

Giving Of A Building Notice (see note 12)
 • The Building Act 1984 • The Building Regulations 2010

Building Consultancy

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File Number:

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. **PLEASE USE BLOCK CAPITALS.**

1	<p>Applicant's details (see note 1)</p> First Name: Surname: Address: Post Code: Tel: E-mail:	2	<p>Agents details: (If Applicable)</p> Name: Address: Post Code: Tel: E-mail:
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3 **Location of site or building to which work relates**
 Address: Post Code:

4 **Description of proposed work**

5 **Use of building**

a) Existing use of the building or part: (see note 3)
 b) Proposed use of building or part:
 c) Number of storeys (total for building or compartment)
 d) Proposed below ground drainage: separate / combined / other:

6 **Charges:**
 Information relating to building regulation charges are included on the following page. Important information is included in this section and it is **essential for your application to be fully validated.**

7 **Builders details** (if applicable)
 Name:
 Address:

 Post Code: Tel: E-mail:

8 **Work Exempt from Charges:**

Is the work to be undertaken for the benefit of a registered disabled person? Please circle option:	Yes
	No

9 **Completion Certificate:**

Do you require a completion certificate following satisfactory completion of the building work? Please circle option:	Yes
	No

Statement
 This notice is given in relation to the building work described above. It is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge. I understand and accept that further charges may be payable following the first inspection by the Local Authority

Name: Signature: Date:

a	Domestic Electrical Work – Reduced Charge: (To be completed for all domestic applications) 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. (see note 8)	
	The proposed work does not include any electrical work.	

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

Notes

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| <p>1 The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building.</p> <p>2 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.</p> <p>3 One copy only of this notice should be completed and submitted.</p> <p>4 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:</p> <ul style="list-style-type: none"> 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. <p>5 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.</p> <p>6 These notes are general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in The Building (Local Authority) Charges Regulations 2010.</p> <p>7 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.</p> <p>8 Notifiable work is listed in Table 1, Approved Document P.</p> | <p>9 The Building Notice charge is calculated in accordance with current charges regulations.</p> <p>10 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:</p> <ul style="list-style-type: none"> a. the name and type of insulating material to be used; b. whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard Specification; c. whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material. <p>11 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:</p> <ul style="list-style-type: none"> a. the name, make, model and type of hot water storage system to be installed; b. 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 1991; c. the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system. <p>12 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.</p> <p>13 Persons carrying out the building work must give written notice of the commencement of the work at least two days beforehand, and 24 hours before any other inspection request.</p> <p>14 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.</p> |
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