

BUILDING NOTICE
The Building Regulations 2000

BUILDING CONTROL SERVICES

THE BUILDING ACT 1984 (AS AMENDED)
THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 1998

This form is to be completed by the person who intends to carry out building work or agent.
Please type or use block capitals.

BUILDING NOTICE

1 PERSON ON WHOSE BEHALF WORK IS TO BE CARRIED OUT (name and address)
.....
.....
Post Code Telephone.....

2 AGENTS DETAILS (name and address)
.....
.....
Post Code Telephone.....

3 LOCATION OF BUILDING
.....
.....

4 DESCRIPTION OF WORK
.....
.....

5 USE OF BUILDING
.....

6 OTHER DETAILS (please delete as necessary)
Is the Building over a Public Sewer Yes/No Number of Storeys
Foul Water discharge to Sewer/Septic Tank/Cesspool
Surface Water Discharge to Sewer/Soakaway Water Supply Company/Well/Private Supply

7 CHARGES Please note that a Building Notice Charge is Payable when this Notice is given to the local authority.
AMOUNT OF BUILDING NOTICE CHARGE ENCLOSED £ INCLUSIVE OF VAT.
CHEQUES PAYABLE TO STEVENAGE BOROUGH COUNCIL
COMPLETE THE FOLLOWING TO SHOW HOW THE CHARGE WAS DETERMINED
see charge guidance notes if necessary
1. DWELLINGS: No of dwellings No of house types.....
2. HOME EXTENSIONS AND LOFT CONVERSIONS:
Floor area less than 10m² 10m² to 40m² 40m² to 60m²
Detached garage or carport less than 40m²
3. OTHER WORK: Total estimated cost of each building 1. £
Total estimated cost of other work 1. £

8 TO HELP YOU...
PLANNING PERMISSION
Has planning permission been granted for this scheme? YES/NO REFERENCE NO

IMPORTANT ESSENTIAL INFORMATION

Building Regulations Part P - Electrical Safety

- a) If the building work does not include any electrical installation that is notifiable under the Building Regulations please tick this box
- b) If the building work includes an electrical installation that is notifiable under the Building Regulations and you intend to use an electrician who is registered with an approved 'competent person scheme' please tick this box
- c) If the building work includes an electrical installation that is notifiable under the Building Regulations and you intend to use Local Authority Building control to undertake the inspection and testing of the installation please complete the additional part of the application form below:

9 PART P - Electrical: additional information

Description of electrical works:

.....
.....
.....
.....
.....
.....

Date of Commencement of electrical installation works (if known):

Contact Details:

Electrician: Name:
Tel No:

Builder: Name:
Tel No:

NB: An electrical inspection contractor operating as Stevenage Borough Council's agent will make contact on these numbers to arrange for appropriate inspections during the works, including the final testing of the installation. If you do not know these details our contractor will need to contact the applicant directly, so please ensure that you have included appropriate contact numbers on the application form.

I/WE GIVE NOTICE OF INTENDED BUILDING WORK AS DESCRIBED AND DEPOSIT SUCH DETAILS AS REQUIRED BY REGULATION 12 (2) (a)

Signature **Date**

RETURN THIS FORM TO: Head of Development and Planning,
 Stevenage Borough Council,
 Daneshill House,
 Danestrete,
 Stevenage,
 Herts.
 SG1 1HN

Tel: **01438 242242**

Completing the Application Form

1. **Person making** application is the person on whose behalf the building work is to be carried out, and usually the person to whom the invoice for any inspection charge will be sent.
2. **Agent** is the person who is responsible for the preparation of the plans. All correspondence will be sent to your agent.
3. **Location** where the work is to take place. A location plan should be forwarded to a scale of 1/1250 showing:-
 - i) Size and position of the building, or extended building and its relationship to adjacent boundaries.
 - ii) The boundaries of the site and size, position and use of every other building or proposed building within the site.
 - iii) The width and position of any adjoining street.
 - iv) The provision to be made for the drainage of the building or extension.
4. **Description of work** will also include the making of material change of use.
5. **Use of Building** a brief description as to whether it is residential, shop, office, etc will suffice. This form cannot be used for premises currently designated for the purposes of the Fire Precautions Act 1971 (as amended):

Premises within the Fire Precautions (Hotels and Boarding Houses) Order 1972.
Premises within the Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989.
6. **Other Details**

Building over Public Sewers- for information regarding location of public sewers enquire at either Building Control (01438) 242256; Thames Water Utilities 0208 4912573 or Anglia Water 0345 919155. Building over is only permitted in exceptional cases, and may be subject to a legal agreement with either Thames or Anglia Water Utilities. This agreement is best completed prior to deposit of plans for Building Regulation consent. Note that this form cannot be used when building over or in close proximity to a public sewer: a Full Plans application should be used.
7. **Charges** are fully described on separate guidance notes. The amount stated should be the total value of monies paid inclusive of any VAT element. The work categories should be as defined in the separate notes.

The charge is intended to contribute towards the cost of processing the application and all of the necessary site inspections until satisfactory completion of the work in accordance with The Building Regulations.

Schedule 1 prescribes the amount of charges payable for the erection of one or more small domestic buildings.
Schedule 2 prescribes the amount of 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 for all other cases.

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.

8. **To help you -**
- 8.1 **Planning Permission**

This is different approval from that under the Building Regulations. Most new buildings, many extensions and changes of use of buildings need planning permission. A completely separate application has to be made to Stevenage Borough Council before any work is started. For further information or advice if you are uncertain whether or not you need planning permission telephone a development control officer on Stevenage (01438) 242838.
- 8.2 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:
 - (i) the name and type of insulating material to be used;
 - (ii) whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - (iii) 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.
- 8.3 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:
 - (i) the name and type of system to be provided;
 - (ii) whether or not the system is approved by the British Board of Agreement;
 - (iii) whether or not the installer has been approved by the British Board of Agreement for the provision of that system.
- 8.4 **Persons carrying out building work must give written notice of the commencement of the work at least 2 days beforehand.**

Should you require any advice, please telephone the Building Control Section on Stevenage (01438) 242264 between 9.00am and 4.00pm or e-mail us at buildingcontrol@stevenage.gov.uk

Data Protection and Investigating Fraud

We must protect our public funds and so we may use the information you have given on this form to prevent and detect fraud. We may also share this information with other public bodies for the same purpose.