

# DEMOLITION APPLICATION CHECKLIST

This checklist will assist you with the preparation of your Development Application (DA). In providing the information outlined below, you will be assisting Council staff to process your application in a timely manner.

Please be aware that if the required information is not provided, your application will not be accepted at the Customer Service counter.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION	YES	NO	N/A
<b>1. APPLICATION FORM</b>	a. Has the consent of all owner/s been provided?			
	b. Where a company owns the property, the company seal or company letterhead should be provided along with the names of all partners/directors. Has this been provided?			
	c. Where the applicant is a company, a list of all partners/directors is required. Is a list provided?			
	d. Have you provided mobile phone numbers and email addresses within part B of the Application for Approval form?			
	e. Has the political donations/gifts section on page 2 of the Application for Approval form been completed prior to submission of this application to Council?			
<b>2. USB</b>	a. Have you included a USB containing a PDF version of all documentation as submitted with this application?			
	b. Have you named all PDF documents in accordance with Council's File Naming Protocol for Applicants and Private Certifiers? A copy of this document is available at Council's Administration Centre or alternatively, visit Council's website to access all forms and documents.			
<b>3. PLANS/DETAILS</b>	a. Have a minimum of two (2) copies of all plans, documents and reports been provided?			
	b. Are the plans legible, drawn to a suitable scale and of an architectural standard (ie., site plan 1:200 and architectural plan 1:100)?			
	c. Do plans show the location of all structures to be demolished and or retained?			
	d. Do plans show the location of all trees on the land?			
	e. Has a work plan / statement including the following been provided? <ul style="list-style-type: none"> <li>i. Proposed hours of demolition.</li> <li>ii. Access provisions required for vehicles.</li> <li>iii. Estimated time for completion of demolition.</li> <li>iv. Hoarding and site safety fencing.</li> <li>v. Environmental controls.</li> <li>vi. Demolition license.</li> <li>vii. Asbestos removalist license.</li> <li>viii. Asbestos removal work plan.</li> </ul>			
<b>4. WASTE PLAN</b>	a. Has a Waste Management Plan been submitted to meet the requirements of Appendix E of Council's DCP? Please refer to Council's website for further information.			

**Note:**

- i. Council may require a Hazardous Material Management Plan subject to the individual restrictions or requirements of the site.
- ii. Council may require additional information if your property is heritage listed. Should you require further information please contact Council's Heritage Officer.

## Declaration by Applicant

In submitting this checklist I acknowledge that:

1. To the best of my knowledge, the details on this checklist are correct in every aspect and the information required has been supplied.
2. I understand that if I do not clearly demonstrate compliance with the relevant policies and the information requested above, this application may be rejected, returned and /or refused.

Applicants name (please print)

Signature

Date

## Fairfield City Council Use Only

### THIS SECTION TO BE COMPLETED BY THE DUTY OFFICER :

- All items as stated within this checklist have been reviewed
- All documents contained on the USB have been checked, with PDF versions of all hard copy documentation provided and named in accordance with Councils File Naming Protocol
- Is additional information required for the lodgement of this application ?  **No**  
 **Yes** (as per details below)

Application accepted by Council Officer :

(Name)

(Signature)

(Date)