

# BUILDING NOTICE



**BRENTWOOD  
BOROUGH COUNCIL**

PLEASE READ NOTES OVERLEAF  
BEFORE COMPLETING THIS FORM

CERT. No. 94/3825

## Building Control Services

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes overleaf or consult Building Control Services. Please use block capitals. If you wish to complete this form online, please use the "Print" button at the end of the form, then sign and return to: Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.

### 1 Applicant's Details (see note 1)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 2 Agent's Details (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_  
Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

### 3 Location of building to which work relates

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

### 4 Proposed Work (see note 9)

Number of storeys: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
Date of commencement (if known): \_\_\_\_\_

### 5 Use of building

1. If new building or extension, please state proposed use: \_\_\_\_\_  
2. If existing building state present use: \_\_\_\_\_

### 6 Charges (see Charges Guidance Notes)

Charges enclosed £ \_\_\_\_\_ Estimated Costs of Works £ \_\_\_\_\_

### 7 Additional Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 8 Statement

This notice is given in relation to the building work as described and is accordance with Regulations 12 (2A)(a)  
Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Notes

1. A Building Notice cannot be submitted where the building is put, or is intended to be put, to a use to which the Regulatory Reform (Fire Safety) Order 2005 applies (see Note 12 below) or front a private street or is situated within 3 metres of a public sewer.

2. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

3. Where the proposed work includes the erection of a new building or extension, this Notice shall be accompanied by a plan to a scale of not less than 1:1250 showing:-

(a) the size and the position of the building or the building as extended and its relationship to adjoining boundaries;

(b) 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;

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

(d) 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 the public sewers, precautions are 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, a Building Notice shall be accompanied by a statement which specifies:-

(a) the name and type of insulating materials to be used;

(b) the name of any European Technical Approval issuing body which has approved the insulating material;

(c) the requirements of Schedule 1 in relation to which any body referred to in (b) has approved the insulating material;

(d) any national standard of a member state of the European Economic Area to which the insulating material conforms; and

(e) the name of any body which has issued any current approval to the installer of the insulating material.

6. Where the proposed work involves the provision of a hot water storage system in relation to which paragraph G3 of Schedule 1 (hot water storage) imposes a requirement, a Building Notice shall be accompanied by a statement which specifies:

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

(b) 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 paragraph G3 of schedule 1;

(c) the name of the body, if any, which has issued any current registered operative identify card to the installer or proposed installer of the system.

7. Where a Building Notice has been given, a person carrying out building work or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.

8. Persons carrying out building work should give notice of the commencement of the work at least two days beforehand.

9. Subject to certain exceptions, a charge is payable - this being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

The Building Notice charge is calculated in accordance with the current regulations and is payable at the time of deposit of the Notice. **Cheques to be made payable to "Brentwood Borough Council"**.

10. The Notice will expire if the proposed work/change of use is not commenced within three years from the date of giving notice.

11. The Regulatory Reform (Fire Safety) Order 2005 applies to most premises except domestic premises. "Domestic Premises" means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling).

12. 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.

13. In accordance with Note 7 above, a Notice to include either:-

(a) statement confirming that all electrical work will be designed and carried out by a competent person being a member of an approved self-certification scheme

or

(b) where not installed by a member of an approved self-certificationscheme, wiring diagrams/plans and full design specifications for the proposed electrical installations to be submitted as part of the Notice - see separate electrical safety guidance notes.

14. Completion certificates will be issued where notifications of inspection have been given and all works meet the requirements of the Building Regulations.

15. Further information and advice concerning the Building Regulations may be obtained from Building Control Services.

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