

DEMOLITIONS POLICY

Purpose

To ensure that on receipt of information regarding a proposed demolition within the scope of statutory notification:

- the details are validated
- a survey is undertaken when appropriate
- notice of conditions are issued as necessary
- appropriate action is taken to ensure compliance with conditions

Service to be provided by Local Authority under the Building Act 1984

Responsible for receipt of a Section 80 notice.

Responsible for identifying action required and providing a formal response under Sections 81 & 82 of the Act.

Building Control is responsible for ensuring that:

- Information is assessed
- The site is visited as necessary
- Consultation, as appropriate, is carried out
- Conditions are determined and for preparing a counter notice
- Interested parties are notified
- Any formal enforcement action is initiated
- File is closed satisfactorily on completion

Team leaders are responsible for authorising any formal enforcement action.

Documentation

- Notice of Demolition or other correspondence (from application/agent)
- Standard letters for Measures to be taken & Stat Undertakers
- Demolition Notice File
- Computer data system

Procedures

Response

The Target response time to issue of Section 81 is **5 Days**

On Receipt of Section 80 Notice

The following details are recorded on the Demolition Notice File:

- source/method of notification
- location
- date of report
- date of proposed demolition
- Any other information that is relevant

The information is to be processed as soon as practicable to ensure a response target time of 5 working days.

Action on Receipt

The information is to be registered as appropriate and if considered necessary, a survey is to be undertaken. The Admin system will automatically produce all documents, required.

Consultations

The appropriate person is to carry out any necessary consultations with, and consider observations from, statutory bodies, applicants, and others if the circumstances under Section 81 (6) apply.

Conditions

Any appropriate conditions are determined and communicated by Notice to the applicant and other interested parties. Team leaders to sign the Notice before Dispatch.

Verification

Where appropriate, during and after demolition, inspections are to be carried out as necessary to confirm compliance with the conditions. The inspection details are to be recorded in the log.

Formal Action/Enforcement

Where appropriate, if the relevant action has not been taken in accordance with the appropriate conditions, the matter is to be processed in accordance with the current enforcement policy/procedure. Details of any further actions are to be recorded in the file. On satisfactory resolution, the log is to be signed off and the file closed.

Filing

The Demolition Notice File and relevant case files are to be retained in the appropriate system for three years before transferring to the appropriate archive system.