Building Consultancy Services

Building Act 1984
The Building Regulations 2000 (as amended)

BUILDING NOTICE

FOR OFFICE USE ONLY
Received:
Plan No:

FOR OFFICE USE ONLY
Fee:
Receipt No:
Date:

Before completing this form please read the notes overleaf. Please type or use block capitals.

1 Applicant's Details

Name: _____ E-Mail: _____

Address: _____

Mobile: _____ Tel _____ Fax: _____

2 Agent Details (if applicable)

Name: _____ E-Mail: _____

Address: _____

Mobile: _____ Tel _____ Fax: _____

3 Location of Building to which Work Relates

Address: _____

_____

4 Proposed Work

Number of Storeys: _____

Description: _____

5 Use of Building

1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____

6 Fees (see notes 7, 8 and 9)

1. If Schedule 1 work please state the number of dwellings with a floor area in excess of 300m^2 and / or having more than 3 storeys _____
2. If Schedule 2 work please state the floor area _____ m^2
3. If Schedule 3 work please state the cost of the work excluding VAT £ _____

Building Notice charge: £ Plus VAT: £ Total: £

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I will provide an electrical installation certificate and the schedule of test results issued by a competent electrical engineer, for any domestic/mixed use electrical installation forming part of this application.

8 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Reg. 11 (1) (a).

Name: _____ Signature: _____

Date: _____

Local Authority BUILDING CONTROL

Notes

1. **The applicant** is the person on whose behalf the work is being carried out, e.g. the owner of the building.

2. Only one copy 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:-

3.1.1 The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;

3.1.2 The boundaries of the curtilages of the building, or building as extended, and its 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 building as extended;

3.1.4 The provision to be made for 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 relevant 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 Notice should be accompanied by a statement indicating:

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 Notice should be accompanied by a statement indicating:

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 to the Building Regulations 2000 (as amended);

5.3 The name of the body, if any, which has issued any current registered identity card to the installer or proposed installer of the system.

6. **Persons carrying out building work** are required by the Building Regulations to give at least two days notice of the intention to commencement of the work, (which we request in writing).

7. A **fee is payable** in respect of assessment of the details contained within the Notice and inspection of the building work. This fee, (known as the Building Notice Charge), is paid at the time of submission of this Notice and covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. **Please note that Building Regulation fees are not refundable.**

7.1 The Building Notice Charge is calculated in accordance with the current Building (Local Authority Charges) Regulations. Details of the fees payable is available from the Civic Centre, Poole, Dorset, BH15 2RU.

7.1 Schedule 1 describes the Building Notice Charge payable for small domestic buildings, (dwellings up to 300m^2 floor area, or three storeys high);

Schedule 2 describes the Building Notice Charge payable for extensions to a dwelling house, (up to 60 m^2 floor area), and the addition of a garage or carport.

Schedule 3 describes the Building Notice Charge payable for all other building work.

7.2 ***Payment -*** Cheques should be made payable to: *"**Borough of Poole**"*. Other payment methods that we accept are:- cash or debit/credit card (in person at the Civic Centre or telephone 01202 633234).

8. 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 connected to public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give at least 21 days notice to the local statutory undertaker.

9. **These notes are for general guidance only**, particulars regarding the submission of Building Notices are contained in Regulation 12 of the Building Regulations 2000 (as amended) and in respect of charges, in the Building (Local Authority Charges) Regulations 1998 and West Dorset District Council, current Scheme of Charges.

10. Persons proposing to carry out building work or to make a material change of use of a building are reminded that permission may be required under the **Town and Country Planning Acts**.

11. **Further information** and advice may be obtained from Building Consultancy Services in respect of Building Regulation applications and Planning Design and Control Services in respect of Planning requirements.

12. Under the requirements of the Building Regulations this Building Notice shall cease to have effect from three years after it has been given to the local authority unless the building work to which it relates has been commenced before the expiry of the period.

13. The term **'competent electrical engineer'** means a member of the following organisations:
- The Electrical Contractors Association (ECA)
- The National Inspection Council for Electrical Installation Contracting (NICEIC)
- The Institution of Electrical Engineers (IEE)
- The National Association of Professional Inspectors and Testers (NAPIT)

Or a **'competent person'** registered with one of the certification schemes authorised by the Secretary of State. Currently:
- BRE Certification Limited
- British Standards Institution
- ELECSA Limited
- NICEIC Certification Services Limited
- Zurich Certification Limited

Current authorised competent person self certification schemes for installers who can do electrical work only if necessary when they are carrying out other work:
- CORGI Services Limited
- ELECSA Limited
- NAPIT Certification Limited
- NICEIC Certification Services
- OFTEC (Oil Firing Technical Association for the Petroleum Industry Limited)