

Building Notice Application

Building Regulation Guidance Note

If you have chosen this option a greater emphasis is placed upon site supervision. You will be required to pay a fee when you submit the Building Notice. This is a combination of Plan and Inspection Fee.

The Building Notice procedure lends itself to works of a relatively straightforward nature to be carried out by persons who are fully conversant with the requirements of the regulations. Without plans there is no detailed check of the work before it is carried out and therefore no official decision notice is issued.

These notes are to assist in the completion of the Building Notice forms. If you have any queries in this respect please ask for advice from staff at the Building Control Division, or phone (01325) 406214 and ask for a Building Control Surveyor.

The following notes refer to each question on the form.

1. Applicants Name/Address

Please complete these sections in block capitals in order to reduce the risk of sending correspondence to the wrong address.

2. Agent

If you act as an agent in whatever capacity then complete this section in block capitals.

3. Location of Proposed Work

This may be different from your own address, please give as accurate as possible.

4. Proposed Work

A full description is necessary rather than e.g extension or alteration.

5. Use of Building

It is important that the use of the building is known in order to apply the correct Regulations.

6. Fees

The fees payable at the submission stage are based upon either the cost of the work or related to the type of work.

Where an estimate is required, this should be 100% of the cost as would be charged by a professional person carrying out the work.

These fees are explained in more detail in advice leaflet 'Building Regulation Fees'.

7. Statement

This gives your intention to carry out work.

General Information

- **Builder**

If you know who your builder is going to be at this stage please give name and address.

- **Drainage**

Many properties in the Borough have separate systems of drainage for foul water and surface water. Please indicate which system you intend to connect to or if a new system is proposed.

- **Planning Permission**

You may have obtained planning permission for your proposals, to avoid any delays please indicate as appropriate. Work must not start until all necessary permissions have been obtained.

- **Disabled Applicant**

Fees may not be charged when the Local Authority is satisfied that the proposed work to a dwelling house or a place where the public are admitted is solely for the benefit of disabled people who require the adaption of existing premises, or is an extension to store or provide medical treatment for a disabled person. The exemption does not extend to a project that includes, but does not entirely consist of, work for disabled persons.

- **Signature**

Your application will be made invalid if the forms are not signed as appropriate.

- **Additional Information**

Additional information may be required to be submitted with the Building Notice in the case of a new building or an extension to an existing one.

- **Please Note**

Your Building Notice will be processed as soon as possible and you may assist in this respect by giving an early response to any requests for further information.

- **Work Start**

Building Regulations require that when you start work 2 days notice must be given, failure to give this notice is a contravention of any of the Regulations.

Translation Information

If English is not your first language and you would like more information about this document, or if you require information in large print or Braille or on tape, please contact (01325) 406214.

اگر آپ کو یہ کتابچہ انگریزی کے علاوہ کسی دوسری زبان میں
درکار ہو تو براہ مہربانی ٹیلیفون نمبر
01325 406214 پر فون کر کے حوالہ نمبر بتائیں۔

ਜੇ ਇਹ ਪਰਚਾ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਤੋਂ
ਬਿਨਾਂ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ,
ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਨੰਬਰ 01325 406214
ਤੇ ਫੋਨ ਕਰੋ ਅਤੇ ਰੈਫਰੈਂਸ (ਹਵਾਲਾ) ਨੰਬਰ ਦੱਸੋ।

यदि आप यह प्रकाशन अंग्रेजी के अलावा अन्य भाषा
में चाहते हैं तो कृपया संदर्भ नम्बर (रेफरन्स नम्बर)
बताकर निम्नलिखित 01325 406214 पर संपर्क करें।

如果你需要其它语言的版本，請與以
下電話聯係並報出參考號碼： 01325 406214

यदि आपनार इंग्रजी छाड़ा अन्य कोन भाषाय एइ
प्रकाशनाटिर दरकार থাকे, तइले 01325 406214
नम्बरे फोन करान एबं सूत्र नम्बर उल्लेख करान।

إذا رغبتم الحصول على هذه النشرة
بلغة أخرى غير اللغة الإنجليزية نرجو
الاتصال بنا على رقم الهاتف التالي
مع ذكر رقم الإشارة. 01325 406214

Email: buildingcontrolenquiries@darlington.gov.uk