

DANGEROUS STRUCTURE PROCEDURE

1. Taking the complaint.

Reports of dangerous structures are received from numerous avenues; the general public, emergency services or other RCT departments.

- Get as much information as possible from the complainant.
- Their names, address, contact telephone numbers etc.
- The name, address and number for owner of offending structure, if known.
- Ask if property is for sale, estate agent boards.
- Record time and date of complaint.

2. Site Inspection.

Best value targets require a 48 hour response to general complaints, where possible action under Section 77 of the Building Act may be warranted.

A 2 hour response is required for incidents considered to be an emergency i.e., fire damage. Calls from the Police or fire Service are considered as emergencies.

- Assess extent of danger, determine whether an 'Informal Request' or 'Section 77 Notice' or 'Section 78 Notice', if immediately dangerous, is relevant.
- Photograph danger.
- Contact owner if known.
- Try neighbouring properties for information.
- Record estate agents details etc.

3. Investigate Ownership.

There are a number of avenues available, beyond the initial search during the site inspection. Check with other Council Departments.

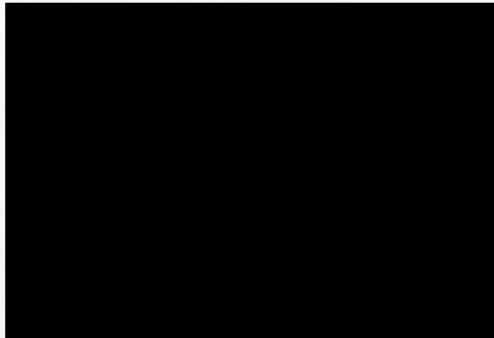
- Planning enforcement maintain records of their incidents, which can be viewed on acolaid.
- Planning records are readily available on acolaid.
- Public Health and Protection have similar enforcement action and record their instances on a database. Contact [REDACTED] for Cynon area on 425520 and [REDACTED] for Taff area on 425389.
- The Council tax section has a substantial database: Phone or email [REDACTED] on 680345 providing reasons for your ownership request i.e., danger to the public. Main switchboard is 680500.
- Land Registry Search: RCT have an online account. [REDACTED] is the only licence [REDACTED]

4. Office Record keeping.

Records are to be maintained for each instance, once the initial inspection has been made and an assessment of action is taken. With the advent of electronic records, only one system is now required for record keeping.

(i) Dangerous Structure list in 'Microsoft Excel'

Path to file is:



Fill in as next record i.e., date, address, DS number, date visited etc. This is maintained so incident numbers are not duplicated. It also provides a basis for checking the best value targets by recording the incident receipt and response dates. See App. 1

(ii) Acolaid.

- From acolaid opening screen, open the 'BC' application.
- Complete records as a usual 'BC' application, but prefix with 'DS' as opposed to 'FP' or 'BN' etc.
- Enter the case number to correspond with the specific number on the dangerous structure list.
- Enter the location, use gazetteer if applicable.
- Enter reception date as the date the complaint was received.
- Complete the 'Description' and 'Comments' dialogue boxes as brief records only, i.e., Boundary wall and cracked / leaning.
- Complete 'Agent' dialogue box as the complainant.
- Complete 'Applicant' dialogue box as the owner.
- Add the officer name to the 'Officer' drop down box.

Only 2 of the usual interfaces are used for the recording of further action, namely 'Inspections' and 'Actions'

Actions: Complete the following:

- In the 'action' record, make a record of phone call, email etc.
- In the 'officer' record, make a note of the officer name.
- In the 'start date' record, make a note of the date of the action.
- Complete the notes dialogue box as necessary.

Inspections: Complete the following:

- In the 'inspection' record, note the type of inspection taken, i.e., initial, monitoring inspection etc.
- In the 'officer' record, make a note of the officer name.
- In the 'Inspection Date' record, note the inspection date.
- Complete the inspection notes dialogue box as necessary.

5. Correspondence.

Informal letters are required for works that are not considered to require a 28 day notice, but the owner should be aware of a probability of a future danger. See App. 2

If no response to informal, depending on condition, monitor or send a S77 Notice.

Standard Section 77 & 78 letters are in same directory as the Dangerous Structure List, above. See App. 3 & 4.

Usual S77 notice periods are 28 days for walls, 7 days for roofs, damaged windows etc.

6. Section 78 Procedure.

Send S78 letter to owner.

Phone / email request for works to [REDACTED]
[REDACTED]

Fill in rechargeable works order and send in internal mail to [REDACTED] Corporate Maintenance, Valleys Innovation Centre, Abercynon. (see App. 5)

Priority '0' means within 2 hours, which is usual for such instances.

Generally, arrange for the minimum to make safe. I.e., fence off danger, leave debris safely on site, if practical.

Check works have been completed the next day and photograph.