

# Building Notice Form

## Building Regulations 2010

<b>FOR OFFICE USE ONLY</b>	Application Number	Date Received
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Please complete this form in **BLACK INK** with block capitals and answer all questions. If you have any difficulty please ask for advice at the **Building Control Office** (see reverse).

### NOTES

1. The local authority has powers under regulation 13 (3) to request plans at any stage during work to enable them to ascertain that work complies with Building Regulations.
2. Notice of commencement is required at least 2 days before work starts.
3. **1 copy** of this form to be submitted plus appropriate fee, plus additional information under note 12 overleaf.
4. **A Building Notice application can not be used** for non domestic premises or where it is intended to build over or adjacent to a drain, sewer or disposal main, shown on the Sewerage Undertakers map of sewers. A Full Plans Application must be submitted. The Sewerage Undertakers map of sewers may be inspected on Council premises at Britannia House Customer Service Centre, Bradford BD1 1HX.

### FAILURE TO ENCLOSE THE APPROPRIATE FEE INVALIDATES THIS NOTICE

**1 Statement** I/We hereby give notice in accordance with Building Regulation 12 (2) (a) of my/our intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.

### 2 Applicants name and address

Name:	
Address:	
	Postcode:
Telephone:	email:
Are you the owner of the building? (please tick)      Yes <input type="checkbox"/> No <input type="checkbox"/>	

### 3 Builders name and address (Details of the contractor if different from the applicant)

Name:	
Address:	
	Postcode:
Telephone:	email:

### 4 Full address of proposed work

Address:	
	Postcode:

### 5 Proposed use of building

Present use (if vacant, last known use):

### 6 Description of proposed work

	Total floor area:                      sq.m
Total floor area of each dwelling (if applicable):                      sq.m	Total volume:                              cu.m

**7 Fee** Please consult the charges tables to decide which one applies to your work. If Table C or E applies you must disclose the estimated cost of the work. If you require assistance please contact the Building Control office (*see below*).

Estimated cost £:	Fee applicable to the proposed work £:	VAT £:	Total Fee £:
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**8 Services** (please tick which of the following apply)

- A. Water supply:** Mains  Borehole  Spring  Well  Other  .....
- B. Surface water drainage:** Mains  Soakaway  Watercourse  Other  .....
- C. Foul water drainage:** Mains  Septic Tank  Cesspool  Other  .....

**9 Number of dwellings**

Where creating new dwellings, please indicate the dwelling provider:

Private Sector  Registered social landlord  Local Authority

If the work relates to new dwellings, state the number of dwellings:

If the number of dwellings is different from the number of buildings, state the number of buildings:

**10 Planning permission**

Do you intend to seek Planning Permission? Yes  No

If Planning Permission is already obtained, state date and application number:

Date:	Application number:
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**11 Additional information**

Where applicable the following additional information **must be provided otherwise this notice is not valid and work must not be started**. Please provide the additional information, where required, in written notes or a drawing format.

**(a) A block Plan / location plan to scale not less the 1:1250 showing:**

- (1) Size and position of the building / extension and its relationship to adjoining boundaries.
- (2) The boundaries of the curtilage of the building together with the size, position and use of other buildings within the same curtilage.
- (3) The width and position of any street adjoining the boundaries of the curtilage of the building.

**(b) Please state the number of storeys in the building:**

**(c) Particulars of the provision of drainage of the building/extension and details of any drains/sewers effected by the proposed work.**

**Windows:** If this application involves work to replace existing window frames, please provide details of the existing window profiles and opening lights.

**Electrical installation:** Details of the work proposed and the name and address of the electrical contractor/installer (*please note there is an additional charge of £245.83 + VAT = £295 associated if electrical works are not self certified under a recognised competent person scheme*). Notice must be given so that inspection at first fix can be arranged.

Tick box if information is supplied

**12 Commencement of work** I/we intend to commence building work on:

If the date is imminent or not yet known please telephone Building Control two working days before work is due to start. If work does not start within 3 years from the date of this notice it will cease to have effect.

<b>Signature</b> Applicant / Builder:	Date:
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**ON SATISFACTORY COMPLETION OF THE WORK A COMPLETION CERTIFICATE WILL BE ISSUED**

**CONTACT DETAILS**

**Building Control**  
4th Floor  
Britannia House  
Hall Ings  
Bradford BD1 1HX

Telephone: 01274 433807  
Email: buildingcontrol@bradford.gov.uk  
Fax: 01274 435081  
Minicom: 01274 392613

