

This form is to be filled in by the person who intends to carry out building works or the agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or write block capitals. Double click YES / NO check boxes to enter an 'x'

1

Applicant's details (see note 1)

Full Name:

Address:

Postcode:

Tel:

Fax:

email:

2

Agent's details (if applicable)

Full Name:

Address:

Postcode:

Tel:

Fax:

email:

3

Location of building to which work relates

Address:

Postcode:

4

Proposed work (see note 5)

Description:

Date of commencement (if known, see note 7):

5

Contractors/Builders details (if known)

Full Name:

Company Name:

Address:

Postcode:

Tel:

Mobile:

E Mail:

Are they a member of a Trade Association (e.g. FMB, Trustmark etc) YES NO NOT KNOWN

If YES please supply (if known) their Trade Association and Registration Number:

6

Use of building

1. If new building or extension please state proposed use e.g. 2 storey dwelling:

2. If existing building state present use e.g. 2 storey dwelling:

3. Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?

(See note 2). YES NO **If Yes, use the full plans application form.**

Notes

1. The applicant's full name must be included together with the correct address and postal code and contact details to allow us to communicate with you more effectively and speedily. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. In the case of other applicants e.g. commercial organisations please include the full details of the organisation and a relevant contact name.

2. THE BUILDING NOTICE procedure is not acceptable in the following situations:

- where the building work relates to buildings to which the Regulatory Reform (Fire Safety) Order 2005 applies or will on completion;
- where it is intended to erect, extend or underpin a building situated within 3 metres of a public sewer shown on records kept by the sewage undertaker i.e., Severn Trent Water.
- where it is intended to erect a building on a private street.

In all the cases above, the "Full Plans" procedure must be adopted.

3. One copy only of this notice should be completed and submitted.

4. Where the proposed works includes the erection of a **new building or extension** this notice shall be accompanied by a **block plan** to a scale of not less than 1:1250 showing:-

- The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- 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 cartilage of the building or the building as extended;
- The provision to be made for the drainage of the building or extension. (if applicable)

5. Ensure that the works description includes all works to be carried out – it will be this description that will be listed on our completion certificate (if work is left off the description it can cause you problems if you ever try to sell your property). **This must also include any 'notifiable electrical works' not being installed by a 'Competent Person Scheme member' approved by the CLG**

6. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers and consultation with STW is going on, the precautions that are to be taken in building over the sewer or drain are to be shown on the plan.

7. Persons carrying out building work must give 2 days written notice prior to commencement.

8. A Building Notice fee is usually payable to cover the cost of site inspections, and is a single payment which must accompany the submission of the Building Notice. This covers the **anticipated** number of site visits until satisfactory completion of the work in accordance with the Building Regulations. The fee is calculated in accordance with current fee regulations.

9. 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 (Usually Severn Trent Water Ltd).

10. Where existing underground services e.g. gas, electricity, water, telecoms are affected by the proposals, **the building owner or contractor must contact the relevant service provider to arrange for their diversion.**

11. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 (As amended) and, in respect of fees, the Building (Local Authority Charges) Regulations 2010.

12. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.

13. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

14. This Building Notice application will 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.

15. THE PARTY WALL ETC. ACT 1996

If you intend to carry out building work which involves:

- work on an existing wall shared with another property
- building on the boundary with a neighbouring property
- excavating near a neighbouring building

The Party Wall Act may apply and you should notify all affected neighbours. Further information on Party Wall matters is available from the Department for Communities & Local Government website:

www.communities.gov.uk/publications/planningandbuilding/partywall

16. DATA PROTECTION ACT 1998

The information given on this form will be used for the purposes of this Building Regulation application and will be made available to other Council services to allow the Council to provide "joined up" service provision including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Leicestershire Fire and Rescue (if relevant), Severn Trent Water, and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers. Information may be published on the Councils website.

Copies of the application form and any associated plans may be published by the District Council on-line.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact the Council at the address shown on the application form.

Records will be digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept indefinitely.

17. ELECTRICAL WORKS.

Building Regulations 'Part P – Electrical Safety in Dwellings' applies to certain electrical works being undertaken to dwellings. All wiring and electrical works must be designed, installed, inspected and tested in accordance with the requirements of BS 7671, the IEE 17th edition wiring guidance. Failure to comply with these regulations is an offence, and the Council can pursue a prosecution for a fine against any person contravening them and it is also likely that it will not be possible to sell your property. Full details of these regulations, including the definition of 'notifiable works' can be found in the Approved Document to 'Part P – Electrical Safety in Dwellings'.

