

LOCAL AUTHORITY BUILDING CONTROL



Building Control Services
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BUILDING NOTICE

The Building Act 1984
 The Building Regulations 2010

This Building notice conforms to the Building Regulations 2010 and may be used for submissions to any Local Authority in England and Wales.

This form is to be filled in by the person who intends to carry out building work or agent. (See Notes over)

1	<p>Applicant's details (see note 1)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____ Tel: _____ Fax: _____ email: _____</p>
2	<p>Agent's details (if applicable)</p> <p>Name: _____</p> <p>Address: _____</p> <p>Postcode: _____ Tel: _____ Fax: _____ email: _____</p>
3	<p>Location of building to which work relates</p> <p>Address: _____</p> <p>Postcode: _____ Tel: _____ Fax: _____ email: _____</p>
4	<p>Proposed Work (see note 5)</p> <p>Description: _____</p> <p>Number of storeys in building: _____</p> <p>Anticipated date of commencement (see note 6) _____</p>
5	<p>Use of building</p> <p>1. If new building or extension please state proposed use: _____</p> <p>2. If existing building state present use: _____</p>
6	<p>Fees (See note 8 overleaf and separate Guidance Note on Charges)</p> <p>Number of dwellings _____ Number of house types _____ Floor area of extension m² _____</p> <p>Full estimated cost of the proposed building work excluding VAT: £ _____</p> <p>Building Notice Fee: _____ Plus VAT _____ Total _____</p>
7	<p>Additional Information:</p> <p>(a) If the work has already been carried out Regularisation Forms must be used.</p> <p>(b) If the work is to be carried out on or near a wall shared with a neighbour, you may need to enter into a Party Wall Act agreement. (See Note 15)</p>
8	<p>Statement</p> <p>This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a) of the Building Regulations 2010 and is accompanied by the appropriate fee. I understand that if work does not commence within 3 years this Notice becomes void.</p>



Name: _____

Signature: _____

Date: _____

NOTES

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. One copy only of this notice should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:-
 - 3.1 a block plan to scale of not less than 1:1250 showing:
 - 3.1.1 the size and the position of the building, or the building as extended and its relationship to adjoining boundaries;
 - 3.1.2 the boundaries of the curtilage of the building, or the building as extended, and the site, position and use of every other building or proposed building within that curtilage;
 - 3.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - 3.1.4 the provision to be made for the drainage of the building or extension.
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall be accompanied by a statement as to:
 - 4.1 the name and type of insulating material to be used;
 - 4.2 whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - 4.3 whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or had been approved by the British Board of Agreement for the insertion of that material.
5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall be accompanied by a statement as to:
 - 5.1 the name, make, model and type of hot water system to be installed.
 - 5.2 the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2010.
 - 5.3 the name of the body, if any, which has issued any current registered operative identity card to the installer or processed installer of the system.
6. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
7. A fee is usually payable to cover the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
8. The building notice fee is calculated in accordance with current fees regulations.

Guidance Note of Fees is available on request.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings.
Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport.
Schedule 3 prescribes the fees payable for all other cases.
9. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
10. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.
11. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
12. This Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that period.
13. **ELECTRICAL WORK** carried out in 'dwellings' must be notified to the local Building Control Body. **The notification must be made before work starts**, unless it is to be carried out by a '**Competent Person**' who is on an **Approved Register** and who is capable of 'self-certifying' their own work.
14. Personal data will be kept and processed in accordance with the 8 principles of the Data Protection Act 1998. Information will be shared only in circumstances that are compatible with the purposes of the Building Act 1984, The Building Regulations and allied legislation.
15. A Booklet explaining the Party Wall Act can be obtained from us free of charge.