



To help you with the assessment of your Building Permit application (Certified and Uncertified), we have created this checklist for you. Please make sure you have read the information on the [City of Melville's website](#) and the Building Fact Sheet.

Applications must be completed and paid in full.

This Checklist will help you not to forget or miss on any required information, so your application is not returned.

ADDRESS: LOT _____ # _____

PROPOSED DEVELOPMENT: _____

DEMOLITION PERMIT REQUIREMENTS		(✓) or (x)	For City of Melville Internal Use Only (✓)					
FORMS								
1.	Form BA5 - Application for Demolition Permit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) Completed Building Permit Application:							
	• Form BA5 - Application for Demolition Permit	<input type="checkbox"/>						
	b) Completed Demolition Permit Application Form to be signed by, each owner of the land, unless exempt.	<input type="checkbox"/>						
	c) Clearly indicate the estimated value of demolition work (including GST) on the Demolition Permit Application Form.	<input type="checkbox"/>						
	d) Demolition Licence Number – The demolition contractor to provide their registration number issued under the Occupational Safety and Health Regulations 1996 on the Demolition Permit Application Form (if applicable)	<input type="checkbox"/>						
	e) Demolition Contractor's details – The demolition contractor must sign the Demolition Permit Application Form.	<input type="checkbox"/>						
2.	Construction Training Fund Levy Form (CTF)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) <u>Construction Training Fund Levy (CTF)</u> receipt / proof of pre payment if works exceed \$20,000.							
3.	Certificate of Title and Diagram of Survey	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) A copy of the <u>Certificate of Title</u> and <u>Diagram of Survey</u> naming the applicant as the registered proprietor of the land and issued by Landgate within the last twelve (12) months.							
4.	Checklist – Demolishing an Existing or Part of a House and Removal of Asbestos over 10m² – Class 1 and 10	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	a) Completed Checklist for Demolishing an Existing or Part of a House and Removal of Asbestos over 10m ² – Class 1 and 10							



FEES	
<p>5. Demolition Permit Application Fee</p> <p>a) The fees payable are as stated in the <i>Building Regulations 2012 Schedule 1 and 2</i>. (Refer to the Building Application Fee Schedule).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>6. Verge Bond Fee</p> <p>a) Verge Bond Fee payable for applications <u>over</u> \$20,000. Exception: Verge Bond payable for all Demolition applications regardless of value.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
APPROVALS	
<p>7. Planning / Development Approval</p> <p>a) Planning Approval or Written Advice issued by the City of Melville's Statutory Planning Services if you are demolishing of a Heritage Listed property (if applicable). DA- _____ - _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
CONSENTS / WORKS AFFECTING ONTHER LAND	
<p>8. BA20 and / or BA20A – where applicable</p> <p>a) Completed BA20 if building work adversely affects land beyond the boundaries eg have an effect on the natural site drainage or a reduction in bearing capacity of the adjoining land or structures. This is to ensure that there is compliance with <i>s 77 and 77</i> of the <i>Building Act 2011</i>.</p> <p>b) Completed BA20A if building work affects a party wall, removal of fences and gates or access adjoining land to do the work in compliance with <i>s 78, 79, 80, 81, 84 and s 85</i> of the <i>Building Act 2011</i>.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



PLANS AND DETAILS		
<p>9. Architectural Plans / Drawings</p> <ul style="list-style-type: none"> 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 - All new work shall be clearly delineated on the drawings as distinct from existing work by colouring or other suitable means. Plans are to include the following: 		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>9. Site Plan (minimum scale 1:200)</p> <ul style="list-style-type: none"> i) Street names, lot number, and title reference to the site. ii) The size and shape of the site including property boundaries, their dimensions and existing buildings to be clearly shown. iii) A feature / contour survey of the property showing a datum point, contour lines, spot levels and relative levels of the site. iv) The floor level to the existing dwelling and garage / carport / alfresco including ground levels to be shown. v) Existing sewer, stormwater drains or easement locations. vi) Location and sizes of any existing stormwater drain / disposal system. vii) The position of existing street trees on the property, if any, and between the site and the roadway. vii) Show any existing structures on adjoining land (fences, retaining walls, buildings). ix) Clearly indicate the North point. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
DOCUMENTS		
<p>10. Rat Bait Certificate</p> <p>A Letter or Certificate from a Pest Inspector confirming the structure being demolished on the property has been rat baited. This is to ensure that the building is not infested by rodents at the time of demolition. Bait stations are to be placed within roof spaces and beneath the building where the flooring is of timber construction. The city encourages the use of sustainable snap traps or first generation rodenticide treatments to be used.</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



