



Building Fact Sheet

Demolitions – Class 1 and 10

- **Application for Demolition Permit – Form BA5**

Definition

Demolition work means the complete or partial demolition, dismantling or removal of a building or an incidental structure. This is generally undertaken using controlled techniques or methods in disassembling buildings.

Frequently Asked Questions

Is a Demolition Permit required for removing a building?

Yes, a Demolition Permit approval is required prior to removing any buildings. Section 10 of the Building Act 2011 and regulation 42 the Building Regulations 2012 exempts certain buildings from requiring a Demolition Permit.

Freestanding Class 10 buildings or incidental structures such as patios, sheds, pergolas, alfresco's, which have a floor area of less than 40m² and will not affect the safety and health of the occupants of the building, may be exempt from requiring a Demolition Permit.

Is Planning Approval required (Development Approval)?

You do not need planning approval for demolition work, unless the property is listed on the [Heritage List](#).

If you would like to clarify whether a property on the Heritage List would require Development Approval you can contact the City's Planning Services by calling the City on 9364 0666 and asking to speak with the duty Planning Officer.

Alternatively, if you would prefer a response in writing you can apply for Written Planning Advice to confirm if your development requires a Planning Approval or not.

For more information on whether or not you require a Development Approval, or for more information on Written Planning Advice please visit the City's website [here](#).



Is there anyone else who I should consult with?

You may consider contacting “Dial Before You Dig” when demolishing, to assist you in preventing damage and disruption to infrastructure networks which provide essential services we use everyday. Please click on the link <https://www.1100.com.au>, email wa@1100.com.au, or by phone on 08 9330 3166

Who can lodge for a Demolition Permit?

The property owner or the demolition company contracted to demolish the building can lodge the Demolition Permit application. All owners of the property must sign the application for a Demolition Permit.

Please Note: If you are the owner of the property and sign the application form as the demolition contractor, you will be deemed the responsible person for all of the demolition work.

How long will my building application take to process?

The *Building Act 2011* provides the permit issuing authority up to 10 business days from the date of lodgment to assess the application and issue a Demolition Permit.

If there is need for further information to assess the demolition application, you will have up to 21 calendar days to provide any outstanding information. If the information is not received within the 21 day period, the application may be refused unless mutual consent has been granted. Once all information is provided the City then has the balance of the remaining 10 working days in which to provide a determination.

What are the fees for a Demolition Permit application?

For application fees please go to the “Building Permit Fee Schedule” and refer to the “Application for Demolition Permit” on the Fee Schedule on the City’s website.

<https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf>

Is a Verge Bond required to be paid for a Demolition Permit application?

Yes. A Verge Bond is required to be paid for all demolition permit applications. The bond is held by the City of Melville to ensure that any damages caused to the City’s verge infrastructure during the demolition is reinstated to pre-works condition. To find out more and/or apply, please visit our [Verge Bonds and Refund page](#).

A Verge Bond is generally required for:

- All demolitions works;
- All swimming pool installations / removal;
- Residential and commercial building construction or works valued at over \$20,000.

Who can carry out the demolition work?

The removal of a single storey dwelling is not required to be undertaken by a Worksafe licensed demolition contractor who is registered under the Occupational Safety and Health Legislation.

What if the building being demolished contains asbestos?

Demolitions of buildings containing asbestos are required to have the asbestos removed in accordance with the requirements of the Health (Asbestos) Regulations 1994. More information about asbestos removal can be found on our website on the [Public Health page](#).

However, the removal of 10m² or more of asbestos containing material (asbestos cement sheeting) requires a Worksafe asbestos licensed contractor to undertake asbestos work.

Can I remove or decommission my Swimming Pool or Spa as part of the demolition?

Yes. You will need to let the demolition contractor know and note this on the Demolition Permit application form BA5.

Please also notify the City of Melville in writing when a Swimming Pool or Spa is removed or decommissioned by completing our [Online Form](#) or by downloading and completing our [Notification of Swimming Pool/Spa Removal & Decommission Form](#).

If a property owner no longer wishes to use their swimming pool or spa, they may empty it of water and/or remove it from the site. Please refer to the [City of Melville - Rules for Swimming Pool and Spa Decommissioning and Removal Form](#) for further information.

One of our Swimming Pool Inspectors must conduct a site visit to confirm the swimming pool or spa has been correctly removed or decommissioned. See our [guidelines for correctly decommissioning swimming pools and spas](#).

Please note that Swimming Pool Inspection Fees still apply until we are formally notified of the removal / decommissioning and an inspection has been carried out.

Additional Information

1. The demolition site shall be left clean and tidy to the satisfaction of the Manager Building Services and Environmental Health Services within 90 days from the date of the issue of the demolition permit. Any rubbish is not to be buried on the site.
2. If there is a presence of swimming pools / spas on adjoining properties, security fencing complying to Australian Standard AS 1926.1-2012 must extend to any boundary that is exposed during the demolition to ensure the pool safety barrier / enclosure is maintained at all times.
3. The Swimming pool, if removed, to be backfilled filled and compacted in layers of maximum loose thickness of 300 mm and compacted to achieve the specified minimum density ratio or 7 blows per 300 mm penetration using a Perth Sand Penetrometer in accordance with the Building Code of Australia Part 3.2.2.2 and Australian Standard AS 1289 Method 6.3.3 to achieve a Site Classification Type A in accordance with AS 2870.



