

<u>FEE PAID:</u>	<u>RECEIPT REF:</u>	<u>DATE RECEIVED:</u>	<u>APPLICATION REFERENCE:</u>

*This form is to be filled in by the person who intends to carry out demolition work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please use block capitals.*

**Applicant's details** (including Christian names or initials - see also note 1)

Name:

Address:

Postcode:

Tel:

Email:

**Contractor's details** (if applicable)

Name:

Address:

Postcode:

Tel:

Email:

**Site location**

Address:

Postcode:

**Notice given to statutory undertakers**

Name of **GAS** company:

Address:

Postcode:

Date notice given:

Name of **ELECTRICITY** company:

Address:

Postcode:

Date notice given:

Name of **WATER** company:

Address:

Postcode:

Date notice given:

**Proposed works**

No. of storeys:

Present use of building:

If a Planning application has been submitted, please state the application reference:

Total floor area of building to be demolished:                      m<sup>2</sup>

**Please provide a method statement giving full details of the demolition process and insurance details of the contractor**

**Use of building**

Domestic/Dwelling

Commercial

Other (please specify)

**Mode of existing water drainage** (tick as appropriate)

Foul:     Main sewer

Treatment plant

Surface:

Main sewer

Soakaway

Water Supply:

Main supply

Private supply

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**Name of owner/occupier of adjacent building(s)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

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**Correspondence** *(formal communication including acknowledgment letters and completion certificates)* Email *(Electronic copies)* Postal *(Paper copies)* Other *(please specify)*

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**Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge. **I understand that a further charge will normally be payable by the applicant following the first inspection by the local authority.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Notes**

1. No person may commence a demolition unless he/she has given six weeks' notice to the Council of his/her intention to do so in writing and has received a Notice from the Council as to their requirements in respect of the demolition. The Council has six weeks to respond to the notice.
2. The Health and Safety Executive must be notified of the intended demolition prior to commencement onsite.
3. The Party Wall etc Act 1996 requires that consent for any work is obtained from the owners of any adjoining building and deals with the law relating to boundary walls and party walls.
4. For further details please consult Building Act 1984 Sections 80,81,82, and 83
5. The demolition shall be carried out in a responsible and workmanlike manner in accordance with the recommendations of BS 6187: 2000 Code of Practice for Demolition and the requirements of The Construction (Design and Management) Regulations 2007 and any subsequent amendments.
6. Upon completion of the demolition operations and following clearance of the site, the site shall be levelled and covered with top soil and seeded or be provided with an alternative finish as agreed in writing with the Ribble Valley Borough Council - Building Control Section. No such final treatment of the site shall be necessary if further building operations are to proceed without delay.

**Privacy Notice****Why we are collecting the data**

Ribble Valley Borough Council Building Control provides a number of services which include Building Regulation Consent, Regularisation to existing premises and enforcement to premises which fail to meet Building Regulations. Secondly administrative and enforcement involvement with dangerous structures and demolition is the responsibility of the department. In order to carry out these statutory functions it is necessary to process personal data.

**With whom we will be sharing the data**

Ribble Valley Borough Council Building Control may share data with other government departments and agencies, local authorities and housing associations (and their representative bodies), the local fire and rescue authority and United utilities in pursuance of the aim of the Building Regulations and associated Building Act 1984.

**For how long we will keep the (personal) data**

Your (personal) data will be held for as long as is necessary for the purposes for which it has been collected. Any personal data will be stored in a secure Ribble Valley Borough Council IT system within the Building Control database. It will not be transferred to a country outside the European Economic Area or used for any automated decision making.

**Your rights, e.g., access, rectification, erasure**

Where the data we are collecting is your personal data, you have considerable say over what happens to it.

- a) You have the right:
- b) To see what data we have about you;
- c) To ask us to stop using your data, but keep it on record;
- d) In some circumstances to have all or some of your data deleted or corrected;
- e) To lodge a complaint with the Independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.
- f) You can contact the ICO at <https://ico.org.uk> or telephone 0303 123 1113
- g) The right to withdraw consent at any time (where relevant).

website: [www.ribbonvalley.gov.uk/buildingcontrol](http://www.ribbonvalley.gov.uk/buildingcontrol)

Homeowner video guide: [www.ribbonvalley.gov.uk/info/200141/building\\_control/1460/homeowner\\_video\\_guides](http://www.ribbonvalley.gov.uk/info/200141/building_control/1460/homeowner_video_guides)

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