<p>11. Asbestos Removal Declaration</p> <p>A statement regarding whether asbestos is located within the building and / or structures being demolished. If asbestos is present, a declaration / letter in writing is required to as evidence to confirm that asbestos is present on the property.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>12. Colour Photographs</p> <p>Colour photographs of the property to be demolished is required (include house, kerb, pool and street trees).</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>13. Cut and Seal Certificate</p> <p>Colour photographs of the property to be demolished is required (include house, kerb, pool and street trees).</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>14. Proof of Disconnection of Utilities / Services</p> <p>All services are required to be disconnected prior to the issue of a Demolition Permit including:</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>14. a) Electrical Disconnection</p> <p>Before you can demolish a property, you need to have the meter and electricity cables leading into the property removed (a fee applies). Synergy will arrange this for you by submitting what is known as a Supply Abolishment request to Western Power. You are required to provide the property meter number, check that the address is correct and provide contact details. Demolition of the property cannot commence until you receive the 'Disconnected for Demolition Notice' from Western Power in the property's meter box.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>14. b) Gas Disconnection</p> <p>Property demolition must not begin until ATCO has confirmed to the Owner / Customer / Contractor that all gas services have been disconnected and all gas meters removed.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



<p>14. c) Water Disconnection</p> <p>It is recommended that where the water service is no longer required that it be disconnected to protect pipes and meters from damage or theft, and also to reduce the risk of water waste for demolitions.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>14. d) Phone and Internet Services Disconnections</p> <p>It is recommended that you contact your service providers for the disconnection of these services prior to the demolition of your property (if applicable).</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>STRUCTURAL ENGINEER PLANS AND DETAILS (if applicable)</p>		
<p>15. Structural Engineers Plans and Details (if applicable)</p> <p>ONE set of Structural Engineers Plans and Details must be <u>designed, certified / signed</u> by a practising Structural Engineer if you need to support, fix or remediate the remaining existing building (if applicable), as stated below:</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>15. a) Footing and Slab Details (if applicable)</p> <p>i) Concrete specifications.</p> <p>ii) Depth and type of footing including dimensions.</p> <p>iii) Reinforcement size and location.</p> <p>iv) Slab thickness.</p> <p>v) Waterproof membrane location.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>15. b) Structural Beams (if applicable)</p> <p>i) Structural beams should be <u>designed, certified / signed</u> by a Structural Engineer and comply with the National Construction Code / Building Code of Australia.</p>	<input type="checkbox"/>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>



<p>15. c) Roof Construction / Tie Down Details (if applicable)</p> <p>i) The Roof and tie down details should be <u>designed, certified / signed</u> by a Practising Structural Engineer indicating that the roof will be constructed and held down in accordance with the relevant Australian Standard.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>15. d) Retaining Walls Details (if applicable)</p> <p>i) Sectional detail and specification of materials to be used. Retaining walls exceeding 500mm in height must be designed, <u>certified / signed</u> by a practising Structural Engineer.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>15. e) Underpinning, Sheet Piling, Grout Injection to Existing Buildings (if applicable)</p> <p>i) Details of protective works and underpinning must be <u>designed, certified / signed</u> by a practising Structural Engineer.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
<p>Please note that the above information is required to be lodged with the application.</p> <p>If this information is not provided in full, your application will be returned.</p>		
<p><u>Additional Notes:</u></p>		
<p>16. Declaration:</p> <p>I have provided all of the above information and confirm that it is true and correct.</p>	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Applicant Name</p>	<p>Date</p>	
<p>OFFICE USE ONLY</p>		
<p><u>Additional Notes:</u></p>		
<p>Administration Officer / Customer Relations Officer</p>	<p>Date</p>	

Disclaimer

This checklist is provided as generalised information and advisory in nature with all due care as to its accuracy. However, the City does not warrant or represent that it is free from error or omission. While the aim is to keep the content of this document current and accurate, the City of Melville accepts no responsibility or warranties for actions based on the information provided. The City of Melville encourages you to seek professional advice before acting on any information contained in this document. The City may make changes to the information at any time and without notice. Further information for the application may be required as part of the audit / assessment process and may be requested once the application has been lodged with the City. Please contact the City of Melville if you wish to comment on the checklist provided and information contained within. Any reported errors will be amended.



This checklist is considered to be correct as at February 2023.