

DEMOLITION GUIDELINES & APPLICATION

Introduction

This brochure and application form explains Nhulunbuy Corporation (NC) requirements relating to the demolition of structures on the Town Lease (SPL 214) and Industrial Estate (SPL 250), including what type of work requires approval, what needs to be submitted with an application, and standard requirements relating to demolition works.

What requires NC approval?

Demolition of any building or part of any building requires Demolition Approval from NC. This includes the demolition of houses, sheds, garages and commercial buildings.

What information needs to be supplied?

When you lodge your Demolition Application for demolition of a building or part of a building, the following must be submitted to NC:

- *The Demolition Application refundable Performance Bond fee*
- *A letter from the sub lessee/s holder granting approval for the proposal*
- *Where only part of a building is to be demolished or removed, calculations or other written information that shows that the remaining parts of the building will comply with the cyclonic structural requirements of the Building Code of Australia after the proposed demolition or other building work is performed*
- *A completed application for Excavation Permit (if applicable) detailing the areas where any excavation may occur on the site (and including a one (1) metre perimeter around the structures to be demolished)*
- *A Cyclone Management Plan for the site if any demolition work is to be undertaken between October and May.*
- *An asbestos management plan (if applicable)*

Special requirements

Safety

Precautions must be taken by persons carrying out demolition to ensure the safety of people using adjoining premises or public places. If, to ensure the safety of the public, it is considered necessary to block a public area such as a road or footpath, please contact NC to discuss your proposal prior to commencing any works.

Asbestos

Regulations controlling the removal and disposal of asbestos exist and are enforced by NT Worksafe. For further information on these requirements, telephone 1800 019 115 or go to www.worksafe.nt.gov.au

It is the responsibility of the applicant to ensure any asbestos products found in the structures to be demolished are identified and handled in accordance with NT Worksafe requirements.

Environmental Issues

Regulations that prevent all types of environmental pollution (noise/air/water) exist and are enforceable by the Environment Protection Authority.

Kerb, Drainage, Footpath and Road Damage

Heavy machinery used in demolition often causes damage to kerbs, drains, footpaths and roads. Any damage caused during demolition will be the responsibility of the applicant/site owner to remedy. Failure to do so will result in repairs being carried out by NC and the costs being deducted from the Performance Bond.

DEMOLITION PROPOSAL APPLICATION

PROPERTY LOCATION

Lot N ^o		Street N ^o		Street Name		Street	DMA (Office Use only)	
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APPLICANT DETAILS

Applicant's Name			
Postal and Email Address	@		
Person/Organisation undertaking demolition			
Postal and Email Address	@		
Contact person for further information			
Contact telephone numbers			
Date of proposed demolition	/ /2019		
Demolition costs \$			

BUILDINGS TO BE DEMOLISHED

Description of building (s) to be demolished (include type of construction and nature of materials)

TREES AND OTHER INFRASTRUCTURE TO BE REMOVED

Details of trees and infrastructure to be removed

DEMOLITION PROCESS

Description of demolition process

DISCONNECTION OF SERVICES

Have all services listed below been disconnected?									
Electricity	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Water	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Sewer	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Telecommunications	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

DISPOSAL OF DEMOLISHED MATERIALS

Where are the demolished materials to be dumped?	
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Site Plan



Street frontage

Applicant's Name		Signature	
Date			

OFFICE USE ONLY

		Demolition Permit Fees	
		Performance Bond	
Receipt No		Total Fees Payable	

CYCLONE MANAGEMENT PLAN

A Cyclone Management Plan is required for all building or demolition work conducted between the months of November and May (inclusive) within the Nhulunbuy Town Lease or Industrial Estate Lease areas.

Name of Applicant / Representative:		Phone:		Date:	/ / 20.
Registered Name of Company / Organisation Conducting Works:					
Description of Proposed Works:					
Location of Proposed Works:					

CYCLONE WATCH

Within 48 hrs but not expected within 24 hrs

- Advise employees of cyclone status
- Check fuel levels in all vehicles
- Tie down all loose items and remove all loose rubbish to local refuse tip
- Ensure that all machines and all vehicles are fully fuelled and operational
- Monitor radio and/or social media for updates

CYCLONE WARNING

Expected within 24 hrs

- Advise employees of cyclone status
- Check site to ensure all loose items are secured and/or tied down
- Move all vehicles and machinery to a safe area
- Monitor radio and/or social media for updates

ACTIVATION - CYCLONE IMMINENT

Expected within 12 hrs

- Advise employees of cyclone status
- Brief all staff and stand-down for home preparation
- Lock all gates and secure site
- Move to a safe shelter

ALL CLEAR

- Advise employees of cyclone status
- Check all equipment and vehicles before resuming work
- Check for any damage at work site
- Report damage to work site/vehicles and/or machinery to Nhulunbuy Corporation

I have read and understood the requirements and provisions of this plan.

