

Fact Sheet - Demolition Permit Application

The following information must be submitted when applying for a Demolition Permit:

1. **Completed Application Form**
A form signed by a Demolition Contractor (BA5) is available at the Shire's Administration front desk or for download here <http://www.commerce.wa.gov.au/building-commission/building-approval-forms-0>
2. **Copies of Site Plan**
Two (2) copies of the site plan detailing all buildings on the property and highlighting the building/buildings to be demolished.
3. **Colour Photo**
Colour photographs of the building/buildings to be demolished.
4. **Notification to Service Providers**
A letter from Contractor/Applicant clarifying that they have notified all service providers of the impending demolition and disconnection of services.
5. **Copy of Pest Control Letter**
A letter certifying that the building to be demolished has been treated to ensure it is not infested by rodents for a period of two weeks prior to submission of the application.
6. **Cut and Seal Certificate**
A Completion Certificate by a Registered Plumber of cut and seal of sewer, water services and decommissioning of septic tanks.
7. **Heritage Listed Land/Buildings**
If the land or Buildings are subject to any heritage listing, notification must be given to, and approval received from the relevant authority for any proposed demolition works prior to submitting the application to Council.
8. **Shire Fees**
 - (a) **Class1**
A house or Class10 (Shed, Patio etc) - Fee \$95.
No Demolition Permit is required for a Class 10 Building (Shed) if the floor area is less than 40sqm.
 - (b) **Class 2-9 Buildings (commercial buildings)**
Fee \$95 for each storey of the building to be demolished.
 - (c) **Building Services Levy**
 - (i) If the demolition contract value, inclusive of GST is less than \$45,000 – fee \$61.65
 - (ii) If the demolition contract value, inclusive of GST is greater than \$45,000 – fee is calculated at contract value x 0.137%
 - (d) **BCTF Building Construction Training Fund levy (BCTF)**
Payable at the Shire administration office or online at www.bctf.org. Building Construction Training Fund Levy is only applicable if the Contract Value is greater than \$20,000 inclusive of GST and calculated as Construction Value x .002 (.2%). A completed BCTF form must also be submitted.

If you have any further queries please do not hesitate to contact the Shire's Building and Development Department.