

Plan No. _____		
Cheque <input type="checkbox"/>	Cash <input type="checkbox"/>	None <input type="checkbox"/>
Amount: £ _____	Receipt No. _____	
Date: _____	(Office Use Only)	



Building Act 1984, The Building Regulations 2000 BUILDING NOTICE

IMPORTANT:

- (a) This form is not suitable and a Full Plans application must be submitted for:
(i) Non-domestic work to which the Regulatory Reform (Fire Safety) Order 2005 applies; or
(ii) The erection of a new building, extension or underpinning in the vicinity of a public sewer (See note 2 overleaf).
- (b) Whilst not a requirement, it would be helpful to receive a copy of any available plans of the work.
- (c) If the form is unfamiliar please read the notes overleaf or contact the above office for guidance.

1 Applicant (Owner or person on whose behalf the work is to be carried out)

Name: _____ Tel: _____

Address: _____ Fax: _____

_____ Postcode: _____ E-mail: _____

2 Agent (if applicable - person acting on behalf of applicant and to whom correspondence will be addressed)

Name: _____ Tel: _____

Address: _____ Fax: _____

_____ Postcode: _____ E-mail: _____

3 Location of building to which work relates

Address: _____

4 Proposed work

Description: _____

If applicable, please confirm the Town Planning Application reference no. to which this work relates:

If there is no Town Planning Application please enclose a copy of the plans.

5 Use of Building (This form is not suitable for work to a building used as a workplace)

(i) a. Present use _____ b. Proposed use _____

6 Charges (Please read note 8 overleaf and separate Guidance Note on Building Control Charges)

(i) Table 1 - If new houses or flats being built, please state total no. of dwellings: _____

(ii) Table 2 - If domestic extension(s) or domestic detached building(s), please state total floor area : _____ m²

(iii) Table 3 - If other work (not covered by Tables 1 or 2), please state total estimated cost of work £ _____

(iv) Payment enclosed with this submission £ _____ INC VAT
(Cheques to be made payable to Royal Borough of Kingston Upon Thames)

7 Statements

(i) Does the proposal involve home electrical installation work to which Part P of the Building Regulations applies? ***YES/NO**
(If necessary, see separate Part P Guidance Note)

(ii) If YES, do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? ***YES/NO**
(See note 6 overleaf)

(iii) I hereby give notice of intention to carry out the work set out herein and enclose a Building Notice in accordance with Regulation 12(2)(a) of the Building Regulations, 2000. If any queries arise with this submission I would prefer that you contact me by: Letter Telephone E-mail Fax

Signed: _____ On behalf of: _____
(Insert applicant's name if signed by an Agent)

Date: _____

NOTES

1. One copy of this form should be completed and submitted. Whilst not a requirement, it would be helpful to receive a copy of any plans of the proposed work. Unless the work is commenced within 3 years of submission this Building Notice shall cease to have effect.
2. A Full Plans submission must be made (and a Building Notice cannot be used) in any of the following circumstances:
 - (i) If the work is to be carried out to a building which is or will be a building to which the Regulatory Reform (Fire Safety) Order 2005 applies. The order applies to all non-domestic premises, and also includes the common parts of apartment buildings and both the common and shared parts of Houses in Multiple Occupation. (We are required to consult with the Fire Authority).
 - (ii) If the work is a building, extension or underpinning carried out in the vicinity of a public sewer. (We are required to consult with Thames Water).
 - (iii) If the work includes the erection of a building fronting on to a private street.
3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following: -
 - (i) a block plan to scale of not less than 1:1250;
 - (ii) a statement specifying the number of storeys in the building (each basement level being counted as one storey);
 - (ii) particulars of the provision to be made for the drainage of the building or extension.
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall be accompanied by information about the insulation and the body which may have approved the insulation and/or installer as set out in Regulation 13.
5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall be accompanied by information about the system and the body which may have approved the system and/or the installer as set out in Regulation 13.

6. Part P – Electrical Safety in Dwellings -

From 1st January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) who is registered with an electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the 'approved person' will issue certificates of compliance to the owner and forward details to the Local Authority.

If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate 'Part P' Guidance Note (available on our website) or by visiting the website of the Department for Communities and Local Government at: www.communities.gov.uk

Note: - Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.

7. **Anyone carrying out building work must give written notice of the commencement of the work at least 2 days beforehand.** Applicants are reminded that notice should also be given at certain stages of work, as required by Regulation 15 of the Building Regulations 2000. Details are available on request.
8. A charge is usually payable 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 scheme of charges and is payable when the Building Notice is deposited. A Guidance Note on Building Control Charges is available on request. An automatic charge calculator is also available on our website www.kingston.gov.uk/buildingcontrol.
9. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 S.I. No 2531 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998 S.I. No 3129 and the current Scheme of Charges contained in the Guidance Note on Building Control Charges which is available on request.
10. **Anyone proposing to carry out building work or make a material change of use of a building is reminded that permission may be required under the Town and Country Planning Acts. Whilst not a matter dealt with by the Council, if you are carrying out work on an existing wall shared with another property, building on the boundary with a neighbouring property or excavating near an adjoining building, your attention is drawn to The Party Wall etc. Act 1996.**
11. Further information and advice concerning the Building Regulations and Planning matters may be obtained from our website www.kingston.gov.uk/environment or from the Council Offices - telephone 020-8547 5332 for Building Control and Planning.