

BUILDING REGULATIONS BUILDING NOTICE SUBMISSION

The Building Act 1984/The Building Regulations 2010

This form is to be filled in by the person who intends to carry out building work or his agent. If the form is unfamiliar please read the notes which follow or consult the office indicated above. Please type or use block capitals.

1. Applicant's Details (See Note 1)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

Are you happy with us to correspond with you via email?

YES/NO

2. Agent's Details (If applicable)

Name:

Address:

Postcode:

Tel:

Fax:

Email:

Are you happy with us to correspond with you via email?

3. Location of building to which work relates

Address:

Postcode:

4. Planning Permission

Has Planning Permission been applied for?

If Yes, please give Ref No:

5. Proposed Work (See Note 6)

Description:

Is the proposed work or any part of it subject to Partnering or a current Registered Details Approval certificate?

Number of storeys in building:

Anticipated date of commencement (See note 7)

Application Ref. No.

Date Received:



Tel: 01946 598409

Email: building.control@copeland.gov.uk

6. Use of Building

1. If new building or extension please state proposed use:

2. If existing building please state present use:

7. Domestic Electrical Work (to be completed for all domestic applications that include electrical work)

Will a competent electrician who is registered with a Part P self-certifying scheme be carrying out the electrical installation?

If NO, please see Note 10 on Page 3

If YES, please supply the Trade Association (e.g. NICEIC/ECA, etc) Reg. number.....

8. Charges (See Guidance Note on Charges for Information)

1. Schedule 1: Number of dwellings: _____ Number of dwelling types: _____

2. Schedule 2: Floor area of new building or extension: _____ square metres.

3. Schedule 3: Estimated cost of works excluding VAT: £ _____

Plan Fee: £ _____ (+ VAT _____) Total: £ _____

9. Services (Where Applicable)

1. Mode of Drainage: a) Foul water _____ b) Surface water _____

Is there a public sewer within 100 feet? _____ If yes, does it run under the building or site?: _____

2. Indicate means of water supply: _____

10. Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge. I understand that further charges will normally be payable following the first inspection by the Local Authority.

In instances where the amount of work required of an officer is more than that which was estimated and payment has been made only of the charge determined under the Council's charging scheme, the authority may, under Regulation 11(4) of the Building (Local Authority Charges) Regulations, raise a supplementary charge in respect of the additional work (see Note 16).

Name: _____

Signature: _____

Date: _____

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. 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 a block plan to a scale of not less than 1:1250 showing:
 - 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 is extended;
 - The provision to be made for the drainage of the building extension.
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:
 - 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 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:
 - 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.
6. LABC provides a Partner Authority Scheme and also National Registered Details approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 7. If the work proposed or any part of it is subject to a National Registered Details approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the National Registered Details approval plans attention should be drawn to it in a covering letter. Further information on Registered Details approval schemes is available from your local Building Control office or the LABC website at www.labc.com
7. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
8. 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.
9. 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 Fees is available on request.

Schedule 1 specifies the plan and inspection fees payable for small domestic buildings. Schedule 2 specifies the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 specifies the fees payable for all other cases.
10. The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost of the application (see 'Building Control Charges' document for additional inspection charges) and may cause a delay (arranging for another electrician to carry out an inspection and test).

Any electrical installation undertaken by someone who is not registered with NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.
11. Subject to certain provision 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 connections must give not less than 21 days notice to the appropriate authority.
12. These 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.

Notes

13. 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.
14. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
15. 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.
16. Under the auspices of the Building (Local Authority Charges) Regulations 2010, the Council's building control service is required to operate on a 'not for profit' or 'cost recovery only' basis for chargeable work.
It is often difficult to accurately estimate the exact amount of work required to help customers to achieve compliance with the Building Regulations and Regulation 11(4) of the Building (Local Authority Charges) Regulations 2010 enables local authorities to raise a supplementary charge in respect of carrying out additional work where appropriate.