

### Purpose Of This Information Sheet

To provide information on requirements for lodging a building application for either the:

- a) demolition of part or whole of a building, or
- b) removal of a building from a site

### Matters to Note

#### Other Applications Required:

1. **Planning:** A check must be carried out by the applicant/owner to ensure that the proposed work does not trigger issues likely to require a Material Change of Use permit before the building application for demolition works is submitted.
2. **Plumbing/Drainage:** Disconnection of plumbing/drainage to the premises.
3. **If removing town water / sewer services from the site:** An application is to be lodged with the Fitzroy River Water.

#### Websites for Forms/Other Information:

Application forms: [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) (see under resources, forms and templates, IDAS forms and checklists (SPA))  
Workplace Health and Safety: <http://www.deir.qld.gov.au/workplace/subjects/asbestos/index.htm>  
Asbestos Matters: <http://www.qld.gov.au/asbestos/> (for information on asbestos safety and removal)

### To Lodge the Application

The application may be lodged at any main office of the Rockhampton Regional Council (located in Rockhampton, Gracemere and Mount Morgan).

### Documentation Required To Lodge A Building Application For Demolition Works

<p><b>General</b></p> <p>1.1 Application Form 1 and Form 2 see website <a href="http://www.dlqp.qld.gov.au">www.dlqp.qld.gov.au</a> – under Planning and Development – Guide to Sustainable Planning Act</p> <p><b>Site Plans (min scale 1:100 – 3 sets)</b></p> <p>2.1 Full outline of property</p> <p>2.2 Location of ALL existing buildings and <b>clearly identify</b> the building, or part of the part, to be demolished</p> <p>2.3 North point</p> <p>2.4 Road frontages to be identified</p> <p>2.5 Distance of all buildings from the boundaries</p> <p>2.6 Location of sewer / method of roof stormwater discharge on the site.</p> <p><b>Bond</b></p> <p>3.1 A bond is required in addition to the application fees. The bond is released upon completion of the following:</p> <ol style="list-style-type: none"> <li>a) where building materials are to be disposed provide a receipt or similar as confirmation of appropriate disposal of the material as per the Waste Management Plan; and</li> <li>b) after a final inspection has been conducted to confirm the site is in a clean and safe condition and no damage has been caused to the road reserve infrastructure.</li> </ol>	<p><b>Demolition Projects Only:</b></p> <p>4.1 <b>Site Plan Showing Building To Be Demolished:</b> Provide drawing plans and engineer certification for the remaining portion of the building to confirm how it will comply with the Building Act 1975, either as it remains after the proposed demolition or removal takes place, or after other stated work is carried out.</p> <p>4.2 <b>Waste Management Plan:</b> Due care must be given to the correct disposal of the building material (including asbestos material). A waste management plan is to be provided indicating:</p> <ul style="list-style-type: none"> <li>• The type of waste material</li> <li>• Where the material is to be disposed (must be a lawful disposal site)</li> </ul> <p><b>Note: at completion of the demolition work a receipt or similar from the Waste Management Office where the material has been delivered to is required to be presented at the final inspection stage to facilitate the release of the bond.</b></p>
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### Important to Note

- 1 **Where the service of a private building certifier has been obtained to assess the application:**
  - a) the building application is submitted to the private building certifier;
  - b) the bond and a Waste Management Plan is to be submitted to the local authority.
  - c) upon confirmation from the private certifier of the satisfactory final inspection AND receipt of confirmation of the disposal of the waste (see 3.1 above) the bond will be released.
- 2 **The person demolishing the building** is to be a registered demolisher or the owner of the property is to be on site at all times during the demolition work. Note the requirements for disposal of asbestos must be done by an appropriately qualified person.
- 3 **Where asbestos exists in the building**, procedures are provided in the conditions of building approval (issued by the local authority).
- 4 **Demolition Works Required to Be Completed Within Twelve Months of the Decision**  
In accordance with legislation, demolition works must be completed within twelve months of the date of the decision of the permit.
- 5 **Council Waste Management/ Landfill**  
The Council's Waste Management Unit is to be contacted with regard to receiving of building waste (as part of forming a Waste Management Plan)

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