

Information sheet for Demolition Permit Applications

Demolition Application

The City has a statutory assessment timeframe of **10 business days** to provide a determination, which may result in an Approval, a Refusal or a formal Further Information Request.

Please Note: *An assessment will not commence until all prescribed fees have been paid.*

Any Prescribed Planning or Health approvals required under the *Building Act 2011* must be complied with prior to making an application to the City.

Lodgement

All new Building Permit Applications must be lodged exclusively via the City's Online Services Portal (ePathway):

<https://eservices.swan.wa.gov.au/ePathway/Production/Web/Default.aspx>

If you do not have access to the Portal, please email a request to: eLodge@swan.wa.gov.au

Important Notes:

- Only PDF documents should be submitted. Files must not be password-protected or secured in any way.
- Once your application has been lodged, the City's Building Administration team will conduct an initial review. If it is deemed complete from an administrative perspective, the city will formally accept the application and issue a Payment Request.

Amendments to Building Permits that are currently valid must be submitted via email to:

eApplications@swan.wa.gov.au

Minimum Requirements

1. Fees Payable

All applicable fees are calculated prior to submission of the application.

2. BA5 - Demolition Permit Application Form

Application forms and guides are available from the Department of Local Government, Industry Regulation and Safety website.

3. CTF Levy Payment Receipt (If Applicable)

This levy is payable when the value of works exceeds \$20,000. A Construction Training Fund (CTF) levy payment receipt is to be submitted on lodgement of the application.

For more information regarding CTF levy payments, please visit the website at ctf.wa.gov.au or contact CTF at 08 9244 0100

4. Registered Demolition Contractor (If Applicable)

The size and type of the work being proposed determines if the person to be named as the Demolition Contractor on the permit issued should hold a Demolition Licence issued by WorkSafe.

A single-story dwelling can be demolished without holding a demolition licence. Although a licence is not required to demolish a single-story dwelling, all demolition work must be carried out properly using safe work procedures and have a duty of care that all demolition work is carried out in accordance with the *Work Health and Safety (General) Regulations 2022*.

Licence types:

Class 1

Work comprising the total/partial demolition of a building or structure that is 10 metres or more in height.

Class 2

Work comprising the total demolition of a building or structure that is less than 10 metres in height (but does not include a single dwelling).

5. Site Plan or Aerial Photo

A site plan or aerial photo must clearly show to structure to be demolished.

6. Notifications

A copy of the notification submitted to each service provider informing them of the intended demolition work is required to be submitted with the application. Provider types include, but are not limited to:

- Electricity
- Gas

7. Treatment for Rodents

Evidence is required to be submitted with the application, confirming that the building or incidental structure has been treated to ensure that it is not infested by rodents at the time of the demolition.

8. Asbestos Removal Licence (If Applicable)

For structure built prior to 1990 can be expected that asbestos is present.

The City requires for all structures built prior to 1990 for the applicant to provide a statement from an asbestos removal licensee that there is no asbestos present within the structure or to provide the license number of the asbestos removal licensee who will be removing the material if the amount is in excess of 10m².

Although a licence is not required to remove ten square metres or less of non-friable asbestos material, all asbestos removal work must be carried out properly using safe work procedures and systems of work. There is a duty of care that all removal of asbestos containing materials is carried out in accordance with the *Work Health and Safety (General) Regulations 2022*.

9. Planning - Development Approval/Written Exemption (If Applicable)

Please engage with the City's Planning Department to confirm whether a Development Approval or Written Exemption is required for the proposed building works. Any Development Approval or Written Exemption obtained must be submitted with your building application.

For assistance, please contact the City's planning department at [08 9267 9267](tel:0892679267) or via email at planning@swan.wa.gov.au

10. Health Approval – Septic/OED (If Applicable)

Please confirm with the City's Health Department on whether your proposal requires a Health Approval. Any advice or exemptions should be obtained in writing and submitted with your application.

For assistance, please contact the city's Health Department at [08 9267 9267](tel:0892679267) or via email at swan@swan.wa.gov.au, referencing your email to the Health Department.

Please note that this is a general guide of the minimum information/documentation required for lodgement and not a full list of all potential requirements.

Please see the options below should you wish to contact the City of Swan's Building Services for further building queries:

Phone number: (08) 9267 9267.

Email: eBuilding@swan.wa.gov.au

Address: City of Swan Administration Office 2 Midland Square MIDLAND WA 6056
PO Box 196, Midland DC WA 6936