

Demolition or Removal by Other Means of Buildings or Structures - Information Sheet

The following guidelines are designed to aid you with the preparation and lodgement of a Demolition Permit application. They do not address compliance criteria. If you are engaging a building professional, they are best placed to guide you with these compliance requirements.

Do I need approval?

Any person intending to demolish or remove a structure is required to obtain a Demolition Permit prior to commencing the works. Notable exemptions include a patio, shed, swimming pool or similar structure that does not exceed 40m² in area.

Note: While works may be exempt from requiring approval, they are not exempt from complying with the relevant Building Standards. If in doubt, please check with the Town prior to carrying out works.

How do I lodge my application?

Once your application is ready to lodge, it is the Town's preference that you submit electronically by email to mail@bassendean.wa.gov.au. If you are unable to email your application, you may alternatively provide a copy of the application on a portable storage device. If necessary, the Town will receive applications in hardcopy, but this will delay your application being formally received and considered.

What do I need to provide with my application?

- A completed application form (see note 1).
- Payment of the application fees (see note 2).
- Provision of supporting documentation (see note 3).
- Consent of adjoining property owners where relevant (see note 4).

Note 1 – Demolition Permit Application Form

To lodge a Demolition Permit application you must complete the BA5 Application for demolition permit form. The form, and others, can be obtained from the Department of Mines, Industry Regulations and Safety website at the following location;

<https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0>

Note 2 – Application Fees – Which fees do I need to pay?

There are a range of fees that may apply to a Demolition Permit application. Please review the following information, which will help you identify the fees that apply to your submission, as well as the amount you need to pay.

Demolition Permit Application: This fee must be paid on all Demolition Permit applications. A charge of \$110 applies to all residential demolitions, and, \$110 per storey for the demolition of all commercial buildings.

Building Services Levy: This fee must be paid on all Building Permit applications. A charge of \$61.65 applies to all applications with an estimate value of works under \$45,000. For works over \$45,000, the fee is 0.137% of the estimated value.

To execute payment of these fees, it is the Town's preference that you complete a copy of our Credit Card Authorisation form and provide this with your application when you lodge it by email. The form can be found on our website at the following location:

<https://www.bassendean.wa.gov.au/documents/746/credit-card-payment-authority>

Alternatively, you may request a call back from the Town when lodging your application, to facilitate payment by credit card over the phone. Please note, this may incur some delay with the handling of your application. In the event that you are lodging your application in hardcopy, in addition to the above payment options, the Town can also accommodate cheque, cash and eftpos payments.

BCITF Levy: This fee must be paid on all Building Permit applications with an estimate value exceeding \$20,000. The fee is calculated at 0.2% of the estimated value.

This fee is payable to the Construction Training Fund (CTF), however, the Town is required to site proof of payment prior to granting a Building Permit. Payment can be made through the CTF website, which can be found on the web location below. Once payment has been made, you will be provided a receipt by CTF, which should be included with your application when you lodge it to the Town.

<https://portal.bcif.org/Logon-page.aspx?returnurl=%2fDashboard.aspx>

Note 3 – Plans, Specifications & Technical Documents – What do I need to provide?

Unlike an application for building approval, there is very little information required to accompany your demolition application. If you are proposing a partial demolition of the building located on the subject lot, it may be necessary to provide a site plan, which will be used to help identify what you intend to remove as opposed to what will be retained.

While not a requirement, we do ask that the following information be provided if available:

- Documentation addressing disconnection of services (power, gas, water, sewer, and telecommunications).
- Details addressing pest control treatment to prevent displacement of rodents.
- Details of contractors engaged (licensed demolition contractors and asbestos handlers).

Note 4 – Consent of Adjoining Property Owners – When do I need consent?

If the proposed works include any of the following, the consent of the affected property owner is required:

- Removal of common boundary fences.
- Access onto adjoining properties.
- Encroachment of works onto adjoining land.
- Excavations or other actions that may undermine or adversely affect adjoining land.

Consent must be obtained in a prescribed form. Where removal of fences and/or access to adjoining land is proposed, the completion of a *BA20A – Notice and request for consent* form is required. Where encroachment is proposed, or works may adversely affect adjoining land, the completion of a *BA20 – Notice and request for consent to encroach or adversely affect* is required.

Copies of these consent forms should be provided with your application. In the case of a BA20, a Demolition Permit cannot be granted until this has been provided. These forms, and others, can be obtained from the Department of Mines, Industry Regulations and Safety website at the following location:

<https://www.commerce.wa.gov.au/building-and-energy/building-approval-forms-0>

When can I expect a response to my application?

The Building Act prescribes strict deadlines that the Town must meet where your application is concerned. A response must be given within 10 business days of the application being formally received. In most cases, you can expect a response much sooner. You will either receive your Demolition Permit, or, you will receive advice outlining why the Permit cannot be granted at that time.

Other Approvals

The works you propose may be subject to other approvals. In some cases, those approvals must be granted before you can obtain a Building Permit. Examples include:

- Development (Planning) Approval.
- Approval to decommission or modify a septic apparatus.
- Heritage Council Approval.

If these approvals are required and have not been obtained, the Town will notify you in response to considering your Demolition Permit application. However, it is recommended that you confirm the relevance of these applications and seek their approval prior to lodging for Demolition approval. By doing so, you avoid a delay in obtaining your Demolition Permit.

If the proposed works include the provision of a new crossover, use of the verge during construction, intent to connect to the Town's Street Drainage system, or verge trees that require protection, a separate application must be made to the Town's Asset Services. The application can be lodged online here:

<https://www.bassendean.wa.gov.au/forms/?formId=33>

Alternatively, an application form can be downloaded from the following location, completed and returned with the prescribed information:

[https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/INFRASTRUCTURE_SERVICES - APPLICATION FOR PERMITS.pdf](https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/INFRASTRUCTURE_SERVICES_-_APPLICATION_FOR_PERMITS.pdf)