Applicant / Representative:

Signed _____

Name

Date: / / 20.

EXCAVATION PERMIT Identification of NCL & RTA assets

**An Excavation Permit is required for any excavation of ground within Special Purpose Lease 214 (Town),
 250 (Industrial Estate) or the Airport (SML11)**

Section 1: TO BE COMPLETED BY THE APPLICANT

Excavation Permit No. **EX** _ _ _ _ _

Name:		Phone:		Date:	/ / 20
Address of proposed excavation:	Lot	House No.			
Reasons for proposed excavation:					

Provide a map location of the exact excavation in relation to the proposed site (Google map or sketch drawings with measurements accepted)

Section 2: TO BE COMPLETED BY THE NHULUNBUY CORPORATION

A Nhulunbuy Corporation Infrastructure (NCL) Team representative has reviewed the documentation currently held by Nhulunbuy Corporation to identify any sewage and/or water services on the nominated site.

- Position of water and sewer piping identified (**NCL assets only**)
- Survey required before back fill
- HV/LV Assets identified in area and RTA notified (**Rio Tinto assets only**)

Site inspection comments/Special conditions

Signed: _____ Name: _____ Date: / / 20
Disclaimer: Information provided by the NCL is indicative only. Identifying the actual location of the services remains the responsibility of the applicant. The issue of this permit by the Nhulunbuy Corporation does not indemnify the applicant and/or any persons employed by them from any liability relating to any injury to persons, or damage to property, as a result of any excavations carried out at the identified site.

Section 3: TO BE COMPLETED BY THE APPLICANT

- The Applicant is to provide a site plan showing distances of excavations from property boundaries.
- The Applicant is to provide a detailed description of the works including any plans or drawings.
- All signatures on this form must be completed before excavation commences and a copy of the completed form must be held by the supervisor on the site of the excavation at all times.
- It is the responsibility of the applicant to contact **Dial Before You Dig** to ensure adequate identification of Telstra and NBN services in the excavation area. Information must be attached to this application.
- It is the responsibility of the applicant to engage a suitable contractor to ensure adequate identification of any domestic electrical & other services on the site prior to any excavation taking place.**
- It is a condition of this permit that any road crossings will be backfilled with lean-mix concrete up to 40mm from the top of the excavation, and the remaining 40mm will be filled with compacted bituminous pre-mix asphalt to the satisfaction of the Nhulunbuy Corporation. ****The Manager Strategic Infrastructure is to be consulted prior to any works commencing on road crossings**.**
- I have read and understood the conditions associated with the granting of this Excavation Permit.***

Signed: _____ Name: _____ Date: / / 20

Fee (as per current fee schedule) payable on submission of application.

Fee Payment Details	Fee Paid: \$	Date Paid / / 20	Receipt no.
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Permit Number:		Date Required:	
<p align="center">An excavation permit is required for all work involving excavation of ground within Gove Operations boundaries (48 hours min notice required). This permit MUST commence within 15 days from the date of "Authorise to Issue" to be valid or a new permit shall be obtained.</p>			
Request for permit			
Applicant Name:		Signature:	
Company:		Date:	
Phone:		Location:	
Drawing / sketch no:		Service Order No:	
Work to be carried out (ensure the excavation site is marked to show the location of known services / obstructions):			
Work methods and special controls to be adopted:			
Does this excavation involve high voltage cable above/below ground? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a Vicinity Permit is required.			
Do the works involve vegetation removal/clearing? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , a Vegetation Clearing Permit is required.			
Do the works potentially impact culture/heritage? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Cultural/Heritage approval is required.			
Is work within 50m of RDA pond? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , geotechnical review required in accordance with OIM-RDA-001			
Is this an NCL associated permit (town, industrial, or airport) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Data search / site detections			
Composite services coordinator (CSC)	Drawing & database check	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Site detection carried out	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Sketch of excavation site provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Checklist completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Engineering superintendent	Site survey required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Vegetation permit received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Cultural/Heritage approval received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Geotech review received	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Authorised for Issue	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
Approval before work can commence			
Supervisor of work	Site information checked	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Work methods determined	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Confirmed Hazardous Energy Requirements with Area	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area approval obtained to enter and conduct work	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contractor / excavator	Acceptance of job	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Signature	Date
<p>Note: excavation permit (EP) shall be displayed at the excavation site.</p> <ul style="list-style-type: none"> • An observer is required when using mechanical equipment during an excavation. • Unless noted otherwise above or directed by HV personnel, mechanical excavating shall cease 200mm above or adjacent to indicated service position and its true position identified using handtools. • Due care to be taken during excavation - unknown or unidentified services may be present. • Should any unrecorded services (cable/pipe), obstructions or contaminated site be observed / damaged during excavation - excavation work is to cease immediately and the supervisor of works notified. • Should any item of potential archaeological or cultural significance (Aboriginal artefact) be observed during excavation - excavation work is to cease immediately and the supervisor of works notified. • Only once the service/obstruction has been inspected, identified, and made safe can the excavation recommence. 			
Completion of works			
Supervisor of work	Notify surveyor to conduct survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Backfill and site cleanup	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	EP forwarded to CSC	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Area contacted to confirm work is completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

