



South Northamptonshire Council

**BUILDING REGULATION
BUILDING NOTICE**
The Building Act 1984
The Building Regulations 2000

Springfields TOWCESTER Northants NN12 6AE
Tel: 0845 2300226 Fax: 01327 322270 DX: 16938
www.southnorthants.gov.uk
E-mail : building.control@southnorthants.gov.uk

*This form is to be filled in by the applicant or agent.
Please read the notes on the reverse side. Please use block capitals.*

Please send this form to Building Control at the above address.

1	Applicant's details (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
2	Agent's details (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
3	Location of building to which work relates Address: _____ Postcode: _____ Tel: _____ Fax: _____ email: _____
4	Proposed Work (see notes 4 & 5) Description: _____ Number of storeys in building: _____ Anticipated date of commencement _____
5	Use of building 1. If new building or extension please state proposed use: _____ 2. If existing building state present use: _____
6	Fees (see SEPARATE Guidance Note on Fees for information) (cheques should be made payable to South Northamptonshire Council) 1 If Table A work please state total number of dwellings and type - Total: _____ Type : _____ 2 If Table B work please state floor area: _____ m ² 3 If Table C work please state the estimated cost of work excluding VAT: £ _____ Building Notice fee : £ _____ plus VAT : £ _____ Total : £ _____
7	Electrical Works in/to a Domestic Dwelling Please indicate whether you will be using a Registered Part P Electrical Installer YES/NO
8	Statement This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).
	Name: _____ Signature: _____ Date: _____

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 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 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 should 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 Agrément 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 Agrément for the insertion of that material.

5 Where the proposed work involves the provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to:

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 of the Building Regulations 2000;

5.3 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.

6 ELECTRICAL WORK carried out in 'dwellings' must be notified to the Local Building Control body. **The notification must be made before work starts**, unless it is to be carried out by a '**Competent Person**' who is on an **Approved Register** and who is capable of 'self-certifying' their own work. The changes to the Building Regulations are contained in Electrical Safety in an Approved Document P-Electrical Safety. Compliance with this Approved Document will be achieved, if the standard of the electrical work involved, is such that it complies with the fundamental Requirements of Chapter 13 of BS7671:2001.

7 A fee is usually payable for 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 fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. Refer to Scale of Fees. .

9 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 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 fees, in the Building (Charges) Regulations 1998.

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 & Country Planning Acts.

12 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.

Data Protection Act 1998

The personal information which you supply to the Council will be stored by it either on a computer or in a manual file. This information, or data, is subject to the provisions of the Data Protection Act 1998 and South Northamptonshire Council is the data controller for the purposes of that Act. Although your personal data is being obtained for the purposes of this Building Regulation application the Council may from time to time use it for other purposes related to the Council's activities as a local authority. If you do not wish the Council to do this please write to The Team Leader Building Control, South Northamptonshire Council, Springfields, Towcester, NN12 6AE