Where 'notifiable electrical work' is to be carried out, you are required to either submit a Building regulation application or to have the works undertaken by a competent electrical contractor registered with the governments '**Part P Competent Persons Self-Certification Scheme**' (this should be your preferred option). The electrical works can form part of your main application e.g. electrical installation that forms part of your proposed alterations or extension works. **Enter a 'x' to advise whether you are using an electrician who is registered with a Part P self certifying scheme or not. If you are not it will incur extra charges, and also if at a later date it becomes apparent the electrician is not Part P registered you will become liable for an additional charge in accordance with the charges scheme in force.**

Competent Person Self-Certification Scheme.

Where you are using a **Competent Person Self-Certification Scheme** member – you must answer YES to question 8 (enter a 'x') and supply full details of their scheme membership (if known). You are advised to check your contractor out carefully to avoid problems occurring during the works stages. Your approved contractor will ensure that all electrical works comply with the Building Regulations – and therefore this element of work can be excluded from your Building Regulation application.

If you do not know who your **Competent Person Self-Certification Scheme** member is at the time of submission and you have answered YES – you must ensure that a scheme member is employed. If you change your mind after submitting your application and do not use a **Competent Person Self-Certification Scheme** member, then you may have to submit a separate Building Regulation application (see notes below) for the electrical works and pay a separate charge payment.

Your competent electrician will supply you and the Council within 30 days of the electrical works completion a signed 'Building Regulations Self-Certification Certificate'. If this certificate is not supplied it may leave you open to enforcement action and no completion certificates will be issued for the works. **For your information the householder should also received a completed BS7671 Electrical Installation Test certificate – make sure this is requested and obtained.**

Please be aware that checks will be made that a Competent Person Self-Certification Scheme member has been used for the electrical works.

Building Regulation Application Route.

Works carried out by electricians, who are not a member of a **Competent Person Self-Certification Scheme** cannot "self-certify" their own work and must therefore submit a Building Regulation application.

You are required to submit with the application – full details of the electrical works to be undertaken, including where appropriate wiring diagrams and evidence of the existing systems suitability to be adapted. This will be subject to a charge in accordance with the charges scheme in force.

All wiring and electrical work must be designed, installed, inspected and tested by a **person qualified** to do so in accordance with the requirements of BS7671, the IEE 17th edition wiring guidance and Building regulations Part P (Electrical Safety). On completion of works a copy of installed Electrical Installations Test certificate compliant with BS7671 is to be provided to the client and Local Authority.

AND

Prior to covering of all wiring/cables, the installation must be inspected by Building Control. This could include a second check and testing of the installation. *Any defective work found will have to be corrected at the owner's own expense.*

A person qualified to do so – will have appropriate qualifications, knowledge and experience relevant to the nature of the work undertaken and to the technical standards set down in BS7671, to be fully versed in the inspection and testing procedures contained in the regulations and employ adequate calibrated testing equipment. (Building Control will expect suitable evidence to be provided of a person's competency prior to accepting such persons BS7671 certificate). If the person's competency cannot be proved, further charges will be incurred for the LA to arrange for testing of the installation.



“BUILDING NOTICE” SUBMISSION CHECKLIST

To minimise delays in the processing of your application, please ensure that you have provided the following. When you have done this it would be helpful if you could tick the boxes accordingly and return this form with your application.

- One copy of the completed application form signed and dated, please include a telephone and email contact to enable us to communicate speedily with you.
- The relevant application fee.
- An estimate of the cost of the building works if the application fee is not covered in the standard charges within the fee tables or individually determined.
- Evidence of the applicant’s disability (in cases where the submission will be exempt from fees) and evidence that the work is solely for the benefit of the disabled person (see full charges scheme for a more extensive definition, if necessary).
- A plan of the proposed work indicating floor area or dimensions where this involves new buildings or extensions, planning drawings or dimensioned sketches may be acceptable in the first instance.
- One copy of a site location plan (block plan) drawn to a scale of not less than 1:1250, showing the boundary of the site outlined in red.
- Where relevant, two copies of structural design details and calculations.
- All drawings and correspondences may be sent via email in Pdf file type to building.control@nwleicestershire.gov.uk. Alternatively the application can be submitted electronically via www.submitaplan.com (no form is needed).
- Payment can be made by telephone or by sending a cheque.

Please note that the points outlined on the back of the “Building Notice” form provide more detailed information that you should be aware of when you submit the application. If you are unsure or need any advice before you do this, we will be happy to assist if you telephone 01530 454692 or 01530 454693.
