

## BUILDING NOTICE APPLICATION

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

### 1 Applicant or Owner

Name: .....

Address: .....

Post Code: ..... Tel: .....

Mobile Tel: ..... E-mail Address: .....

### 2 Agent or Architect (if applicable)

Name: .....

Address: .....

Post Code: ..... Tel: .....

Mobile Tel: ..... E-mail Address: .....

### 3 Location of building to which the work relates

Address: .....

Post Code: ..... Tel: .....

### 4 Proposed Work

Description: .....

\* Are the works grant aided? If so, please attach a copy of the estimate Yes  No

### 5 Use of Building

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

If existing building, please state present use: .....

**NB: Where work is to be carried out to a building which the Regulatory Reform (Fire Safety) Order 2005 (RRO) applies, or will apply after the completion of the building work a Full Plans application MUST be made.**

### 6 Commencement

Is the date of commencement known? Yes  No

If YES, please state date of commencement: .....

### 7 Fees and Payments (for details of charges, please see separate Building Control Charges sheet)

Are the works for the benefit of a disabled person? Yes  No

If YES, a fee may not be required, see Guidance Note 8a?

#### Type of Work/Schedule

#### Charge

1. Table 1 – For new housing, please state number of dwellings:	Under 300m <sup>2</sup> <input type="checkbox"/>	Over 300m <sup>2</sup> <input type="checkbox"/>	£ <input type="text"/>
2. Tables 2 & 2A - For extensions and new buildings, please state floor area:			£ <input type="text"/>
3. Tables 2 & 3 - For alterations, please state estimated cost of work excluding VAT:	£ <input type="text"/>		£ <input type="text"/>

Note: For categories 2, & 7-15 (Table 2) and categories 1-2 (Table 3), please enter charge only.

#### All electrical work associated with domestic applications must meet the requirements of Part P (Electrical Safety).

Is all electrical work to be carried out by a 'Competent Person Scheme Member' or a person qualified to complete a BS 7671 Installation Certificate, a copy of which will need to be supplied to Building Control. Yes  No

If NO, please ensure that sufficient notice is given to allow Building Control to carry out first fix inspection. The testing of the electrical installation is required upon completion.

### 8 Statement

This notice, given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2) (a) and is accompanied by the appropriate fee including VAT.

Name: ..... Signature: ..... Date: .....

Information: Any building works within 6 metres of a neighbouring homes foundation or to an existing party wall may require you to notify the owner of that property of your intentions, at least one month before you start work. Work to an existing party wall requires you to give at least two months notice of your intentions. If consent to carry out the work cannot be reached procedures dealing with any dispute should be followed. (Party Wall Act 1996)

## GUIDANCE NOTES (Building Notice)

### Submitting the Application

Supply one copy of the form completed together with any additional information.

**Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by a plan drawn to a recognisable scale of not less than 1:1250 showing:**

- The size and position of the building, or the building as extended, and its relationship to adjoining boundaries, and any buildings on the same site.
- The width and position of any street on or within the site.
- The provision made for drainage of the building or extension.
- The precautions to be taken if it is intended to build over a public sewer.

**N.B. Due to the restrictions in the time taken to process a Building Notice, unless prior approval has been granted by Yorkshire Water to build over, or within 3m of a public sewer a 'full plans' application must be made.**

**Where the proposed work includes the insertion of cavity wall insulation this 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 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.

**Where the proposed work involves the provision of an unvented hot water storage system, this notice shall be accompanied by a statement as to:**

- 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.

### Section 1: Applicant or Owner

### Section 2: Agent or Architect

You, the applicant/owner, may complete these forms yourself or you may employ an agent/architect to do them for you. If an agent completes the form, all correspondence from this Department will be sent to them.

In supplying details of mobile/other telephone numbers and e-mail addresses, it is accepted that these may be used to contact you.

### Section 3: Location of Building

As well as stipulating the address of the building to which the work relates, you must submit a location plan with your application showing the site, highlighted in red, and all adjoining roads and properties. The location plan should be to a recognisable scale of a scale not less than 1:1250 and, where the application relates to new housing, should show the direction of north. **See Submitting the Application.**

### Section 4: Proposed Work

- Briefly describe the proposed building works stating the number of storeys, e.g. two storey kitchen/ bedroom extension, single storey factory unit, etc.

### Section 5: Use of Building

- Indicate the present and proposed use of the building, e.g. dwelling, etc.

You **CANNOT** use the building notice procedure for work which has already commenced or which is to be carried out to a building, which the **Regulatory Reform (Fire Safety) Order 2005** (RRO) applies, or will apply after the completion of the building work. You must make a Full Plans application. Buildings to which the RRO will apply include offices & shops, factories and warehouses, sleeping accommodation, residential care premises, education premises, places of assembly, theatres & cinemas, healthcare premises, transport premises and to the common parts of buildings containing residential flats.

### Section 6: Commencement

A person who proposes to carry out the work shall not commence the work unless:

- He/she as given the local authority notice that he/she intends to commence work; and
- At least two days have elapsed since the end of the day on which he/she gave the notice.

### Section 8: Fees and Payments

- No fees are required to be paid if the work is solely for the purpose of providing access and facilities for disabled persons. Satisfactory proof of disability is required.
- Where fees are based on the internal floor area of the proposed scheme, please ensure that the measurements are accurate.
- Where fees are based upon the estimated cost of the work, you must give the full estimated cost of all the works. This should not include professional fees or VAT.
- Completed applications should be emailed, posted or hand delivered to our duty officer using the details below.

Fees can be paid by debit or credit card by calling **(01226) 772678** between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays. Please have your card details ready before calling.

#### Please Note:

You should only use a Building Notice application if your Builder is reliable and experienced. We do not approve any details for the work prior to commencement as would be the case with a Full Plans application. It is the responsibility of the person carrying out the work to ensure that it is carried out in accordance with Regulations, which will then be checked on site by a Building Control Surveyor to ensure that this is the case.

Where the application relates to the construction of a new dwelling, extension, or loft conversion you are required to submit detailed plans with this form. Whilst these plans will not be fully checked it will allow us to advise you of any problems that may arise during construction, which may save you additional expense.

Prior to completion the council must be satisfied that Part P has been complied with. All electrical work must be designed, installed, inspected, and tested by a 'Competent Person Scheme' member approved by the Department for Communities and Local Government (DCLG).

The above also includes any installer not registered with a Part P Competent Persons self-certification scheme but is qualified to complete a BS 7671 Installation Certificate, a copy of which will need to be supplied to Building Control.

### FURTHER INFORMATION

If you still have any questions you can contact us:

**In person:** We provide a drop-in service at Westgate Plaza One (ground floor reception area), Westgate, Barnsley, S70 2DR Monday to Friday, 9:30am to 1pm.

**Telephone:** (01226) 772678 between 9am to 5pm Monday to Thursday, and 9am to 4:30pm on Fridays.

**E-mail:** [buildingcontrol@barnsley.gov.uk](mailto:buildingcontrol@barnsley.gov.uk)

**Post:** Building Control Services, Place Directorate, Barnsley MBC, PO Box 634, BARNSELEY, S70 9GG.

**Website:** [www.barnsley.gov.uk/buildingcontrol](http://www.barnsley.gov.uk/buildingcontrol)