

# STANDARD DEMO PERMIT CHECKLIST



# BUILDING & CONSTRUCTION ADVISORY

## ADMINISTRATIVE DOCUMENTS

Document	Details	Tickbox
Appointment Form	Official Form appointing the Relevant Building Surveyor to the Project.	
Application Form	Application to the Relevant Building Surveyor for a Building Permit.	
Certificate of Title ( <i>within last 3 months</i> )	Includes plan of subdivision, covenants, easements, Section 173 Agreements.	
Contract	The form of agreement between the Contractor and the Client. ( <i>Master Builders offers a range from the online store.</i> )	
Detailed Breakdown of Costs	Typically included within the Contract.	
Certificates of Insurance	<ul style="list-style-type: none"> <li>Public Liability</li> <li>Workcover</li> </ul>	
Protection Works Notices ( <i>Depending on Project Scope</i> )	If the Works are close to the neighbouring boundaries, then a Form 7 will need to be issued notifying of upcoming works.	

## COUNCIL DOCUMENTS

Document	Details	Tickbox
Section 29A	Council Consent to demolish a building.	
Regulation 116	Council approval for utilising some or part of a footpath for Temporary Fence or Hoarding.	
Works with Road Reserve Permit	Council approval for utilising some or part of a road reserve within construction, for Traffic or Pedestrian use.	
Asset Protection Permit	This is an application and bond, made to the council, that otherwise protects their assets from damage that may arise throughout the course of the construction work.	

## DESIGN DOCUMENTS

Document	Details	Tickbox
Architect/ Draftsperson Drawing's	<p>A Site Plan with a minimum scale of 1:500, including the following:</p> <ul style="list-style-type: none"> <li>Boundary and dimensions of the allotments, including any easements and common land.</li> <li>Distance to the nearest intersecting street.</li> <li>Position and dimensions (set backs) of any existing and proposed building work in relationship to the allotment boundaries and any existing building(s).</li> <li>North point (consistent with the title documents).</li> <li>Height of walls in relation to natural ground level.</li> <li>Height of building in relation to natural ground level.</li> </ul> <p>The Drawing Package also needs to include:</p> <ul style="list-style-type: none"> <li>floor plans - minimum scale 1:100 (Prepare floor plans for existing and proposed conditions. Make sure to differentiate existing conditions from proposed conditions.)</li> <li>Clear indication/ description of the proposed Demolition Works.</li> <li>Clearly specify the location of the Temporary Fencing.</li> </ul>	
Demolition Specification	Document outlining the process and methodology for how the works are to be carried out.	

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## SUPPLEMENTAL DOCUMENTS

Document	Details	Tickbox
Developers Approval (Including Stamped Plans) (also depends on scope and location)	A letter from the Estate Developer, consenting to the works being undertaken.	
Owners Consent (Depending on Project Scope)	A letter from the property Owner, consenting to the works being undertaken.	