
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 only of this notice should be completed and submitted.

NB: This form is for proposed work only. A separate form exists for work already started or previously completed.
 3. Where the proposed work includes the erection of a new building or extension this notice shall 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 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:
 - 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 Agreement 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 Agreement 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 by a statement as to:
 - 5.1. the name, make, model and type of system to be provided;
 - 5.2. the name of the body which has approved or certified the system;
 - 5.3. the name of the body which has issued any registered operative identity card to the installer.
 6. **Persons carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand. Notice does not include weekends, Bank holiday, Christmas day and Boxing day.**
 7. **A charge is usually payable 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.**
 8. The Building Notice charge is calculated in accordance with current charges regulations and must be paid in full when depositing this form. A Guidance Note of Charges is available on request.

Schedule 1 prescribes the plan and inspections charge payable for small domestic buildings. Schedule 2 prescribes the charges payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 prescribes the charges payable for all other cases.
 9. Subject to certain provisions of 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 2000 and, in respect of charges, in the Building (Local Authority charges) Regulations 1998 and the current scheme of charges as amended from time to time.
 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 and Country Planning Acts.
 12. Further information and advice concerning the Building Regulations and planning matters may be obtained by contacting the Local Services, Building Control Services or Planning.
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