit?

The system for getting approvals for demolition permits doesn't change significantly under the new Act. The application still goes to the local government, but there is a 10 day timeframe for them to process the application. The application needs to be complete, and the plans and supporting documents need to accompany it. Applications can be lodged either in hard copy or soft (electronic) copy, and must use the standard Building Commission form, or the electronic/online system where provided by the local government.

# The process for demolition permit applications



## Filling out the application form

This section assists you in filling out the application form.

The standard Building Commission application forms will be the only forms local governments can use, unless they have an online or electronic system, where the system mirrors the fields on the application forms.

To successfully fill out a demolition permit application form you will need to know, or have:

| Description   | Explanation  |
|---|--|
| Name of Permit Authority  | The Permit Authority will, in most cases, be the local government where the demolition will take place.  |
| <b>Property this application relates to</b>   |  |
| Property street address   | This is where you put the property address details of the building being demolished.   |
| Local government area (if different from permit authority area)                                   | Sometimes a permit authority can be different from the local government area.  |
| <b>Details of demolition work</b>   |  |
| Type of demolition  | Please tick relevant box   |
| Description of the demolition work  | A short description of what is to be demolished. E.g. 3 storey office building   |
| BCA Class - for demolition permit applications there will be no certificate of design compliance. | The BCA Class is set out in the Building Code of Australia. The common residential Classes are: <ul style="list-style-type: none"> <li>• Class 1a (house, row house, terrace house, town house, villa or the like)</li> <li>• Class 10a (garage, carport, shed or the like)</li> </ul> For buildings that don't come under the above Classes, ask the local government for help. |
| Occupancy Permit Number of building(s) (if known)   | Ask the local government if the building to be demolished has an occupancy permit number.  |
| Number of residential dwellings to be demolished  | The number of individual homes to be demolished, if any. A single detached home would be '1', a unit development of 4 units would be '4'.  |
| Number of storeys of the highest building   | For most homes this will be '1' or '2'. Storeys include any basement/car park, bound by an external wall.  |
| Estimated value of demolition work (inc.GST)  | This is generally the contract price (which should include all the relevant components of the building work), including GST. If there is no contract the value is the total cost of all the component parts of the building work (inc. GST). If the application is for variations during demolition, then refer to the Building Regulations 2012, schedule 1, clause 2(2).       |
| Floor area to be demolished   | This is the total floor area of all storeys in meters squared, including any basement/car park, bound by external walls.   |
| Site/lot area   | Size of land parcel, defined by property boundaries or on the Certificate of Title.  |

| <b>Owners Details</b>   |   |
|---|---|
| Owners details  | <p>An owner in relation to freehold land is defined as someone who is the registered proprietor of the land, or the State, or a person who has either:</p> <ul style="list-style-type: none"> <li>• a leasehold interest, that allows them to undertake building work,</li> <li>• An interest as purchaser under a contract,</li> <li>• A freehold interest in the land,</li> </ul> <p>EACH owner of the land must sign the application form. This is to ensure that all owners know what is happening to their land.</p> <p>Owners can authorise someone else to sign on their behalf. The person who is authorised to sign on behalf of the owner must provide evidence of the legal authorisation.</p> |
| <b>Demolition Contractor Details</b>  |   |
| Demolition contractor details   | The demolition contractor must sign this section. If the demolition contractor is a corporation then an officer or agent can sign.  |
| <b>Applicant Details</b>  |   |
| Applicant details   | The applicant can be anyone, most likely the builder or owner. If they are the owner or demolition contractor, they don't need to fill in their details again.  |
| <b>Statement</b>  |   |
| <p>1. All prescribed information is provided</p> <p>2. In accordance with s.21 of the <i>Building Act 2011</i>,</p> <ul style="list-style-type: none"> <li>○ All prescribed authorities have been obtained, and have been or are being complied with; and</li> <li>○ All prescribed notifications have been given.</li> </ul> <p>3. If the proposed demolition work will encroach on other land, all consents or court orders have been obtained</p> <p>4. If the proposed building work will adversely affect other land, all consents or court orders have been obtained.</p> | <p>1. This is everything in this checklist relevant to the application.</p> <p>2. All authorities and notifications are listed in the attached checklist. Only the notifications need to be obtained for an uncertified application. However, your application will be dealt with faster if you can obtain the authorities as well. Evidence of any authorisations and required notifications must accompany the application.</p> <p>3. Evidence must be provided. Tick relevant box. Further information in checklist</p> <p>4. Evidence must be provided. Tick relevant box. Further information in checklist.</p>  |

