

**CITY OF  
WOLVERHAMPTON  
C O U N C I L**

**Building Control**

Telephone No : 01902 555595  
Email: building.control@wolverhampton.gov.uk

**Building Regulation Building Notice Form**

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

**Applicant Details**

Name .....  
Address (incl. Postcode) .....

.....  
.....  
.....

Phone .....  
Email .....

**Agent Details**

Name .....  
Address (incl. Postcode) .....

.....  
.....  
.....

Phone .....  
Email .....

**Location of site that building work relates to:**

Address (incl postcode)

.....  
.....

**Proposed works:**

Description of Proposed works

.....  
.....

**Intended use of the building:**

Description of Intended use

.....  
.....

**Declaration**

This application is deposited in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

I/we apply for Building Notice Acceptance as described on this form and as detailed on any supplementary documents.

Signature .....

On behalf of ..... (Insert applicants name where declaration is made by an agent)

Date .....

## Work Exempt From Charges

Is the work to be undertaken for the benefit of a registered disabled person? Yes/No

|   |             |
|---|-------------|
| <b>Domestic Electrical Work – Reduced Charge:</b> (To be completed for all domestic applications)<br><br>To claim a <u>Part P reduced charge</u> please indicate if the proposed work can be included in one of the following categories: | Please tick |
| A competent electrician, who is registered with a Part P self-certifying scheme, (Competent Domestic Installer) will carry out the electrical installation?   |             |
| The electrical work to be carried out is not notifiable work.   |             |
| The proposed work does not include any electrical work.   |             |

|  |                                     |                  |
|--|-------------------------------------|------------------|
| <b>Charges:</b><br><br>Please complete the following details to indicate how the submitted charge has been determined: |                                     |                  |
|  | No, Floor Area or<br>Estimated cost | Fee<br>Submitted |
| Table 1 – New Dwelling or ‘Flat’ Applications<br>No of Dwellings   |                                     | £ .              |
| Table 2A – Domestic Extensions<br>Category 1-6   |                                     | £ .              |
| Table 2B – Domestic Alterations<br>Category 1-5  |                                     | £ .              |
| Individually Determined Charge<br>Reference No   |                                     | £ .              |

### Notes:

The use of a building notice to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made via [Managing building control approval applications for higher-risk buildings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/managing-building-control-approval-applications-for-higher-risk-buildings)

- 1 If your building is owned by the Council you are advised to obtain its consent before or at the same time as you submit a Building Regulation Application. Similarly you should notify your landlord if the property is privately owned.
  - 2 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by a block plan to scale of not less than 1:1250 showing:
    - a. the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
    - b. the boundaries of the land to which the building, or the building as extended occupies or relates. The size, position and use of every other building or proposed building, within those boundaries.
    - c. the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
    - d. the provision to be made for the drainage of the building or extension.
  - 3 Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the application must be made in the form of a "Full Plans" submission.
  - 4 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.
  - 5 Notifiable work is listed in Table 1, Approved Document P.
  - 6 The Building Notice charge is calculated in accordance with current charges regulations.
  - 7 This Building Notice shall cease to have effect from three years after it is given to the Local Authority unless the work has been commenced before the expiry of that period or the change to the building's energy status or the material change of use described in the notice was made.
  - 8 Persons carrying out the building work must give notice of the commencement of the work prior to starting on site.
  - 9 Commencement must not be any sooner than two days following the deposit of the Building Notice.
  - 10 A charge is payable at Notice deposit stage to contribute towards the cost of site inspection, being a single payment which covers all necessary site visits until completion of the work in accordance with the Building Regulations.
  - 11 A person carrying out building work shall, not more than five days after that work has been completed, give this local authority notice to that effect.
  - 12 Where a building is being erected, and that building (or any part of it) is to be occupied before completion, the person carrying out that work shall give the local authority at least five days notice before the building or any part of it is occupied
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