



**SMART CHOICE**  
BUILDING PERMITS & INSPECTIONS

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## BUILDING PERMIT REQUIREMENTS FOR DEMOLITIONS

This information will assist you in obtaining a Building Permit from Smart Choice Building Permits & Inspections. The information is a guide only and we may require further information for the building work.

1. Building Permit Application; Appointment Declaration; Agents Authorisation (where applicable, we supply these forms).
2. A Permit Application Fee, GST, the VBA Levy, Council Lodgement Fee are required prior to a building permit being issued.
3. Provide copy of all pages of the Title documents in the owner's name, or equivalent document. Where owner is not shown on the Title, a letter confirming the property transfer and or evidence of executer from your solicitor is acceptable.
4. Three (3) sets of properly prepared plans showing:
  - a) Fully dimensioned floor plan, elevations.  
Site plan to scale of not less than 1:500, showing the following details:
    - i. Position and description of building in relation to the boundaries of the allotment and adjoining
    - ii. Buildings, other buildings on the allotment, and streets, footpaths or crossings adjoining the Allotment.
5. A copy of the registered demolishers registration details engaged to demolish the building and a written description of the Demolition/Removal or removal procedure. (we can help with this). **NOTE:** All Demolition/Removal work must be carried out by a Registered Demolisher/Removalist.
6. The Report & Consent of the Responsible Authority as reporting authority under Section 29A. (we can obtain this for you on your behalf)
7. A current certificate of currency for product and public liability insurance for \$10 million
8. An asbestos report, confirming in writing that there is no asbestos present in the building, and if asbestos is present then an asbestos document is required to be submitted to the PBS.

**Note:**

- If the Demolition/Removal will be carried out within 3m of the street where the work may interfere with the public then protection (hoarding) work details must be provided. Check with the Municipal Building Surveyor to ascertain if a protection (hoarding) permit is required before Demolition/Removal works start.