

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals.

1 Applicant's details (see note 1)

Name:

Address

Postcode:

Tel:

Fax:

Email:

2 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

3 Location of building to which work relates

Address:

Postcode:

4 Proposed Work (see note 14)

Description:

Number of storeys in building:

Anticipated date of commencement (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 separate Guidance Note on Charges for information)

1. If Table A work please state the number of dwellings: _____

2. Table B work please state floor area and/or estimated cost excluding VAT _____

3. Where standard charges are not applicable please contact Building Control on 01268 882288

Charge: £ _____ plus VAT: £ _____ total: £ _____

7 Correspondence Would you prefer to receive correspondence via Email: YES/NO

Email address:

8 Electrical work

Will a Part P registered electrician be carrying out the electrical work. (see fee sheet for charges payable for work not carried out by a Part P registered electrician) YES/NO

9 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:

Notes

- 1** The applicant is the person on whose behalf the work is being carried out, eg the building's 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 should be accompanied by the following:
 - 3.1** a block plan to a scale of not less than 1:1250 showing:-
 - the size and the position of the building, or the 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
 - 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 should 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 conforms 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, the Building Notice must be accompanied by a statement stating:
 - 5.1** 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 of the Building Regulations 2010; 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 notice of the commencement of the work at least two days beforehand.
- 7** The Building Notice charge is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Charges is available on request.

Table A prescribes the plan and inspection fees payable for new dwellings and buildings converted and divided into dwellings.

Table B prescribes the plan and inspection fees payable for small domestic buildings, alterations and extensions to a dwelling home, and the addition of a

small garage or carport.

Table C prescribes the plan and inspection fees payable for all other NON-domestic work.

The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is 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 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 13 of the Building Regulations 2010 and, in respect of charges, 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 & 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.

14 Please Note: A Building Notice cannot be submitted where: it is proposed to carry out work to a building that has a designed use under the Fire Precautions Act 1971; or it is intended to erect a building fronting a private street; or it is intended to build over a drain or sewer shown on any map of sewers, in such a manner that may result in interfering with its use or access to those sewers. In these instances a Full Plans Submission should be deposited.

15 The information provided by you will be held and processed by Castle Point Borough Council in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so. We may also need to share your information with a third party, such as a contractor, in order for them to provide the service you have requested. However, the Council requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be held and disposed of in line with the Council's Document Retention and Disposal Guidance. You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.
