

# Demolition Notice

## 1. Statement

I hereby give notice that demolition work is due to be undertaken at the premises indicated below and is intended to commence on date.. .../. .../. ... (not less than 6 weeks notice should be given). I can confirm that the work shall be carried out in accordance with the Construction (Design & Management) Regulations and agree to comply with the Council's schedule of requirements relating to demolition.

Signed: ..... Print: ..... Date: ..../...../.....

## 2. Address of Demolition

Address of the building or site (Including a valid postcode):

.....  
.....

**A location plan 1:1250 should be provided, clearly indicating the site of demolition**

## 3. Description of proposed work

.....  
.....  
.....

## 4. Owner's Details

Name: .....

Address: .....

.....

## 5. Agent's Details (if applicable)

Name: .....

Address: .....

.....

## 6. Demolition Contractor's Details

Name: .....

Address: .....

.....

Is the Demolition Contractor a member of the National Federation of Demolition Contractors?

YES / NO

Is the building a 'listed building' or within the boundary of a listed building?

YES / NO

Is the building within a 'conservation area'?

YES / NO

Have you given notice to all the relevant persons/bodies?

YES / NO

Has Planning Permission been applied for?

YES / NO

Planning Application number: .....

## Guidance Notes

1. The demolition works are exempt from notification if any of the following apply:
  - The demolition is being carried out in relation to PART IX of the Housing Act 1985 i.e. slum clearance
  - The demolition is of an internal part of a building, where the building is occupied
  - The building has a cubic content of no more than 50m<sup>3</sup>, measured externally
  - The building to be demolished is a conservatory, greenhouse, shed or prefabricated garage that forms part of a larger building.
  - The building to be demolished is an agricultural building unless it is near/touching another building which is not an agricultural building, or a building mentioned in Points 3 and 4 above.
2. The person notifying the Local Authority of the demolition works, has a duty to send a copy of the notice to:
  - The owners/occupiers of any building adjacent to the site
  - Public gas supplier
  - Public electricity supplier
  - Water Authority
3. Demolition works can legally commence upon receipt of a Counter Notice issued by the Local Authority or after the elapse of six weeks from the date of notification.
4. The Counter Notice will contain requirements set by the Local Authority of how the demolition is to be undertaken.
5. If the building is 'listed' or falls within a 'conservation area', planning permission for the demolition will be required and demolition works must not commence before this is granted.
6. Please submit one copy of this form together with a location plan scale 1:1250 with the site boundaries clearly defined.
7. If demolition work commences without the appropriate notice being given to the Local Authority, an offence will have been committed which could result, upon summary conviction to a fine not exceeding Level 4 on the standard scale at the Magistrate's Court under Section 80 of the Building Act 1984.
8. Demolition works must be carried out in accordance with the Construction (Design & Management) Regulations 2007. It is the responsibility of the Client and Contractor to ensure the regulations are met and that the Health and Safety Executive are notified of the demolition where appropriate.
9. If the building to be demolished is attached to a neighbouring property, guidance should be sought in relation to the Party Wall Act 1996.

If you require any assistance in relation to completing this form, please call Building Control on 01438 242264.

If you require assistance in determining whether planning permission will be required for the proposed demolition, please call our Planning Department on 01438 242159 for advice and guidance.

Stevenage Borough Council  
Building Control  
Tel: 01438 242264  
Fax: 01438 242922  
Email: [buildingcontrol@stevenage.gov.uk](mailto:buildingcontrol@stevenage.gov.uk)