4. Where partial demolition is proposed, it will be necessary to provide written evidence from a professional Structural; Engineer confirming that the remaining structures will be structurally sound after the works are completed.

What documents do I need to lodge with a Demolition Permit application?

Note: The following is a list of the minimum requirements to lodge for a **Demolition Permit application “BA5”** to successfully pass the City’s validation process.

Please also use the Checklist provided to help you lodge your application.

You may later be asked for a formal request for additional further information by a Building Surveyor, in which you will have 21 calendar days to provide, to facilitate the audit process.

By providing this information you will enable the City’s Building Services to process your application in a timely and efficient manner.

1. **Application for Demolition Permit – Form BA5** – Application forms are available from the Department of Mines, Industry, Regulation and Safety (DMIRS) <https://www.commerce.wa.gov.au/publications/ba5-application-demolition-permit>

Application forms are required when submitting your application online as well as over the Planning and Building Counter or via the Post.

2. **Construction Trust Fund Levy Form (CTF) or CTF receipt** – The Construction Trust Fund (CTF) is only required to be paid for applications with a contract value that is over \$20,000 (cost of development including GST). You may pay directly to CTF and provide a receipt as proof of the payment. CTF forms are available from CTF <https://ctf.wa.gov.au/>
3. **Certificate of Title and Diagram of Survey** – A copy of the Certificate of Title and Diagram of Survey is required for all applications. This is to include a copy of any Plan or Diagram depicting any easement on the property and must be no older than 12 months.
4. **Checklist for Demolishing an Existing or Part of a House - Class 1 and 10** – Attach a signed copy of the Checklist when lodging the application as proof that you have provided all the required information.
5. **Demolition Permit Application Fee** - The fees payable are as stated in the *Building Regulations 2012 Schedule 1 and 2*. [Building Permit Fee Schedule https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf](https://www.melvillecity.com.au/CityOfMelville/media/Documents-and-PDF-s/Building-Permit-Fee-Schedule-2020-2021.pdf)
6. **Verge Bond Fee** – This fee payable is required to be payable for all Demolition Permit applications regardless of the value.
7. **Planning / Development Approval** – 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).



8. BA20

- a) Completed BA20 from the owners of the adjoining properties if the proposed building work adversely affects the land beyond the boundaries. This is to ensure that there is compliance with s 77 and 77 of the *Building Act 2011*.

AND / OR

BA20A

- 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 s 78, 79, 80, 81, 84 and s 85 of the *Building Act 2011*.

9. Architectural Plans / Drawings

Site Plan (minimum scale 1:200) - A Site Plan showing all existing buildings on site, and the buildings and structures to be removed and retained including any retaining walls, boundary walls, swimming pools etc.

- 10. Rat Bait Certificate** - 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.

- 11. Asbestos Removal Declaration** – 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 serve as evidence to confirm that asbestos is present on the property.

- 12. Colour Photographs** – Colour photographs of the property to be demolished is required (include house, kerb, pool and street trees).

- 13. Cut and Seal Certificate** – A Completion Certificate by a Registered Plumber of cut and seal of sewer/water services (include photograph of location).

- 14. Proof of Disconnection of Utilities / Services** – All services are required to be disconnected prior to the issue of a Demolition Permit including:

- a) **Electrical Disconnection** - 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 give us some 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. Please access the link provided <https://www.synergy.net.au/Demolition##step1>
- b) **Gas Disconnection** - 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. The Disconnection and Removal of Gas Meter and/or Service Form can be accessed on the link provided: <https://www.atco.com/en-au/self-service/gas/disconnection-request.html>



- c) **Water Disconnection** - 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. Please access the link provided <https://www.watercorporation.com.au/Developing-and-building/Applying-for-services/Existing-water-services/Disconnect-a-service>
 - d) **Phone and Internet Services Disconnections** – It is recommended that you contact your service providers for the disconnection of these services prior to the demolition of your property (if applicable).
- 15. Structural Engineers Plans and Details (with scale)** – A copy of the plans designed and endorsed (certified / signed) are to be provided from a practicing Structural Engineer if you need to support, fix or remediate the remaining existing building (if applicable).

These Engineer's plans are to include the following:

- a) **Footing and Slab Details** (if applicable) (minimum scale 1:50);
- b) **Structural Beams** (if applicable) (minimum scale 1:50);
- c) **Roof Construction / Tie Down Details** (if applicable) (minimum scale 1:50);
- d) **Retaining Walls Details** (if applicable) (minimum scale 1:50);
- e) **Underpinning, Sheet Piling and Grout Injections to Existing Buildings** (if applicable).

Please also use the Checklist to help you lodge your application.

For further information, please contact the City's Building Services and ask to speak to a duty Building Surveyor on 9364 0666. Alternatively, please access the City of Melville's website at <https://www.melvillecity.com.au/planning-and-building/building-or-renovating/demolitions> or the Department of Mines, Industry Regulation and Safety website at <https://www.commerce.wa.gov.au/worksafe/more-information-about-demolition-0>

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