

What is demolition work?

Demolition work means the demolition, dismantling or removal of a building or incidental structure and the changing of ground levels to an extent that could adversely affect neighbouring landowners.

What approvals do I need?

Under section 10 of the *Building Act 2011*, any person demolishing a building or part of a building / structure must ensure that they obtain a Demolition Permit from their local government authority prior to the commencement of any demolition works.

However, Class 10 buildings (sheds, patios etc) are exempt from requiring a Demolition Permit in the following circumstances:

- The floor area of the building does not exceed 40sqm; and
- The demolition work will not adversely affect the safety and health of the occupants or other users of the building or of the public; and
- The building is not the subject of an order, agreement or permit under the **Heritage Act**.

Is planning (Development) approval required?

You do not need planning approval for demolition work unless the property is listed on the Heritage List.

If you would like to clarify whether a property would require Development Approval, you can contact the Shire on **9080 2111** or sending an email enquiry to mail@coolgardie.wa.gov.au.

Who can lodge for a Demolition Permit?

The property owner or the demolition company contracted to demolish the building can lodge the Demolition Permit application. All owners of the property must sign the application for a Demolition Permit.

Please Note: If you are the owner of the property and sign the application form as the demolition contractor, you will be deemed the responsible person for all the demolition work.

How do I lodge my application?

You can submit your application by:

- Email - via the mail@coolgardie.wa.gov.au . Please include the address in the subject line.
- In-Person – at the Customer service Counters at
 - Kambalda Recreation Centre – Barnes Drive, Kambalda West
 - Coolgardie Recreation Centre – Sylvester St, Coolgardie

What is the process for submitting a Demolition Permit?

1. A BA5 form is to be submitted to the Shire along with any supporting documentation required. Please see the Shire's '[Demolition Permit Checklist](#)' for more information, this can be found on the Shire's website under Development > Building > Demolition Permits.
2. The Shire will issue an invoice for fees associated with the application.
3. Once paid, the Shire will process the application and send out the Approval.
4. The approved demolition contractor must then file a BA7 within 7 days of the completion of works.

Is a Licensed contractor required?

A WorkSafe demolition licence (licenced contractor) is not required for the removal of single storey dwellings unless it involves removal of 200sqm or more of brittle or fragile roofing material.

For multistorey dwellings or any other type of building (commercial building, tilt-up panel construction etc.) the contractor nominated on the Demolition Permit Application must be a WorkSafe licenced contractor.

What if the building being demolished contains asbestos?

Dwellings constructed prior to 1990 are highly likely to contain asbestos. Removal of asbestos during demolition must be performed in a safe manner to avoid posing a hazard to contractors and the public.

A WorkSafe Asbestos Removal Licence is required when 10sqm or more of asbestos containing material (asbestos cement sheeting) is removed or any friable (crumbling, brittle) asbestos, regardless of its size.

For more information on asbestos removal, please refer to the Shire's '[Asbestos Removal – Customer fact sheet](#)' which can be found on the Shire's website under Development > General.

What notifications and consents are required?

Section 77 of the Building Act 2011 requires the consent of adjoining owners where work being done adversely affects the land beyond the boundary of the works land. This includes such matters as reducing the bearing capacity of the adjoining land (such as removing a retaining wall) or encroaching. If either of these scenarios is applicable to your demolition a completed **BA20 – 'Notice and request for consent to encroach or adversely affect'** must be provided as part of your Demolition Application.

Regulation 19 of the Building Regulations 2012 requires the following notifications to be provided:

- Heritage – Notification must be provided to the Heritage Council of Western Australia **if the place to which the application relates is subject to a heritage agreement, register or order.** If applicable, evidence of this notification must accompany your Demolition Permit Application
- WorkSafe Commissioner – *Regulation 3.119 of the Occupational Safety and Health Regulations 1996* requires that notification be provided to the WorkSafe Commissioner where a person wishes to do Class 1, Class 2 or Class 3 demolition work. These classes of demolition work include multi-storey dwellings, commercial buildings or removal of more than 200sqm of fragile or brittle roofing.
Demolition of single dwellings, outbuildings or patios does not require this notification. If notification is required, evidence of this notification must accompany your Demolition Permit Application.
- Electricity and gas services – Notification must be provided to electricity and gas providers and evidence of such notification must accompany your Demolition Permit Application.

All buildings scheduled for demolition are to be baited for rodent infestation at least seven days prior to the demolition.

All services such as electricity, gas, water and sewage must be disconnected, and evidence provided along with application.

Septic tanks or other underground sewage treatment apparatus must be decommissioned and filled with clean sand or removed entirely. The Shire's Health Services must be notified of the existence of any sewage treatment apparatus on the demolition site at least seven days prior to emptying and filling of such tanks.

How long does it take to get a Demolition Permit?

The Building Act 2011 sets time frames in which the Shire has to assess and determine an application for a Demolition Permit.

It is important that you are aware of allowed time frames prior to lodging your application and that your application documentation is complete.

Should further information be required by the Shire in order to assess the demolition application, the applicant may be given up to 21 calendar days in which to provide the outstanding information. If the information is not received within the 21 days, the application may be refused unless a mutual consent has been granted for a further 21 days.

The Shire has up to 10 business days from the date of lodgement to assess the application and issue a Demolition Permit.

How long until my permit expires?

A Demolition Permit is generally valid for two years from the date on which it was granted. If more time is required to complete the demolition works, you can apply for an extension of time of up to a further six months by making a formal request to the Shire.

What happens when I have completed my demolition works?

It is a requirement under the Building Act 2011 that the nominated demolition contractor on the Demolition Permit must submit a **BA7 Notice of Completion** form to the Shire within seven days of completing the prescribed demolition works.

If the person / contractor who has been issued the Demolition Permit ceases or fails to complete the works, they must notify the Shire within seven days of the cessation of works by submitting a Form **BA8 Notice of Cessation**.

What are the fees associated?

The Shire will issue an invoice outlining the fees associated with your application.

For more information relating to application fees, please refer to The Shire's [Building Schedule of Fees and Charges 2023/2024](#) sheet which can be found on the Shire's website under Development > Building.

This information sheet is intended as a guide only. The Shire disclaims any liability for any damages sustained by a person acting on the basis of this information.

For further information contact **Development Services** on **(08) 9080 2111**.
