



# Young Shire Council

Locked Bag 5  
Town Hall, Boorowa Street, Young NSW 2594  
Email: [mail@young.nsw.gov.au](mailto:mail@young.nsw.gov.au)

## PLANNING, ENVIRONMENT & STRATEGIC SERVICES DEPARTMENT

### FACT SHEET 5

## DEMOLITION APPLICATION REQUIREMENTS

### INTRODUCTION

This information sheet aims to clearly identify the type and quality of information required to be submitted with an application for the demolition of a structure.

Applications must be made to demolish all structures, unless the construction of the structure would be considered an exempt development under the *State Environmental Planning Policy (Exempt & Complying Development Codes 2008)*.

If you are unsure if the demolition or removal of a structure requires Council approval contact the Staff of Planning, Environment and Strategic Services on (02) 6380 1203.

**If the structure is to be relocated to elsewhere in the Young Shire Council area a separate development application for the placement of the structure on that site is required.**

It is essential that information and plans submitted with a Development Application are properly drawn and contain all the information required for Council to make a full assessment. Failure to provide information may result in the assessment of the application to be delayed or refused.

It is a requirement that the Applicant notify adjoining property owners of the intention to undertake demolition works. This notification must include the following:

- anticipated commencement and completion dates;
- hours of operation;
- equipment to be used;
- methods employed to avoid damage to adjoining properties.

Copies of Council's Development Application form are available from the Customer Services Area at Council's Offices or on Young Shire Council's website at [www.young.nsw.gov.au](http://www.young.nsw.gov.au) - go to Council Forms - Planning & Environment.

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A staff member from the Planning, Environment and Strategic Services Department is available for consultation at the Customer Service area between 8.30am and 11am weekdays. At other times Staff (and in particular other professional staff like Building Surveyors, Planners & Engineers) are available via phone or by appointment (02) 6380 1203.

## REQUIREMENTS

The following information is required to be submitted to Council in order to process a Development Application to demolish a structure;

- Submit a Development Application form provided by Young Shire Council, fully completed with the consent of **ALL** the property owners. All registered owners must sign applications and the stamp/seal of the company/firm is also required, where applicable. If the property has recently changed hands and the transfer not yet received by Council, a letter from your conveyancer confirming settlement may be required.
- The property must be identified on the application form by either Lot and Deposited Plan number or rateable street address. **Applications cannot be accepted that do not uniquely identify the work site.**
- The application fee must be paid at the time of lodgment. The fee is set by the *Environmental Planning & Assessment Regulation 2000* and is based upon the cost of demolition.
- Details of structures and trees to be removed;
- Location, boundary dimensions, site area and north point of the land;
- Location of existing vegetation and trees on the land;
- Location and uses of existing buildings on the site;
- Photographs of the site in its present state;
- Details of safety measures to be implemented. This shall include location and type of fencing to restrict access to the site;
- Site plan at completion of works including levels and proposed restoration works;
- Plan of sedimentation and erosion control methods;
- Details of the contractor undertaking the work;
- Details of waste disposal arrangements including the amount of material to be recycled, the waste facility to which material is to be taken;
- Timeframe for the demolition;
- Notification to Council of the services and their location to be disconnected;
- Confirmation that the applicant will notify the adjoining property owners two (2) days prior to commencement of works;
- Details of the extent to which Council's footpath and roadway is to be utilised during the proposed works. An application for Works within a Road Reserve (Miscellaneous Works) and a Traffic Control Plan shall be lodged with the Development Application.

If you have any you have any questions regarding this information sheet, please contact Council's Planning, Environment & Strategic Services Department on (02) 6380 1203.

*Young Shire Council – Delivering quality services*