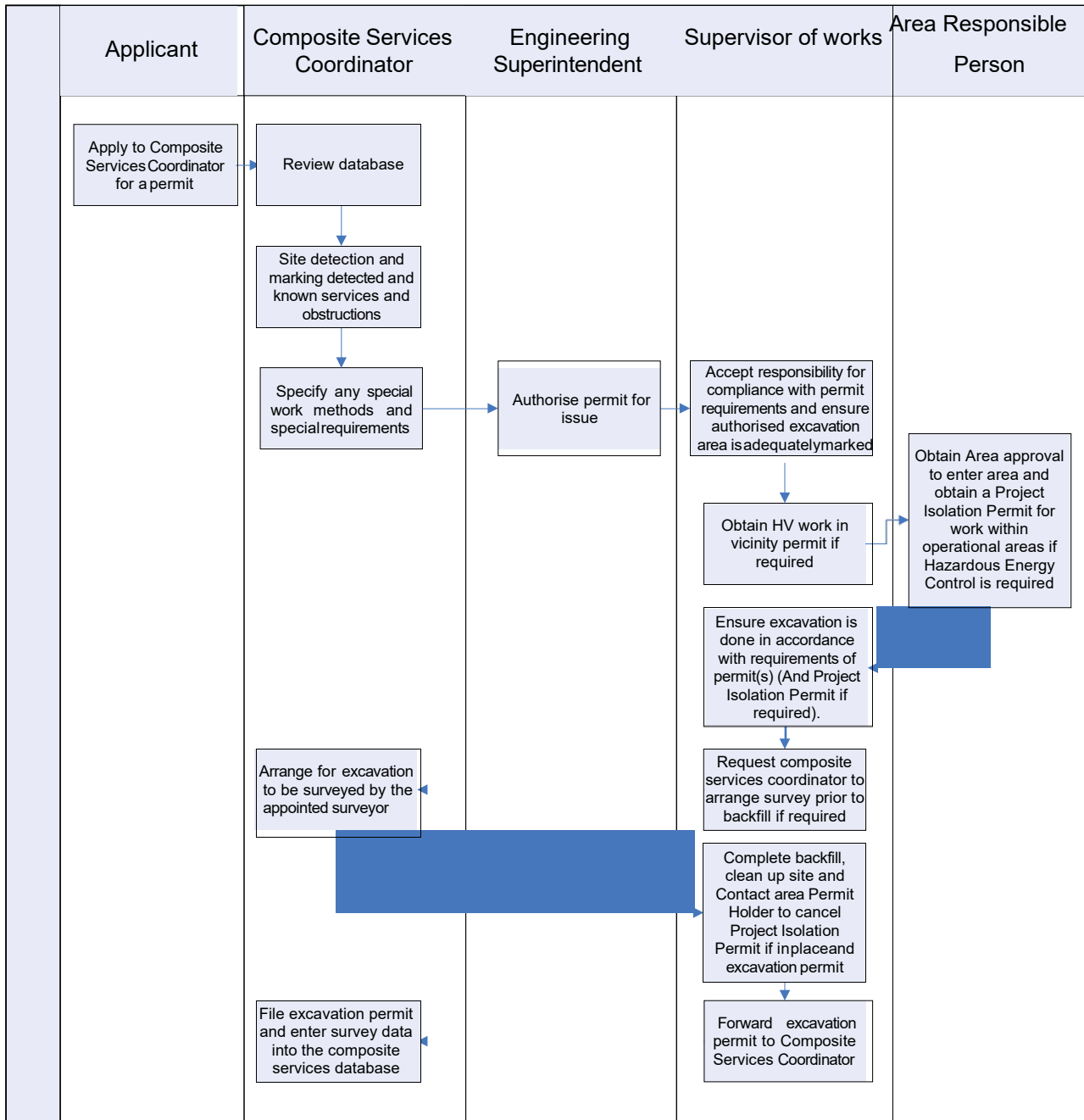
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Rev No: 10	Date of Issue: 10/07/18		Page 1 Of 2

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Note: No excavation is to be backfilled until a survey of services installed or exposed during excavation is completed.

- Failure to comply with the above procedure will result in the re-opening of the excavation to confirm the location of the buried services at the contractor/excavator's cost.

Composite services coordinator	Survey data received from surveyor and entered into the composite services database. <input type="checkbox"/> Yes <input type="checkbox"/> No Provide copy of completed permit to NCL if for town, industrial or airport. <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Signature	Date



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Rev No: 10	Date of Issue: 10/07/18	Page 2 Of 2	

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