



GENERAL CHECKLIST FOR AN APPLICATION FOR DEMOLITION PERMIT

1. Submission of the application.

There are 2 options available for submitting the application with the City of Fremantle:

- Online Customer Portal.

You may submit your application online by using the City of Fremantle Customer Portal - [Home Page - myPortal \(fremantle.wa.gov.au\)](https://www.fremantle.wa.gov.au)

This portal will allow you to submit your application online, make payment online and track its status. If you are a first-time user of the portal you will need to register to create an account.

- Submitting the application as hard copy at the City of Fremantle administration office.

2. Application form (BA5 – Application for Demolition Permit)

If submitting a hard copy, application forms and guides are available from the website of the Building and Energy at the DMIRS - [Building and Energy | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](https://www.commerce.wa.gov.au)

3. Planning Approval -

- a) Is Planning Approval required to be obtained for the works applied for as part of this application? If unsure, please contact the City's Planning department.
- b) If planning approval has been obtained, have all the applicable conditions been complied with?

4. Site plan/aerial photo – showing the location and the structure that is to be demolished.

5. Notifications – Building Regulation r 19 (2) (c) requires the applicant to notify each person who provides electricity or gas services to the property where the demolition will be taking place. Copies of the notifications are to be provided upon submission of the application.

Examples of notifications may include a 'Dial Before You Dig' notification form, a copy of an email sent to the service providers or a hard copy letter from the service providers, which details that they have been

notified of the proposed demolition works to be carried out at the property address.

Also required are the following –

- the notification required under the Work Health and Safety (General) Regulations 2022 regulation 142F;
- evidence that the building or incidental structure has been treated for rodent infestation prior to demolition.

6. Fees Payable – For additional City fees please refer to the fee schedule on the website - [Information for building application fees | City of Fremantle](#)

Note: Applications submitted without all of the above applicable items will not be accepted and will be returned. The Building Act 2011 requires that all applicable approvals, including planning approval, are obtained prior to lodgement of a demolition permit application. This list is not a completed list of all requirements but is a general guide of the minimum information required.