

# Demolition Permit Application Checklist

The City endeavours to ensure all required information is provided at the time of lodgement. This checklist is to assist applicants to complete a demolition permit application submission.

A complete demolition permit application, where all necessary information has been provided in accordance with this checklist, will enable the City to undertake a full assessment, and avoid unnecessary delays occurring in the processing of your application.

An application can be lodged over the counter at the City of Joondalup Administration Building, 90 Boas Avenue, Joondalup, or by mail to City of Joondalup, PO Box 21, Joondalup WA 6919.

The City also has an online application service which can make lodgement easier. For further information visit the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au) or contact Building Services on **9400 4961**.

Official receipt of applications will not occur until all required information is received. Following lodgement, the applicant (as indicated on the application form) will receive a letter acknowledging receipt of the application.

Please note that further information and/or modifications may be requested by the City after a full assessment has been undertaken. All correspondence on the application will be directed to the applicant.

### All demolition permit applications must include:

- A signed copy of this checklist confirming that the application is complete.
- A completed application form BA5 signed by the owner(s) of the property and the Demolition Contractor in ink.
- The demolition permit application fee (refer to the City's Building Schedule of Fees).
- Registered Demolition Contractor details for two storey dwellings and/or where asbestos removal is required.
- BA20 – Notice and request for consent to encroach or adversely affect other land (if required).
- Certification or letter confirming:
  - Rat baiting
  - Disconnection and removal of gas meter
  - Disconnection of electricity
  - Disconnection of services for plumbing.

When you have checked off your checklist, sign the box below to verify you have included all the information necessary to determine your application.

Thank you for completing this checklist to ensure your application is processed as quickly as possible.

Applicant Details	
Full Name:	
Postal Address:	
	Contact Number:
Email Address:	
Do you wish to receive correspondence: <input type="checkbox"/> By mail <input type="checkbox"/> By email	
Signature:	Date Submitted:

  

Accepting Officer Details	
Name:	
Signature:	Date Received: