



Building Control Services

Craven District Council
 1 Belle Vue Square
 Broughton Road
 SKIPTON
 BD23 1FJ
 Telephone: 01756 706469

BUILDING NOTICE

The Building Act 1984
 The Building Regulations 2010

Building Regulations
 Plan Number:

IMPORTANT NOTE You are strongly advised to submit a Full Plans Submission as we are not obliged to issue completion certificates on Building Notice applications, a completion certificate may be required when premises are for sale or for re-mortgage purposes.

This form is to be filled in by the person (or his/her 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 indicated above. Please use block capitals.

1	Applicants details (see note 1)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

2	Agents details (if applicable – please note: If an Agent is stated all correspondence will be forwarded to them)		
	Name:	Email:	
	Address:		
	Postcode:	Tel No:	Fax No:

3	Location of building to which work relates	
	Address:	
	Post Code:	Tel No:

4	Proposed Work	
	Description:	
	Does the proposed work include electrical work? (see note 6)	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Number of storeys in building:	
	Anticipated date of commencement (see note 7)	

5	Use of building	
	1. If new building or extension please state proposed use:	
	2. If existing building state present use:	

6	Fees (see separate Guidance Note on Fees for information)	
	Building Notice Fee £	plus VAT at 20% Total:£
	Total floor area of any new building or extension: m ²	
	Estimate of <i>total</i> cost of work shown on the plans where they are subject to fees in accordance with Schedule 3: £ excluding VAT.	
	N.B. The appropriate fee should be submitted with this notice.	

7	Additional Information (Private/Mains)		For Office Use Only	
	Means of Water Supply		Cat. of Works:	
	Mode of foul drainage		Estimated Cost:	
	Mode of surface water drainage		Area Officer:	

8	Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 11(1)(b) and is accompanied by the appropriate fee.		
	Name:	Signature:	Date:



Have you obtained Planning Permission? YES NO
 If Yes, please give application no:

For office use only	
Date Paid	
Amount	
Receipt No.	



NOTES

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
2. One copy of this notice should be completed and submitted and a site location plan with the site outlined in red.
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: -
 - 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 a 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:
 - 4.1 the name and type of insulating material to be used;
 - 4.2 whether or not the insulating 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 of an unvented hot water storage system, this building notice must 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 satisfies the requirements of Part G of Schedule 1 of the Building Regulations 2000.
 - 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. Changes in the Building Regulations just announced by the Office of the Deputy Prime Minister (ODPM), mean that from the 1st January 2005, for the first time, electrical work carried out in 'dwellings' must be notified to the local Building Control Officer.
The notification must be made before work starts, unless it is to be carried out by a '**Competent Person**', who is on an **Approved Register** and who is capable of 'self certifying' their own work.

The changes to the Building Regulations are contained in an **Approved Document P**, which is called **Electrical Safety**, and compliance with it will be achieved, if the standard of the electrical work is such, that it complies with the '**Fundamental Requirements**' of **Chapter 13 of BS7671:2001**.

The requirements of Part 1 state: "Reasonable provision shall be made in the design, installation, inspection and testing of electrical installations in order to protect persons from fire and injury.

The requirements of Part 2 state: "Sufficient information shall be provided so that persons wishing to operate, maintain or alter an electrical installation can do so with reasonable safety".

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

8. A fee is usually payable for site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

9. The building notice fee is calculated in accordance with current charges regulations and is normally payable at the same time of submission. A Guidance Note on Fees is available on request.

Schedule 1 specifies the plan and inspection fees payable for small domestic buildings. Schedule 2 specifies the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 specifies the fees payable for all other work.

10. 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.

11. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2000 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

12. 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.

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

14. 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.