

# Building Notice Submission

**Building Control Services**

Civic Offices  
New Road  
GRAYS  
RM17 6SL

**Minor domestic work only** 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 guidance notes or consult your local Building Control office.

<b>1</b>	<b>Applicant's Details</b>	<b>2</b>	<b>Agents Details (if applicable)</b>
	Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____		Name _____ Address _____ _____ _____ Postcode _____ Tel. _____ E-mail _____
	How would you prefer correspondence to be sent to you?		Post <input type="checkbox"/> e-mail <input type="checkbox"/>
<b>3</b>	<b>Location of Building to which Work Relates</b>		
	Address _____ _____ Postcode _____		
<b>4</b>	<b>Proposed Work – Description</b> _____ _____		
<b>5</b>	Existing <b>Use of Building</b> _____ Proposed <b>Use of Building</b> _____		
<b>6</b>	<b>Fire Safety Order 2005</b> (see note page 2)		
	Is the building designated? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7</b>	<b>Fees</b> (please refer to separate fee sheet)		
		code	Building notice fee
	Initial works (100% fee)	_____	_____
	Secondary works (50% fee)	_____	_____
	Other works	_____	_____
	<b>Total fee:</b>	_____	_____
<b>8</b>	<b>Statement</b>		
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee		
	Name: _____	Signature: _____	Date: _____

# Building Notice Explanation Notes

**1.** The applicant is the person on 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. A building notice cannot be used where the work is a new building which fronts onto a private street (un-adopted highway) or is a building to which the Regulatory Reform (fire safety) Order 2005 applies i.e. all building types other than a single family dwelling or alterations and extensions to the same.

**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 a scale of not less than 1:1250 showing:-
- the size and the position of the building, or building as extended, and its relationship to adjoining boundaries;
- 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;
- the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- the provision to be made for the drainage of the building or extension;
- 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:

- the name and type of insulating material to be used;
- whether or not the insulating material is approved by the British Board of Agrément or confirms to a British Standard specification;
- 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 of an unvented hot water storage system, this building notice shall be accompanied

- the name, make, model and type of hot water storage system to be installed
- 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 2000
- 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.** Persons carrying out building work must give written notice of the 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 anticipated site visits until satisfactory completion of the work in accordance with the Building Regulations. Should the number of site visits be substantially different then this fee may be reassessed. The anticipated number of site visits will be confirm in our acknowledgement of your application

**8.** The building notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. A Guidance Note on Fees is available on request.

- Table A prescribes the plan and inspection fees payable for small housing developments, flats and conversions creating a new dwelling.
- Table B prescribes the fees payable for domestic extensions, garage, replacement windows and electrical installations.
- Table C deals with non-domestic extensions, alterations and small building.

Should your proposed work not be covered by the fee tables please contact this office to discuss an individual fee quote

**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. 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 & 13 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) 2010

**11.** Persons proposed to carry out building work or make a material change of use of a building area reminded that permission may be required under the Town and Country Planning Acts.

**12.** This Building Notice shall cease to have effect from three years after it is given to the local authority unless work has been commenced before the expiry of that period.

**13.** Further information and advice concerning the Building Regulations and planning matter may be obtained from the Council or <http://www.thurrock.gov.uk/buildingcontrol>