



BCA Circular 4/2025

Updated Procedures for Dangerous Structures Clearance from the Building and Construction Authority

As part of our ongoing improvements, we would like to inform you of an important change in the procedure for dealing with dangerous structures. Once the Perit receives approval from the Planning Authority (PA) for works on a dangerous structure, the following procedure will follow:

- **Submission of Documents:** The Perit is required to send an email to the BCA on dangerousstructures.bca@bca.org.mt, attaching the site responsibility form (full and summary) and a copy of the relevant insurance policy for the approved works. The email request should strictly follow the template ([DS BCA Clearance Application](#)) which can be downloaded from the Authority's website. The DS number and the address are to be included in the subject line of the email.
- **Automatic Clearance to Start Works:** Upon receipt of the email and attached documents, the BCA will send an automatic email response to the Perit. This email will serve as official clearance to commence the approved works.
- **Documentation:** The Perit is obliged to upload the BCA's clearance email as a PDF file in the method statement section of the portal e-Apps within 12 hours from receipt together with the:
 - Digital Responsibility Summary form to include details of the applicant/client/developer, perit in charge, site manager, licensed mason, contractors and project supervisor.
 - A declaration of insurance cover as per SL 623.11 (minimum Euro 750,000).
- **Completion certificate:** Once all works are ready, the AIC must submit a covering letter that all works are complete, and any danger has been removed.

We believe that these updated procedures will contribute to a more efficient and effective process, ensuring safety and compliance in the handling of dangerous structures.

Building and Construction Authority