



## Applicant's Checklist: Demolition or Removal

Working Together

Applicants Name:		Project Location:			
Only completed Applications can be accepted for lodgement. Key: <input checked="" type="checkbox"/> = Provided <input type="checkbox"/> = Not Provided <input type="checkbox"/> or <input type="checkbox"/> = Not Applicable			PLEASE FILL IN	OFFICE USE ONLY	
<b>COMPLETE ALL SECTIONS OF THE APPLICATION FORM</b>					
<ul style="list-style-type: none"> <li>All sections of the application form have been completed.</li> <li>A copy of the FULL Certificate of Title (up to 2 months old).</li> <li>Good quality drawings to an appropriate scale of 1:100 (detail 1:50, site plan 1:200) with metric dimensions.</li> <li><b>Please provide 2 copies of all plans and specifications.</b></li> <li>Deposit Fee.</li> </ul>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>HISTORIC BUILDINGS</b>					
<ul style="list-style-type: none"> <li>Is the site classified as a significant archaeological, historic or cultural site? (i.e. the building is protected) - please check with your local Council.</li> </ul>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>SPECIFICATIONS</b>					
<ul style="list-style-type: none"> <li>Please provide a traffic management plan (<i>if applicable</i>).</li> <li>Site clean-up methods to be used.</li> <li>Public safety measures to be put in place including construction details of fences.</li> <li>Methodology of removal of any asbestos in the structure. (<i>Include details of the OSH registered contractor undertaking this work if appointed at this stage</i>).</li> </ul>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>SITE PLAN IF IN URBAN AREA</b> (metric scale of 1:200)					
<ul style="list-style-type: none"> <li>Show the position of the building to be demolished / removed at a scale of 1:200, including position of sewer and stormwater connections.</li> <li>Show position of existing entranceways and/or vehicle crossings.</li> <li>Show the position of fencing and/or hoardings to be erected (<i>if applicable</i>).</li> </ul>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>DISCONNECTION / CAP SERVICES / DECOMMISSION SEPTIC TANK</b>					
<ul style="list-style-type: none"> <li>If the property is connected to a Council water supply, waste water (sewage) scheme and or stormwater mains then you must advise your nearest Council office prior to the demolition or removal of any building. Please apply for the disconnection and capping of the services.</li> <li>If property is connected to a domestic water tank or to a septic tank, provide information about how you will decommission these tanks so that they do not form a hazard in the future.</li> </ul>			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>APPLICANT'S DECLARATION:</b> I have provided all the required information:					
..... (Applicant) ..... (Date)					
<b>OFFICE USE ONLY</b>		<b>OUTCOME OF DECISIONS</b>			
<input type="checkbox"/> This application was accepted for lodgement because all required information was supplied <input type="checkbox"/> This application was not accepted for lodgement because documentation was incomplete <input type="checkbox"/> Documentation is now complete and the application is accepted for lodgement					
Officer.....		Date.....			

