

# Building Notice

**NOTE NOTE: A Building notice cannot be given in respect of building within 3m of a sewer, fronting a private street or for non-domestic buildings**

Application No. \_\_\_\_\_

**This notice does not serve as a commencement notice required by Building Regulations and separate notice is required to be given at least 2 working days before the commencement of works.**

Please complete all sections in BLOCK CAPITALS

## 1 APPLICANT

Forename(s) \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_ email \_\_\_\_\_

## 2 AGENT – if applicable

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel No \_\_\_\_\_ email \_\_\_\_\_

## 3 ADDRESS OF BUILDING WORKS

Proposed use of building \_\_\_\_\_

Last known use of building \_\_\_\_\_

## 4 DESCRIPTION OF PROPOSED WORK

Proposal	<i>Please describe each item of work involved on a separate line. See guidance note 1.</i>	<i>Internal Floor Area</i>	<i>Reasonable estimate of cost of works (excluding VAT)</i>
1.		m <sup>2</sup>	£
2.		m <sup>2</sup>	£
3.		m <sup>2</sup>	£
4.		m <sup>2</sup>	£

Fee paid £ \_\_\_\_\_ plus VAT £ \_\_\_\_\_ **Total fee paid £ \_\_\_\_\_**

*No application is valid unless it is accompanied by the correct fee and, where appropriate, a reasonable estimate of the works.*

## 5 ELECTRICAL INSTALLATION

Does the work involve any notifiable electrical works? (Please tick) YES  NO

If yes, please tick one of the following.

A  The electrical work will be undertaken by a Part P registered contractor and a Certificate of Compliance will be provided.

B  The electrical work will be undertaken by a non-registered person who will provide plans and details of the works to be undertaken and the works will be included on this application.

NB: If you tick 'A' and subsequently a certificate is not available it will then be necessary to give separate notice to the Council for the electrical work and pay a further charge.



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Details of person carrying out electrical installation (if known)

Name \_\_\_\_\_ Tel No: \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

## 6 ADDITIONAL INFORMATION

How will the Foul Water be disposed of?

How will the Surface Water be disposed of?

Has planning permission been applied for in respect of these works?

If so please quote reference number.

## 7 CAVITY WALL INSULATION

Does the work involve the insertion of insulation material into an existing cavity wall?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, please complete the following:

Name and type of materials to be used \_\_\_\_\_ Installer's B.S.I. Registration Certificate Number/or BBA approval date: \_\_\_\_\_

Agreement Certificate No. *OR* conforms with British Standard Specification No. \_\_\_\_\_

Name of installer \_\_\_\_\_

Address \_\_\_\_\_

## 8 PROVISION OF HOT WATER STORAGE SYSTEM

Does the work involve the installation of a hot water storage system with a capacity exceeding 15L which does not incorporate a vent pipe to the atmosphere?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, please complete the following:

Name, make, model and type of system \_\_\_\_\_

Details of any approval or certification of the system \_\_\_\_\_

Details of installer's registration, if known \_\_\_\_\_

## 9 DECLARATION

I hereby give notice in accordance with Building Regulation 11(1)(a) of intention to carry out the above works.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

NOTE: On the expiry of three years from the date on which this notice is given the notice shall cease to have effect unless the work to which the notice relates has commenced or the change of use described has been made.

**Check list:** Have you provided

- 2 copies of this form.
- the appropriate fee including V.A.T. Cheques made payable to London Borough of Bexley please.
- a detailed plan if available – this is required for extensions and loft conversions.
- two copies of a site plan (unless works are for internal alterations in an existing dwelling).

When complete please return this form and such additional information as may be required to:

Building Control, Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT

If you require further information please contact Building Control on 020 8303 7777 or visit [www.bexley.gov.uk/buildingcontrol](http://www.bexley.gov.uk/buildingcontrol)

**Guidance note 1:**

Describe each item of work on a separate line, ie: extension, removal of chimney breasts/load bearing wall, garage conversion. If proposed electrical works are not as part of proposed building works, ie: full house rewire, replacement of ring main and the installation is not by a Part P registered person, this will be a separate proposal and a further charge will be made.



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