# Building Regulations Application Form

**The Building Regulations 2010**

<table>
<thead>
<tr>
<th>Please indicate application type:</th>
<th>A) Demolition</th>
</tr>
</thead>
</table>

## 1 Details of person/company undertaking demolition work

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

(This is important to enable a faster response time)

## 2 Owners details (if different to 1 above)

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

(This is important to enable a faster response time)

## 3 Location of building to which the work relates (if different to 2 above) Please attach site plan

<table>
<thead>
<tr>
<th>Address of site:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:</td>
</tr>
</tbody>
</table>

| Use of building: |

## 4 Completed works

**Description of proposed demolition work:**

**Mode of drainage from building:**
- Foul water: 
- Surface Water: 

**Copies of this notice must be served on (see note 3 over):**

- Occupier of Adjacent Building
- Gas Supplier
- Electricity Board

Please tick in box to confirm **you** have served the notices if required

<table>
<thead>
<tr>
<th>Address of adjacent building/s on which notice served:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

**Is it proposed to burn any structures or materials on site during the course of demolition?**  YES / NO

**Expected date of commencement:** ..............................................................

**Expected date of completion:** ...............................................................  

## 5 Statement

I hereby serve notice on you under Section 80 of the Building Act 1984 of my intention to carry out demolition as set out above.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>On behalf of:</th>
</tr>
</thead>
</table>

Insert applicants’ name where the declaration is made by an agent

**Application No.................................................(Office Use)**
## Important Information

1. On receipt of your Notice, this Council will arrange for the 
   Condition of Demolition (a Section 81 Notice) to be sent to 
   you. You must not start the demolition work until you 
   receive the conditions from the Council or the expiry of six 
   weeks, whichever is the earlier. A person starting the work 
   prior to this period lays themselves open to prosecution and a 
   fine.

2. Persons proposing to carry out demolition work are 
   reminded that permission may be required under the Town 
   and Country Planning Act. Further advice can be obtained 

3. The person giving the Notice of Intention To Carry Out 
   Demolition should also notify, where appropriate, the 
   following:
   
   a. The Occupier of any adjacent building
   b. The gas supplier
   c. Your electricity supplier

   Demolition should be carried out in accordance with the 
   recommendations contained in the relevant British Standard 
   Code of Practice for Demolitions.

4. **General Data Protection Regulations (GDPR) 2018**

   We require your personal data to process your application 
   for building regulations. There are laws in place under the 
   Building Act 1984 that tell us what information we have to 
   collect and keep (Building Regulations 2010). We may share 
   your personal data with statutory undertakers such as the Fire 
   Authority and Sewerage Undertaker and Partner Authorities. 
   If any of the information we have about you is incorrect, 
   please tell us, we are reliant on you assisting us to keep your 
   information accurate and up to date. You hold rights with 
   regard to the personal data you provide us, if you would like 
   to know more about how we handle your data please visit the 
   council’s Privacy Notice page on the web site. If you have a 
   query regarding your rights please contact the Data Protection 
   Officer who can be contacted by emailing 
   info4gov@3csharedservices.org or you can write to the council 
   and mark your letter for the attention of the Data Protection 
   Officer. Alternatively, you can call 07864 604221. You have 
   the right to make a complaint to the Information 
   Commissioners Office. Cambridgeshire City Council, 
   Huntingdonshire District Council and South Cambridgeshire 
   District Council are registered Data Controllers with the 
   Information Commissioner’s Office.

## Fire Consultation

Applicant(s) should be aware that under the terms of The 
Building Act 1984, Section 15, the Local Authority will as 
required consult with the Fire and Rescue Service and 
pass on those details that you submit on your application 
form for the purposes of determining the Building 
Regulations application. Without this data collection, we 
could not process the application. Applicant details are 
only passed on to the statutory consultee(s). Further 
details regarding information rights are available on the 
Information Commissioners Office website 
www.ico.org.uk

## Sewerage Consultation

Applicant(s) should be aware that under the terms of The 
Building Regulations 2010, the Local Authority will as 
required consult with the Sewerage undertaker and pass 
on those details that you submit on your application form 
for the purposes of determining the Building Regulations 
application. Without this data collection, we could not 
process the application. Applicant details are only 
passed on to the statutory consultee(s). Further details 
regarding information rights are available on the 
Information Commissioners Office website 
www.ico.org.uk

## Payment Information

**All Building Regulation applications are subject to fees** 
(Exception for some adaptations which are exempt). Charges for 
Building Notices and Regularisations are non-refundable. **For 
further information on the fee charges please go to** 
www.3csharedservices.org/

**Pay by Telephone**

- The quickest way to pay is by calling 0300 7729622. You 
  will need your application site address and your debit or credit 
  card details.

**Contact Us**

Should you require any assistance with the completion of this 
form or any further information then please contact 3C Shared 
Services Building Control by email, 
buildingcontrol@3csharedservices.org or telephone 
0300 7729622

Or email us at 
buildingcontrol@3csharedservices.org