## Checklist

The follow needs to accompany a demolition permit application.

| Tick                     | Item  | Explanation  |
|--------------------------|---|--|
| <input type="checkbox"/> | All prescribed authorities have been obtained | <p>The authorities below (relevant to your application) are needed before you lodge your application.</p> <ul style="list-style-type: none"> <li>• If the demolition work is defined as 'development' under s.4 of the <i>Planning and Development Act 2005</i> each relevant approval under the Act;</li> <li>• If the building work involves construction, alteration or extension of an aquatic facility (under regulation 4 of the Health (Aquatic Facilities) Regulations 2007), an approval given under Part 2 Division 1 of those regulations;</li> <li>• If the building work involves the construction or installation of any apparatus for the treatment of sewerage (defined in <i>Health Act 1911</i> s.3(1)), the approvals required under s.107(2) of that Act;</li> <li>• An approval required under regulation 12(2) of the Local Government (Uniform Local Provisions) Regulations 1996 – crossings from public to private land;</li> <li>• If the work is near/over a sewer or water main, the consent(s) required under the following laws:               <ul style="list-style-type: none"> <li>○ The <i>Country Areas Water Supply Act 1947</i>, s.43B;</li> <li>○ The <i>Country Towns Sewerage Act 1948</i>, s.42;</li> <li>○ The <i>Metropolitan Water Supply, Sewerage, and Drainage Act 1909</i>, s.50A(1) or 66(1)</li> </ul> </li> </ul> |
| <input type="checkbox"/> | Heritage notifications                        | <p>Only those notifications relevant to the application need to be obtained.</p> <p>Notification must be given to the Heritage Council of Western Australia that includes the name, address and contact number of the applicant and name of the permit authority to which the application is made, if the place the application relates to:</p> <ul style="list-style-type: none"> <li>○ a Heritage Agreement (under <i>Heritage Act</i> s.29);</li> <li>○ Is entered in the Register of Heritage Places (established under the <i>Heritage Act</i> s46);</li> <li>○ Is subject to a Conservation Order (under <i>Heritage Act</i> s.59);</li> <li>○ Is subject to an Order in Council (under <i>Heritage Act</i> s80).</li> </ul>   |
| <input type="checkbox"/> | Occupational Health and Safety notification   | Notification under the Occupational Safety and Health Regulations 1996, regulation 3.119   |
| <input type="checkbox"/> | Utilities notifications                       | <p>Notification must be given to each person/company that provides to the demolition property:</p> <ul style="list-style-type: none"> <li>○ Electricity</li> <li>○ Gas</li> <li>○ Telephone</li> <li>○ Water services</li> </ul>   |

|                          |  |  |
|--------------------------|--|--|
| <input type="checkbox"/> | Rodent notification  | Evidence has been given to the relevant local government that the property to be demolished has been treated to ensure there is no infestation of rodents. |
| <input type="checkbox"/> | 2x copies of final plans (working drawings) and specifications                               | This is a standard requirement. Please check with the permit authority (local government) for details.   |
| <input type="checkbox"/> | Evidence of payment of BCIFT (CTF) levy  | Any form of official evidence the permit authority (local government) will accept.   |
| <input type="checkbox"/> | Building Services Levy   | Replaces BRB fee - 0.09% of estimated demolition value. Or \$40.50 for values of \$45,000 or less.   |
| <input type="checkbox"/> | Building Permit Fee  | Fees that are required by the permit authority (local government)  |
| <input type="checkbox"/> | The requirements of the relevant local government demolition permit checklist have been met. | Please contact the relevant permit authority (local government) for their checklist.   |