

NOTES

1. One copy only of this notice should be completed and submitted.
2. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 2.1 a block plan to a scale of not less 1:1250 showing
 - 2.1.1 the size and position of the building, or the building as extended, and the size, position and use of every other building to proposed building within that curtilage.
 - 2.1.2 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.
 - 2.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - 2.1.4 the provision to be made for the drainage of the building or extension.
3. 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.
 - 3.1 where it is intended to build over public a sewer shown on the relative map applicants may be required to enter into an agreement under Section 18 of the Building Act 1984. Where this is not done the Local Authority could insist at a later stage on work being altered or removed.
4. 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:
 - 4.1 the name, make, model and type of hot water storage system to be installed.
 - 4.2 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 the Schedule 1 to the Building Regulations 2010;
 - 4.3 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.

5. Where the building notice procedure is used the Local Authority may nevertheless ask for such additional plans as are necessary in any particular case.

5.1 Local Authorities are not required to pass or reject a building notice or any plans submitted in support of the notice

6. Applicants who decide to use the building notice procedure are advised to discuss the implications with a Building Control officer.

7. A charge is payable towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. A Guidance Note on charges is available on request.

8. The above notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

9. 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.

10. 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.

11. The Regulatory Reform (Fire Safety) Order 2005 applies to all non-domestic premises, which includes the common parts of blocks of flats and HMOs.

The Order does exclude some premises such as certain mines, vehicles and land forming part of an agricultural or forestry undertaking.

12. Further information and advice concerning Building Control and Planning matters may be obtained from your Local Authority.

13. A person shall deposit full plans where he intends to carry out work which includes the erection of a building fronting on to a private street.