

Building notice

Please use type or block capitals

Building Act 1984

The Building Regulations 2000

1 Applicant's details

Name:

Address: Postcode:

Telephone: e-mail:

2 Agent's details (if applicable)

Name:

Address: Postcode:

Telephone: e-mail:

3 Location of building to which work relates

Address: Postcode:

4 Proposed work

Description:

Date work commences: Total internal area of extension(s) No. of storeys

5 Use of building

Existing use:

Proposed use:

*If the building is or will be put to a use which is designated for the purpose of the Fire Precautions Act 1971 (e.g., Hotel, boarding house, shop, office, factory, railway premises) or to buildings to which the Fire Precautions (Workplace) Regulations 1997 apply (or as subsequently amended), a Building Notice **cannot** be used and a FULL PLANS application **must** be submitted.*

6 Town & Country Planning Acts

Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for? Yes No

Planning Application No. (if known)

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, for which an appropriate application must be made.

7 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(A) and is accompanied by the appropriate payment.

Name: Signature: Date:

For office use only

BR16 - Issue 7 - OCT 2006

Plan no: Fee received: Receipt no:

8 Charges *(See separate Note on Charges for information)*

Schedule 1 - Work

Number of dwellings: Total internal floor area of dwelling Charge £
(if more than one, please note on a separate sheet)

Schedule 2 - Work *(Please tick as appropriate - DOMESTIC WORK ONLY)*

Detached garage/carport under 40m²* Installation of cavity fill/unvented hot water system
 Extension(s) under 10m²* Extension(s) between 10m² and 40m²*
 Extension(s) between 40m² and 60m²* *Please state internal floor area: Charge £

Schedule 3 - Work

Estimated cost¹ £ Internal floor area (if applicable) Charge £

Certificate of Completion

Do you require a Certificate of Completion? Yes* No *Charge £ 32.00
N.B. You must inform the inspecting authority of final completion within five days.

Total charges to be included with this Notice

£

Information notes:

¹A breakdown of costs is required to justify the estimate.

9 Additional Information

1. Is there a drain or sewer being built over or within 3m of the building work? Yes No
2. Was the main building constructed before 1938? Yes No
3. Please state the treatment used on any new roof timbers:

Notes

These notes are for general guidance only, for full details on Building Notices see Regulation 13 of the Building Regulations. Details on level of charges and method of calculation are set out in the Guidance Note on Charges (available on request).

1. One copy of this notice shall be completed and submitted together with, as appropriate, the following plans and particulars.
 - (a) a block plan to a scale of not less than 1:1250 showing;
 - (b) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - (c) 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;
 - (d) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - (e) the provision to be made for the drainage of the building or extension.
2. Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by:
 - (a) a block plan to a scale of not less than 1:1250 showing;
 - (b) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - (c) 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;
 - (d) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - (e) the provision to be made for the drainage of the building or extension.
3. Where it is proposed to erect a building or extension over a sewer or drain shown on the relative map of public sewers (Section 18), the precautions to be taken in building over a sewer or drain must be shown.
4. Where the proposed work involves the insertion of insulating material into cavity walls, this notice shall be accompanied by a statement as to:
 - (a) the name and type of insulating material to be used;
 - (b) whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard of specification;
 - (c) 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.
5. Where the proposed work involves the provision of an unvented hot water storage system, this notice shall be accompanied by a statement as to:
 - (a) the name, model and type of hot water storage system;
 - (b) the name of the body, if any, which has approved or certified that the system is capable of performing in a way that satisfies the requirements of Part G of Schedule 1 of the Building Regulations;
 - (c) the name of the body, if any, which has issued any current 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 two days beforehand.
7. This Building Notice shall cease to have effect from three years after it is given, unless the work has been commenced before the expiry of that period.



Surrey Building Control Association

This form is universally accepted throughout the county of Surrey. You are advised to contact the relevant Authority for advice on their current Building Regulation charges.

Borough of Reigate and Banstead 01737 276000
Elmbridge Borough Council 01372 474474
Epsom and Ewell Borough Council 01372 732371
Guildford Borough Council 01483 444608
Mole Valley District Council 01306 879264
Runnymede Borough Council 01932 838383

Spelthorne Borough Council 01784 446359
Surrey Heath Borough Council 01276 707223
Tandridge District Council 01883 732871
Waverley Borough Council 01483 869325
Woking Borough Council 01483 743418