

Notes to Accompany a Building Notice Application Form

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
2. One copy only of this notice should be completed and submitted.
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.
4. Your statement overleaf confirms that the construction, extension or underpinning of any building is greater than 3 metres from any existing drain, sewer or disposal main shown on the Sewage Undertakers records.

A person shall deposit a Full Plans application when Regulation H4 (Building Over Sewers) imposes a requirement or where it is intended to erect a building fronting a private street.
5. 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 :
 - 5.1 The name and type of insulating material to be used;
 - 5.2 Whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;
 - 5.3 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.
6. Where the proposed work involves the provision of an unvented hot water storage system, this building notice should be accompanied by a statement as to:
 - 6.1 The name, make, model and type of hot water storage system to be installed;
 - 6.2 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;
 - 6.3 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.
7. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
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 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 Water Company.
9. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 13 of the Building Regulations 2000 and, in respect of charges in the Building (Local Authority Charges) Regulations 1998.
10. 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.
11. 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.