



# Building Regulations Building Notice Application



<b>* Applicant's Details</b> (see notes 1 and 3) Title: Mr/Mrs/Miss/Ms Other..... Surname: Forename:		<b>Agents Details</b> (if applicable) Send invoice to applicant/agent (delete as appropriate)	
Address:		Address:	
* Postcode	Tel H _____ Tel M _____ Tel W _____	Postcode	Tel H _____ Tel M _____ Tel W _____
Email _____		Email _____	
Is the work being done through an agent? YES / NO If so, please fill in Agent's details above.		Planning Application Reference Number (If Applicable).....	
<b>Location of building to which work relates</b>			
Name of Builder:		Builder's Tel (W)	Builder's Tel (M)
<b>Proposed work</b> Description:			
<b>Use of building</b> 1 If new building or extension please state proposed use: 2 If existing building state present use:			
<b>Fees</b> (see note 3 and separate Guidance Note on Fees for information) 1 If Table A work please state number of dwellings 2 If Table B work please state floor area: _____ m <sup>2</sup> <b>IN ALL CASES please state 100% of estimated cost of work excluding VAT: £</b> _____ Gross Plan fee: £			
<b>Means of water supply</b> (see note 3.3)		<b>Means of drainage</b> 1: Foul Drainage 2: Surface Water	
<b>* Statement</b> 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. Name:.....Signature:.....Date:.....			

### BUILDING NOTICE CHECK LIST

- \* Have you completed and signed one COPY of this Form?
- \* Enclosed the block plan mentioned in point 3 overleaf.
- \* Enclosed the necessary fee. (Cheques payable to Torbay Council).

#### FOR OFFICIAL USE ONLY

Cheque No:  
 Purpose Group:  
 EST COST:  
 B.N. FEE: £  
 FEE PAID: £  
 Fee Checked by:

## NOTES

### A Building Notice may not be used where:

- 1) **Building over a sewer.**
- 2) **Erecting a building fronting a private street.**
- 3) **For buildings other than dwellings and flats.**

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building 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 shall be accompanied by the following:
  - 3.1 a block plan to 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 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 drain, sewer or disposal main that is shown on any map of sewers or to erect it on such a site or in such a manner as would result in its interfering with the use of any such drain, sewer or disposal main, the precautions to be taken in building over or adjacent to the sewer or drain should be indicated.  
If this Notice applies to a building to which Section 24 of the 1984 Building Act applies (Provision of Exits, etc.) the provisions to be made for the mailers described in that Section should be indicated.
  - 3.3 If the Building Notice is in connection with the erection of a new house then the means of water supply to the building should be indicated in order to show compliance with the requirements of Section 25 of the 1984 Building Act (Provision of Water Supply).
4. Persons carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand.
5. The Building Notice fee is payable when the Building Notice is given to the Local Authority and must accompany this Notice. A fee is usually payable to contribute 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.
6. The building notice fee is calculated in accordance with current fees regulations. A Guidance Note on Fees is available on request. Table A prescribes the plan and inspection fees payable for small domestic buildings. Table B prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table C prescribes the fees payable for all other cases.
7. 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
8. These notes are for general guidance only, particulars regarding the use of the Building Notice are contained in Regulation 12 of the Building Regulations 2000 and in respect of fees, in the Building (Local Authority Charges etc.) Regulation 1998 as amended.
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. If you have any problems completing this form please contact Building Control Services at Torbay Council Roebuck House Abbey Road, Torquay, Devon TQ2 5EJ. Tel 01803 208095.