

## Notice of demolition

### NOTICE TO LOCAL AUTHORITY BY PERSONS PROPOSING TO UNDERTAKE THE DEMOLITION OF A BUILDING

#### Section 80; The Building Act 1984

This notice must be completed and sent with a site plan to Herefordshire Building Control.

You can fill in the form on screen and then save it and email to: [bce@herefordshire.gov.uk](mailto:bce@herefordshire.gov.uk) or print and send it to: Herefordshire Building Control, Plough Lane, Hereford HR4 0LE. You must also send a copy to each of those listed in section 6(b) below. The council will then arrange for a notice under Section 81 of the Building Act to be sent to you by way of acknowledgement. You must not start demolition work until you have received the Section 81 Notice from the council, or until a period of six weeks has passed since the submission of this form, whichever is the earlier. Please read the guidance notes at the end of this form before filling it out.

#### **Section 1 - The building to which this demolition notice relates (a site plan must be enclosed):**

Description

Address:

Postcode:

#### **Section 2 - The legal owner of the building described in (1) Above:**

Name:

Organisation (If applicable):

Address:

Postcode:

Telephone:

Email:

**Section 3 - The person filling out this form (if different to (2) above):**

Name:

Company/Organisation (if applicable):

Address:

Postcode:

Telephone:

Email:

**Section 4 - Details of the proposed demolition work**

a) The extent of the proposed demolition:

Expected date of commencement:

Expected duration of the work:

**Section 5 - The demolition contractor (if known)**

Contact name:

Organisation (if applicable):

Address:

Postcode:

Telephone:

Email:

### **Section 6 - Declaration**

a) I confirm that I am either the legal owner of the building (as in (2) above), or that I am duly authorised to submit this notice on behalf of the legal owner.

b) I confirm that I have sent copies of this notice to (tick all that apply):

- The occupiers of all buildings adjacent to the site:  
(Please attach a list of addresses notified):
  
- National Grid (Gas):
  
- Welsh Water (Water/Sewerage):
  
- Severn Trent Water (Water/Sewerage):
  
- Central Networks (Electricity):

c) This notice is given in relation to the demolition work described in paragraph 4 above and outlined on the attached site plan(s) and is submitted in accordance with Section 80 of the Building Act 1984:

Signed:

Printed:

Date:

## **Section 80 Demolition Notice; Guidance notes for Completing the Form**

### **The Demolition Notice:**

There is a legal requirement to notify the local authority when a building or part of a building is to be demolished, and so you should use this form to notify us if you are planning to carry out such demolition.

After considering your proposals, we will issue you with a notice under Section 81 of the Building Act by way of acknowledgement. You should not commence demolition work until you have received the Section 81 notice, or until a period of six weeks has elapsed (whichever comes first). We would always aim to return the Section 81 notice well within the six week period however, unless there are any issues preventing us from doing so. The Section 81 notice will set out certain actions which you must take as part of the demolition process.

If we have any concerns following our initial assessment then we may wish to meet with you to discuss them, in which case we will contact you.

### **When to use this Form:**

You should use this form to notify us about any demolition work which you are planning to carry out. However you do not need to notify us if:

- The building to be demolished is less than 49.5 cubic metres in volume.
- The demolition work is limited to the internal parts of an occupied building.
- The building is a free-standing agricultural building.
- There is already a demolition order in place under the Housing Act 1985.

### **Guidance for filling out the form:**

#### **Sections 1 & 2:**

Please provide all information requested. A to-scale site plan must also be attached to this notice showing the boundaries of the site highlighted in colour and also its position in relation to surrounding properties. If only certain parts of the buildings within the site are to be demolished, the site plan should make it clear which parts are affected and which are to remain.

#### **Section 3:**

This form may be completed by another party acting on behalf of the owner (for instance, an architect or demolition contractor) but that person must have the authorisation of the owner to do so.

#### **Section 4:**

Please describe briefly in (a) the extent of demolition proposed. For instance, whether the demolition relates to all buildings on the site, or just specific parts.

When considering the expected date of commencement in (b) you should bear in mind the fact that demolition cannot begin until you have received the Section 81 notice.

#### **Section 5:**

Please provide details of the appointed demolition contractor if known at this stage. If the form is being completed by the demolition contractor you can simply note 'as (3) above'.

**Section 6:**

The declaration must be signed and dated. It is also a requirement that you send or give copies of the demolition notice to all those parties listed under (b), and you should tick the relevant boxes to confirm that this has been done.

'adjacent buildings' will normally be all properties sharing a common boundary with the demolition site. However in some circumstances the notice should be sent to other nearby properties who may be affected by the works, for instance properties who may not share a common boundary but rely on a shared access route.

The utility companies listed must also be notified, unless they do not have any apparatus serving or crossing the site. Where necessary you must arrange for them to disconnect and make safe their services before any demolition begins.

In Herefordshire the water and sewerage undertaker will be either Welsh Water or Severn Trent Water, depending on where in the county the site is. In some limited areas of the county water is provided by one and sewerage by the other, in which case you would need to notify both.

**Important note:**

Demolition work attracts requirements under a variety of other areas of legislation, including planning, health & safety, environmental health, highways and traffic etc. The giving of a Section 80 Notice and the subsequent issue of a Section 81 notice in no way relieves any party of their duties in this respect, nor does it convey any approval of the proposals in respect of any other legislative requirements.

**DATA PROTECTION ACT:**

The information on the application form is required to process your application and to administer this service. It may contain personal data about you. As the data controller of that information, Herefordshire Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the eight principles of the Act. Where necessary we may share this personal data with partner organisations for the protection of public funds administered which may include the prevention or detection of fraud and auditing purposes. Further information relating to your rights under the Data Protection Act can be found on the Herefordshire Council website.