

## Shire of Yalgoo

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## CHECKLIST

### Building Permit Application Demolition Permit Application

#### 1. Forms & Supporting Documents

- Demolition permit application form - BA5.  
<http://www.buildingcommission.wa.gov.au/building-approvals/forms-guides>
- The Shire of Yalgoo Pro Forma Statement on Planning. For some demolition proposals, a planning approval may be required before a demolition permit can be issued. The pro forma is designed to ensure planning is addressed prior to the lodgement of a Demolition Permit Application, which will in turn assist in the timely processing of the demolition application.
- BA20 or BA20A Form for adjoining property owner's consent where proposed works will affect adjoining land. For more information go to WA Building Commission.  
<http://www.buildingcommission.wa.gov.au/consumers/work-affecting-other-land>.
- Decommission Certificate of Apparatus for Effluent Disposal from Shire of Yalgoo (where septic tanks or leach drains present).

#### 2. Fees payable

All fees are payable at the time of lodging the application.

#### 3. Plans

General note:

Two (2) complete sets of plans, details and specifications must be submitted with your application. All plans and details must be legible, drawn to scale and include a copy of the Certificate of Title containing all details and proof of ownership of the land applicable to the application.

##### Site Plan (minimum scale 1:200)

- Clearly indicate all property boundaries, boundary dimensions and existing buildings.
- Clearly indicate the distance from the existing buildings and property boundaries.
- Position of stormwater drains or easements.
- Locations and heights of stabilised embankments e.g. retaining wall(s).
- North point.
- Control area for asbestos decontamination of tools and PPE.
- Location of bins/waste transport.
- Access and travel path of vehicle movements.
- Location of neighbouring buildings (distances from boundary).

##### Site Safety Details

- Warning signs to be erected and location noted on site plan.
- Traffic control, road closures and pedestrian controls provided as identified and where required.
- Details of security measures to prevent access to site.

#### 4. Health Requirements

- Persons in adjoining properties that might be affected by the asbestos removal activities must also be consulted. Adjoining owner or tenant consultation letter to be supplied by applicant.
- The site specific risk assessment report to include details as per Code of Practice for the Safe Removal Of Asbestos 2nd Edition [NOHSC:2002(2005)] section 7.2.4 and must be supplied to the Shire of Yalgoo by the applicant for a building permit or demolition licence.

- The site specific control management plan must include all relevant details as per the Code of Practice for the Safe Removal Of Asbestos 2nd Edition [NOHSC:2002 (2005)] section 8.1. Table 1 must be supplied to the Shire of Yalgoo by the applicant for a building permit or demolition licence.
- Supply a copy of the Asbestos Contactors licences that will be responsible for the removal of asbestos.
- For the purposes of Building regulation section 21(1)(o) it is a requirement for the granting of a demolition permit that the applicant has provided evidence to the local government that the building or incidental structure to be demolished has been treated so as to ensure that it is not infested by rodents, cock roaches and other vermin's at the time of the demolition.

#### 5. Evidence of notification to utilities and groups as per Building Regulations 2012 19 (2) to accompany applications.

- Notification of the name, address and contact number of the applicant for a demolition permit and the name of the local government to which the application is made to be given to the Heritage Council of Western Australia if the place to which the application relates –
  - (i) is subject to a Heritage Agreement made under the Heritage Act section 29; or
  - (ii) is entered in the Register of Heritage Places established under the Heritage Act section 46; or
  - (iii) is subject to a Conservation Order under the Heritage Act section 59; or
  - (iv) is subject to an Order in Council made under the Heritage Act section 80.
- The notification required under the Occupational Safety and Health Regulations 1996, regulation 3.119.
- Notification of the intended demolition work to each person who provides electricity, gas, telephone or water services to the place that is the subject of the application.

#### General Notes:

##### Important:

- **Where insufficient details are provided, more details may be requested by the Building Surveyor in order to assess the application for compliance with the relevant standards.**
- **The licensed Asbestos Contactor must ensure that a risk assessment is performed by a competent person prior to the asbestos removal and that the asbestos removalist takes this risk assessment into account in developing the asbestos removal control plan.**
- **Decommissioning of septic tanks and leach-drains must be witnessed by the Shire Building Health Officer.**

#### Contact Details:

**Please contact the Shire for further information or explanation on any matters within.**

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