

PLANNING, BUILDING CONTROL AND RELATED APPLICATIONS METRIC MEASUREMENTS

Please note that, in order to avoid legal challenge and to comply with E.C. Directive 80/181/EEC, Planning and Building Control related applications should be submitted in metric rather than imperial measurements. As a result, any application containing imperial measurements only cannot be accepted by the Council and must be returned to the applicant or his/her agent for conversion to metric measurements

THIS FORM SHOULD BE COMPLETED BY THE OWNER OR AGENT, **PLEASE USE BLOCK CAPITALS**. IF THE FORM IS UNFAMILIAR PLEASE READ THE NOTES ON THE BACK.

Date Received
Ref. No.:
Receipt No.:
Application Fee:

PLEASE READ THE NOTES OVERLEAF BEFORE FILLING IN THIS FORM

1 Applicant's details

Name: _____

Address: _____

Postcode: _____ Tel.: _____ Fax/E.mail: _____

2 Agent's details (if applicable)

Name: _____

Address: _____

Postcode: _____ Tel: _____ Fax/E.mail: _____

3 Location of building to which work relates

Address: _____

Postcode: _____ Tel: _____ Fax/E.mail: _____

4 Proposed work

Number of storeys: _____

Description: _____

Date of commencement (if known, see Note 6): _____

5 Use of building

1. If new building or extension state proposed use: _____

2. If existing building state present use: _____

6 Fees (see Note 8 overleaf and separate guidance note on fees for information)

1. If erection of a new dwelling or conversion to dwelling please state number of dwellings and types Total: No. of Types

2. If domestic extension please state floor area m²

3. If all other work please state estimated cost of the work £

7 Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(2)(a)

Name: _____ Signature: _____ Date: _____

The information from this form will be processed in compliance with the Data Protection Act 1998. The information may also be cross-checked with other information held by the Council and other relevant agencies to prevent and detect fraudulent applications.



Guidance Notes

1 The applicant is the person or whose behalf the work is being carried out, e.g. the building's owner.

2 One copy 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 1:250 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 size, 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.

3.2 where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.

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 insulation material to be used;

4.2 whether or not the insulation material is approved by the British Board of Agrément 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 has been approved by the British Board of Agrément for the insertion of that material.

5 Where the proposed work involves the provision 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 storage 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 satisfied 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 proposed installer of the system.

6 Person carrying out building work must give written notice of commencement of the work at least two days beforehand.

7 A fee is usually payable to contribute towards 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. A Guidance Note of Fees is available on request.

9 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of the 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 12 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 Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

13 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.