

Building Notice

The Building Act 1984
The Building Regulations 2010



FOR OFFICE USE ONLY

Receipt no: _____

Date processed: _____

Amount: _____

Payee Name: _____

You can use this Building Notice to deposit Building Notice application with any Local Authority in England and Wales as it conforms with the Building Regulations 2010.

You should not submit this Building Notice until you are absolutely sure that you will be proceeding with the proposed work.

The person intending to carry out work, or an agent, needs to complete this form. There are notes at the end which may help you understand what is required, or call the Building Control team on **01284 757387**. Information regarding charges are in the guidance notes and the Schedule of standard charges.

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: _____

4 Proposed Work (see note 5)

Description: _____

5 Use of building

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

2. If existing building state present use: _____

3. Number of storeys of the building or extension: _____

6**Charges**

Please refer to the guidance notes on charges and the standard charges table. When charges are based on an individual tailored quotation, please indicate below.

Standard charge category _____ Floor Area m2 _____

Estimated Cost £ _____

Building Notice Fee £ _____ + VAT _____ Total with VAT £ _____

Individual tailored Quotation

Dated _____ Agreed with _____

Payment method - cheque/card (please indicate)

Cheque no: _____ Payee name: _____ Dated: _____

Please submit this form and make cheques payable to the relevant authority below to which your location address (section 3) relates:

Forest Heath District Council
Building Control
Planning & Regulatory Services
District Offices, College Heath Road,
Mildenhall, Suffolk, IP28 7EY

St Edmundsbury Borough Council
Building Control
Planning and Regulatory Services,
West Suffolk House, Western Way,
Bury St Edmunds, IP33 3YU

7**Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulations 12 and 14 and is accompanied by the appropriate fee.

Name:

Signature:

Date:



Guidance Notes

1. Complete one copy of this notice only.
2. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 2.1 a block plan to a scale of not less than 1:1250 showing:
 - (a) the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries
 - (b) 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;
 - (c) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - (d) the provision to be made for the drainage of the building or extension.
 - 2.2 a statement of the number of storeys in the building to which the proposal relates.
3. 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:
 - 3.1 the name and type of insulating material to be used;
 - 3.2 whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;
 - 3.3 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.
4. 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:
 - 4.1 the name, make, model and type of hot water storage system to be installed;
 - 4.2 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 paragraph G3 schedule 1
 - 4.3 any current registered operative identity card to the installer or proposed installer of the system.
5. A charge is payable at the time a Building Notice is given. This is 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. A guidance note on charges is available on request.
6. The Party Wall etc. Act 1996. You should also be aware that this act imposes requirements if you are doing work on a wall or floor shared with another property, building on the boundary of another property or excavating near a neighbouring building.

If you are undertaking such works you must acquaint yourself with the act and comply fully with its requirements.
7. The above 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 fees, in The Building (Local Authority Charges) Regulations 2010.
8. If you are proposing to carry out building work or make a material change of use of a building you are reminded that you may need permission under the Town and Country Planning Acts.
9. A Building Notice ceases to have effect on the expiry, or three years from the date of submission unless the work has been commenced.
10. Please contact us if you need further information or advice concerning the Building Regulations and also planning matters. Please also visit the Councils website at www.westsuffolk.gov.uk

Tel: 01284 757387
