

BUILDING NOTICE APPLICATION

THE BUILDING REGULATIONS 2000		
1	Applicant's Details (see note 1) Name:..... Address:..... Postcode (mandatory):..... Tel:..... Fax:..... email:.....	FOR OFFICE USE ONLY
		Fee received £..... Cheque / PO / Cash Signed..... Date...../...../20..... App No BN/0...../.....
2	Agent's Details (if applicable) – please give details of the person dealing with the project (see note 2) Name:..... Address:.....Postcode:..... Tel:..... Fax:..... email:.....	
3	Location of building to which application relates (see note 3) As section 1 above <input type="checkbox"/> Address:..... Postcode:..... Provide a location plan to a scale not less than 1:1250 <input type="checkbox"/>	
4	Description of proposed building work (see note 4)	
5	Use of building (see note 5) (a) As existing:..... (b) As proposed:.....	
6	Additional information (see note 6) (a) Source of drinking water: Mains <input type="checkbox"/> Private <input type="checkbox"/> Other (please specify)..... (b) Method of foul water drainage: Sewer <input type="checkbox"/> Septic tank <input type="checkbox"/> Cesspool <input type="checkbox"/> (c) Method of surface water drainage: Mains <input type="checkbox"/> Soakaway <input type="checkbox"/> Stream <input type="checkbox"/> (d) Is a new vehicular access required? Yes <input type="checkbox"/> No <input type="checkbox"/> (e) Have you applied for planning permission? Yes <input type="checkbox"/> No <input type="checkbox"/> Application No..... (f) Will the electrical work be undertaken by a person registered under one of the Part P competent person schemes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
7	Charges (see note 7) Cheques should be made payable to West Somerset Council (a) Gross floor area of new building or extension:m ² (b) Estimated cost of proposed works £..... (c) Charge submitted (please note that all fees are subject to VAT) £.....	
8	About Decision (see note 8) Is a completion certificate required on satisfactory completion of work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
9	Statement This Notice is given in relation to the building work as described, is deposited in accordance with Regulation 12 (1) (a) and is accompanied by the appropriate charge. I have made the applicant fully aware of the information overleaf. (Signature by applicant if no agent exists) Signature: _____ On behalf of: _____ Date: / /20	

APPLICATION NOTES

1. APPLICANT'S DETAILS

The applicant is the person or company who wishes to have the building work carried out e.g. builder or tenant. Full name and title required.

2. AGENT'S DETAILS

The agent is the person submitting the application on behalf of the applicant.

3. LOCATION OF THE BUILDING

The full postal address of the building including the postcode where known. A location plan should be provided to a scale of not less than 1:1250.

4. DESCRIPTION OF THE BUILDING WORK

A brief description of the work that the application relates to e.g. single storey extension or erection of new five storey office building etc.

5. PROPOSED USE OF THE BUILDING

A brief description of the proposed use of the building e.g. single family dwelling etc.

6. ADDITIONAL INFORMATION

Additional information to aid your application.

7. CHARGES

Subject to exemptions, charges are payable on all Building Regulations applications. The charge is submitted on deposit of the Building Notice. The payment is a single charge and covers all the site inspections that are required to ensure that the work complies with the Building Regulations. VAT is payable on all charges. The amount of the charge is dependent upon the size and type of work. A Schedule of Charges is attached for your attention.

GENERAL NOTES.

BUILDING NOTICE

This is a method of complying with the Building Regulations 2000 with out the need for the deposit of detailed plans before building work is started. However site and location plans should be provided to clearly indicate the position of the building/building work and any proposed or existing drainage.

Please note that no formal approval notice will be issued in respect of any Building Notice application.

A Building Notice can be used for any building work except in relation to a use which is 'a relevant use' which is the use of a building as a

workplace of a kind to which Part II of the Fire Precautions (Workplace) Regulations 1997 or a use designated under section 1 of the Fire Precautions Act 1971. The procedure is best suited for work of more minor nature.

The Building Notice must be deposited with the Council at least 48 hours before commencement of work.

The Council must be notified of each relevant stage of the work. The Building Control Surveyor is entitled at any point to ask for plans and details of particular parts of the construction such as structural calculations etc. It is the duty of the person having the work carried out and the builder to comply with the Building Regulation requirements. Good communication between the Building Control Surveyor and the builder is essential to ensure building work is in compliance.

PLANNING PERMISSION

This application relates only to the Building Regulations 2000. You may need permission under the Town and Country Planning Act 1990, and other Acts and Regulations. Please ensure that these permissions have been obtained before works start. If you have any doubt please telephone the Planning Section on 01643 703704.

INSPECTIONS OF WORK ON SITE

To comply with Regulation 15 of the Building Regulations 2000 you must:-

- (a) Give notice in writing to the Council two days before building work starts.
- (b) Give notice to the Council either by phone or in writing when the following stages have been reached:
 - I The foundations have been excavated.
 - II The foundations have been concreted.
 - III The material below the concrete oversite or floor has been laid.
 - IV The drains are laid (before being covered).
 - V A damp proof course either in the floor or the wall has been laid (before it is covered).
 - VI The roof structure is completed.
 - VII The building or extension is occupied.
 - VIII The building work is completed.

LEGISLATION

These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 13 of the Building Regulations 2000. It is a criminal offence to carry out work to which the Building Regulations apply without giving written notice to the Local Authority.