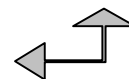


Building Control Services

BN

☎ 01375 - 652288 / 89 Fax 01375 - 652783

Building Regulations - Building Notice Submission



This form is to be completed in black or blue ink by the person (or their agent) who intends to carry out building work. If the form is unfamiliar please read the notes on the reverse side or consult the office above. **Cheques should be made payable to "Thurrock Council"**

1**Applicant's Details** (see note 1) Name: _____Address _____
_____ Postcode _____

E-mail address: _____

Tel (daytime) _____ Mobile _____ Fax _____

2**Agent's Details** (if applicable) Name _____Address _____
_____ Postcode _____

E-mail address: _____

Tel (daytime) _____ Mobile _____ Fax _____

3**Location of building to which work relates**Address _____
_____ Postcode _____**4****Proposed work** e.g. single storey rear extension; chimney breast removal; removal of load bearing wall etcDescription _____

_____Is the proposed work, or any part of it, subject to a current LANTAC approval ? **Yes / No**
(see note 6)**5****Use of building**

1. If new building or extension, please state proposed use: _____
2. If existing building, state present use: _____

6**Charges** (see note 8 and separate Guidance Note for information on charges)

1. If this application is for proposed new dwellings - state total number of dwellings.	Total	_____
2. For domestic extensions / garages – state internal floor area:	m ²	_____
3. All other work - please provide an estimate of the cost of the work excluding VAT		_____
£		_____
Building Notice fee	plus VAT	Total
£	£	£

7**Statement**

This notice is given in relation to the building work as described, is submitted in accordance with the Building Regulations and is accompanied by the appropriate fee.

Name: _____ Signature: _____ Date: _____

NB Your attention is drawn to Note 11 on the reverse of this application form that the proposed work may require permission under the Town & Country Planning Acts/Planning (Listed Buildings & Conservation Areas) Act 1990

BUILDING NOTICE NOTES.

1. The applicant is the person on whose behalf the work is being carried out e.g. the building 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:

A block plan to scale of not less than 1:1250 showing:-

i) The size and the position of the building or the building as extended and its relation to and distance from adjoining boundaries.

ii) 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.

iii) The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

iv) 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:

i) The name and type of insulating material to be used.

ii) Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification.

iii) 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.

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:

i) The name, make, model and type of hot water storage system to be installed.

ii) 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.

iii) 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. LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approved plans, attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services Office or LANTAC, 64 Victoria Street, London SW1E 6QP.

7. Persons carrying out building work must give written notice of the **commencement of the work** at least two working days beforehand.

8. The building notice charge is calculated in accordance with current charge regulations and is payable at the time of submission. This charge is a single payment and covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. Guidance Notes on Charges are available on request.

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 contact Anglian Water Authority.

Where it is proposed to erect the building or extension over a sewer or drain further advice should be sought from the Building Control office.

10. These notes are for general guidance only. Particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations.

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 **3 years** after it is given to the local authority unless the work has been commenced before the expiry of that period.

Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.