



BUILDING FORM 7
REQUIREMENTS FOR A BUILDING APPLICATION
DEMOLITION OF A BUILDING

The following information is required for an application involving the demolition of any structure.

MANDATORY INFORMATION	APPLICANT CHECK	COUNCIL CHECK
<ul style="list-style-type: none"> Applicants are welcome to arrange a pre-lodgement meeting with Council Officers prior to submitting their official application. Council Officers can provide guidance and assist applicants to ensure that all of the required information is supplied with their application. 		
<ul style="list-style-type: none"> DA Form 2 is submitted and fully completed 		
<ul style="list-style-type: none"> Builders Details – ensure that the BSA licence number or owner-builder number are entered in DA Form 2. Ensure nominated person is licenced to perform demolition work 		
<ul style="list-style-type: none"> Building application fees paid according to fee schedule 		
<ul style="list-style-type: none"> Q Leave receipt (for demolition work \$150,000 or over) 		
<ul style="list-style-type: none"> Two (2) set of plans drawn to scale with a minimum paper size of A3 One (1) copy of forms and other documentation 		
<ul style="list-style-type: none"> A site plan showing the proposed building to be demolished. The site plan is to show the lot boundaries and is to be drawn to a suitable scale and is to be dimensioned. (For large buildings only) 		
<ul style="list-style-type: none"> Photographs of the existing building (For large buildings only) 		
<ul style="list-style-type: none"> Details on the method of removal and disposal of noxious and hazardous materials, including an Asbestos Report prepared by a Licensed Asbestos Removalist. 		
<ul style="list-style-type: none"> Copy of written approval to dispose of Asbestos Cement related products at a facility approved to receive them 		
<ul style="list-style-type: none"> Details on the measures to protect the adjoining site and buildings 		
<ul style="list-style-type: none"> Details of the services on the site and what methods will be used for termination, removal or sealing off. 		
<ul style="list-style-type: none"> Refundable bond of \$2,000 ensuring that the site is left in a level and clean condition 		
<ul style="list-style-type: none"> Copy of the Workplace Health & Safety Demolition Plan which includes details of the methods of protection for the public around the site (eg. barriers, fences etc) 		
<ul style="list-style-type: none"> Copy of the Transport & Main Roads Traffic Management Plan where the site adjoins or is close to a State Controlled Road. 		
<ul style="list-style-type: none"> Plumbing Application to be submitted and fully completed (disconnection inspection fee). Site to be left clean and drained to the satisfaction of Council. 		

NOTE:

Please also refer to Maranoa Regional Councils Policy for the removal, relocation or demolition of buildings.

Applications not conforming to the abovementioned requirements will not be classed as a properly made application in accordance with the *Planning Act 2016*. As a result, the timeframe for the assessment for the application will not commence until all information has been submitted to Council.

Council may require further information in addition to that set out above. Where further information is required, you will be notified within the time frames set down in the *Planning Act 2016*.