



# BUILDING NOTICE

The Building Act 1984  
The Building Regulations

**Building Control Team Leader, Community, Investment & Development Structure, South Lakeland District Council, South Lakeland House, Lowther Street, KENDAL, Cumbria LA9 4DL**

*This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult your local Building Control office. PLEASE TYPE OR USE BLOCK CAPITALS*

Building Regulations  
Plan Number:

**1 Applicant's details** (see note 1)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**2 Agent's details** (if applicable)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

**3 Location** (site/building to which work relates)

\_\_\_\_\_ Postcode: \_\_\_\_\_

**4 Description of proposed work** (see note 5)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date of commencement: \_\_\_\_\_

**5 Use of building**

1 If new building or extension, state proposed use: \_\_\_\_\_

2 If existing building state present use: \_\_\_\_\_

3 Planning Permission reference number (if applicable): \_\_\_\_\_

**6 Charges** (see Guidance Note on Fees for information)

Total estimated cost of work: £ \_\_\_\_\_

Internal floor area of extension/building: \_\_\_\_\_ sq M

Charge including VAT: £ \_\_\_\_\_

**7 Services**

Electrical Work: Is the Electrician registered under the Governments **'Registered Domestic Installer Scheme'** YES/NO

**If No - further Building Regulation Charges will apply (see Note 14 overleaf).**

Means of water supply: \_\_\_\_\_

Foul water drainage: \_\_\_\_\_ Surface water drainage: \_\_\_\_\_

**8 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 fee. The building is not subject to the Regulatory Reform (Fire Safety) Order 2005.

I enclose (tick) :- Location Plan (site outline marked) : \_\_\_ Payment : \_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes

A **Building Notice** submission is a single stage process appropriate for projects where the owner / contractor is confident and has experience of the construction processes. The Council will, upon notification, approve the building work through inspections, culminating in the issue of a Completion Certificate. While detailed plans are usually not essential, in some cases additional information may be required.

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:

- a **site location plan** to a scale of not less than 1:1250 showing:-

- the **size and position** of the building, or the building as extended, and its relationship to adjoining boundaries;

- 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;

- the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;

- the provision to be made for the **drainage** of the building or extension.

4. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, details must be provided of the precautions to be taken in **building over a sewer** or drain.

5. 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:

- the name and type of insulating material to be used;

- whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;

- 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.

6. 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:

- the name, make, model and type of hot water storage system to be installed;

- 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 2010;

- 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 notice of the commencement of the work at least two days beforehand.

8. The building notice fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Building Control Charges is available on request.

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 on Regulation 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010.

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. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

13. 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.

14. Work to which Part P (Electrical Safety) applies where new cabling and installations, **not** installed under the Governments 'Registered Domestic Installer Scheme', and will require notification to the local authority, further charges will be applied. – See Guidance Note in Building Control Charges Schedule.

15. The Building Notice cannot be used for development where,  
- the use is designated under the Regulatory Reform (Fire Safety) Order 2005, or the development comprising new dwellings which involve new streets.