



SOUTH BURNETT
REGIONAL COUNCIL

Removal & Demolition

This factsheet provides information about the removal of a building or structure from a property, whether by means of demolition or for the purpose of relocating to another site.

Do I need a building approval to remove /demolish a structure?

Building approval is required for the removal/demolition of any building or structure. Time frames for completion of the work will vary dependent on the extent of the work necessary. The completion date will be included in the decision notice. Owners have the option of engaging Council or a Private Building Certifier to undertake certification functions, including assessment, approval, and inspection of the works. All building certification work must be carried out by an appropriately Licenced Building Certifier.

A monetary bond is also required to be paid as security that the site will be cleared in accordance with regulatory requirements. Council reviews the amount periodically and the current value can be found in Council's schedule of [fees and charges](#). The bond is fully refundable upon satisfactory completion of the works.

What other approvals do I need?

Depending on the zoning of the land, a planning approval may also be required prior to any building approval being issued.

Plumbing approval is required for the disconnection of any plumbing/drainage. Water supply and drainage fixtures must be disconnected by suitably qualified persons.

Other permits may be required prior to removing a building or structure from a site including permits from the Department of Transport & Main Roads, Queensland Police, Queensland Rail, electricity suppliers and telecommunication providers.

What are the stages of removing or demolishing a structure?

Stage 1

The first stage involves lodgement of the concurrence agency referral and payment of the bond.

- **Concurrence Agency Referral:** This process is what an applicant goes through to have Council determine how much bond will be applicable to the project. In most cases the minimum bond will apply however more complex projects may attract a higher sum.
- **Bond:** The bond is to ensure that any building work required to comply with current regulations is completed within the specific currency period of the application. The bond can be paid in cash, bank cheque, Eftpos or unconditional bank guarantee. The bond is retained in Council's Trust Account and will be returned to the payee upon satisfactory completion of the building.

Stage 2

- **Application for Building Works:** A building application along with the relevant fee, is to be submitted showing the details of the structure/s to be removed or demolished. This application can be submitted concurrently with the stage 1 application; however, the approval will not be released until the security bond is received. Payment of fees is required when the application is lodged.

What documentation do I need to supply?

One (1) copy of plans showing the location of the building/s or structure/s to be demolished or removed.



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For further information contact Council's email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100.

www.southburnett.qld.gov.au  southburnettregion

How long does it take to get approval to remove / demolish a structure?

The applications are processed under the Development Assessment timeframe rules. Most applications can be processed in a timely manner if the correct information has been supplied.

How will I know when I can start?

You will know that you can start when you receive your decision notice and any endorsed supporting documents relative to your approval. All decisions are subject to the statutory appeal provisions which are included with your approval. If you are not intending to appeal the decision you may commence works when the approval takes effect.

What if I am removing a structure to relocate it on another property within the South Burnett?

You will still be required to lodge a demolition / relocation application. Additionally, you will be required to submit a new building approval application for the proposed new structure/building to be erected at the new location. These applications are subject to the same process requirements as an application for a new building.

Further Information?

Submit a customer enquiry or request a meeting with a Council officer from Council's Building Section by contacting Council via one (1) of the following methods:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visiting a Customer Service Centre