

## Removal of Existing Building Policy

**NOTE:** Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

### Table of Contents

1. POLICY STATEMENT .....	1
2. SCOPE .....	1
3. GENERAL INFORMATION .....	1
4. DEFINITIONS .....	3
5. LEGISLATIVE REFERENCE .....	3
6. RELATED DOCUMENTS .....	3
7. NEXT REVIEW .....	3
8. VERSION CONTROL .....	3

### 1. POLICY STATEMENT

This policy provides the framework for South Burnett Regional Council ('Council') to adhere to in the removal or demolition of a building or structure from the South Burnett region ('region') and required building approval in accordance with the *Building Act 1975* ('Act').

### 2. SCOPE

This policy applies to all Council representatives.

### 3. GENERAL INFORMATION

This policy ensures compliance with the Act and the Workplace Health and Safety Queensland – Demolition work Code of Practice 2021 and ensures that an appropriate fee structure exists for the type and value of building work being undertaken.

#### 3.1. Remove or demolish building from site

To remove or demolish a building, there are several application processes to consider.

##### 3.1.1. Stage 1 – Referral to Council

Under the *Planning Regulation 2017*, Council is required to act as a referral agency where a building is being removed or demolished. Council will assess the building to determine whether a security bond will be held until the work is completed and if town planning or plumbing approvals are required.

##### 3.1.2. Concurrence application

The following information is required to submit with a Concurrence application:

- application form;
- fees as per Council's Register of Fees and Charges;
- site plan identifying the building to be removed; and
- a dilapidation report with images, clearly detailing the status of Council infrastructure at the destination site, prior to relocating of the building.

### **3.1.3. Heritage**

A planning application may be triggered when it is proposed to demolish/remove a building from a heritage site. Where a planning application is needed, it is recommended the applicant/s seek specialist consultant advice as specialist reports will be required to support the application.

Properties identified on the Queensland Heritage Register will require assessment against the Council Planning Scheme.

### **3.1.4. Plumbing & drainage**

When removing or demolishing a building that has plumbing and drainage connected, the drains must be sealed properly. In accordance with the *Plumbing and Drainage Act 2018*:

- capping of sewer or water at the building site requires a Form 4 – Notifiable work to be lodged with the Queensland Building and Construction Commission by a licenced plumber;
- disconnection of the building drainage at the sewer connection point requires an application to Council;
- buildings or structures connected to an onsite sewerage system that are to be demolished or removed requires a plumbing application to be lodged with Council.

A licensed plumber must complete the work and can assist in determining the best place to seal the drains on the site.

### **3.1.5. Asbestos**

All applications will require an asbestos report from a licenced asbestos assessor. If the asbestos report identifies asbestos is present, Council will require confirmation from a suitably licensed contractor that asbestos based products have been removed and disposed of at a regulated waste facility prior to moving a building to the region.

### **3.1.6. Security bond**

A security bond is payable to Council as a guarantee the site will be cleared of all debris and services disconnected by suitably qualified or licensed persons. If the structure/s contains asbestos material these are to be disposed of in accordance with regulatory requirements.

The bond will be returned to the payee upon satisfactory inspection of the property after the site is cleared.

The amount of bond held will be in accordance with Council's Register of Fees and Charges.

## **3.2. Stage 2 – Application for building work**

Building approval is required to demolish or remove a building. The application may be lodged with Council or a Private Certifier and must be made on the approved form/s and accompanied with the relevant fee.

No building work can commence until approval is obtained, and all work for this stage is to be completed within 12 months of approval.

### **3.2.1. Demolish/Removal Works**

Demolition work is to be undertaken in accordance with the conditions in the building approval and the Workplace Health and Safety Queensland – Demolition work Code of Practice 2021.

Demolition/removal works must be substantially commenced within two (2) months after the giving of the development approval in accordance with Act.

Demolition/removal works must be completed within one (1) year after the giving of the development approval in accordance with the Act.

#### 4. DEFINITIONS

**Building work** means:

- building, repairing, altering, underpinning (vertical or lateral support), moving or demolishing a building or other structure; or
- excavating or filling

**Removal building** means:

- the removal and/or demolition of a building or structure, whether for rebuilding at another site or not;
- the rebuilding of a building or structure relocated from another site; or
- relocating and rebuilding of a building within the same property.

**Council representative** means all Councillors and Council employees including permanent, casual and temporary employees, apprentices, trainees, contractors, volunteers, and work experience students.

#### 5. LEGISLATIVE REFERENCE

*Building Act 1975 (Qld)*

*Building Regulation 2021 (Qld)*

*Planning Regulation 2017 (Qld)*

*Plumbing and Drainage Act 2018 (Qld)*

National Construction Code

Queensland Development Code

Workplace Health and Safety Queensland – Demolition Work Code of Practice 2021

#### 6. RELATED DOCUMENTS

South Burnett Regional Council Checklist – Building Application Demolish or Removal Buildings

South Burnett Regional Council Checklist – Building Application Relocation of Building

South Burnett Regional Council Concurrence Agency Referral – Relocation of Buildings

South Burnett Regional Council Employee Code of Conduct – Statutory011

Queensland Building and Construction Commission - Form 4 – Notifiable work

South Burnett Regional Council Planning Scheme 2017

South Burnett Regional Council Removal & Demolish Factsheet

South Burnett Regional Council Security Bond Payment Request


Queensland Building and Construction - Form

#### 7. NEXT REVIEW

As prescribed by legislation or September 2028

#### 8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	17 September 2025	3302531

  
Mark Pitt PSM

**CHIEF EXECUTIVE OFFICER**

Date: 17 September 2025