

Building Notice

The Building Act 1984
The Building Regulations 2000

Planning Services
The Council House
Avenue Road
Malvern
Worcestershire, WR14 3AF
Tel. 01684 862151
building.control@malvern hills.gov.uk

This form is to be filled in by the person who intends to carry out the building work or his or her agent. If the form is unfamiliar, please read the notes overleaf or contact the office indicated above.

Do not use a Building Notice if the Regulatory Reform (Fire Safety) Order 2005 applies to the building or will apply after the completion of the building work or where building over or near a public sewer. In these cases, use a Full Plans submission (see notes 3 and 4 overleaf).

1	Applicant's details: (see note 1)																																				
	Name:																																				
	Address:																																				
	Postcode: Tel: Fax: Email:																																				
2	Agent's details:																																				
	Name:																																				
	Address:																																				
	Postcode: Tel: Fax: Email:																																				
3	Location of building to which work relates:																																				
	Address:																																				
4	Proposed work:																																				
	Description: (be specific)																																				
5	Use of building:																																				
	1. If this is a new building or extension, please state proposed use:																																				
	2. If this is an existing building, state present use:																																				
6	Additional Information:																																				
	Proposed floor area:m ²																																				
7	Electrical Safety Part P:																																				
	The Electrical work will be Designed/installed and tested by: <input type="checkbox"/> A competent Persons scheme <input type="checkbox"/> An approved contractor who will certify to BS 7671																																				
8	Charges (see note 3)																																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Total no: <input style="width: 40px;" type="text"/></th> <th style="width: 10%; text-align: center;">Charge</th> <th style="width: 10%; text-align: center;">VAT</th> </tr> </thead> <tbody> <tr> <td>New dwellings including associated garages</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>Garage or carport 40m² or less</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>Garage or carport over 40m² but not over 60m²</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>Domestic extensions 10m² or less</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>Domestic extensions over 10m² but not over 40m²</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>Domestic extensions over 40m² but not over 60m²</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td>All other building work, total estimated cost</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> <tr> <td style="text-align: right;">Total</td> <td></td> <td style="text-align: center;">£</td> <td style="text-align: center;">£</td> </tr> </tbody> </table>		Total no: <input style="width: 40px;" type="text"/>	Charge	VAT	New dwellings including associated garages		£	£	Garage or carport 40m ² or less		£	£	Garage or carport over 40m ² but not over 60m ²		£	£	Domestic extensions 10m ² or less		£	£	Domestic extensions over 10m ² but not over 40m ²		£	£	Domestic extensions over 40m ² but not over 60m ²		£	£	All other building work, total estimated cost		£	£	Total		£	£
	Total no: <input style="width: 40px;" type="text"/>	Charge	VAT																																		
New dwellings including associated garages		£	£																																		
Garage or carport 40m ² or less		£	£																																		
Garage or carport over 40m ² but not over 60m ²		£	£																																		
Domestic extensions 10m ² or less		£	£																																		
Domestic extensions over 10m ² but not over 40m ²		£	£																																		
Domestic extensions over 40m ² but not over 60m ²		£	£																																		
All other building work, total estimated cost		£	£																																		
Total		£	£																																		

Statement: This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2A)(a).

Name:
Date:

Signature:



Notes

1. Who is the applicant?

The applicant is the person on whose behalf the work is being done, for example the building's owner.

2. Information we need

If you propose to erect a new building or extension, you must provide the following:

- a block plan to a scale of not less than 1:1250 showing:-
 - the size and the 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 curtilage of the building or the building as extended;
 - the provision to be made for the drainage of the building or extension.

3. Drains and sewers

If you propose to erect the building or extension over a sewer or drain shown on the map of public sewers, you need to show what safety measures you will take. We will need to consult Severn Trent Water Ltd in these circumstances and a full plans submission must be made.

Subject to certain parts 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.

4. The Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are "workplaces" and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employer's undertaking and which are made available to an employee as place of work.

Further information is available from the Communities and Local Government Website www.communities.gov.uk/fire

5. Unvented hot water storage systems

If the proposed work involves providing an unvented hot water storage system, this notice must be accompanied by a statement as to:

- the name and type of system to be provided;
- the name of the body which has approved or certified the system;
- the name of the body which has issued a current registered operative card to the installer of the system.

6. The law on charges and deposit of plans

A Building Notice attracts charges payable by the person by whom or on whose behalf the work is to be done. Charges payable must accompany the deposit of this notice. This charge is a single payment in respect of each individual building and covers all site inspections which may be necessary until the work is satisfactorily completed.

The charge depends on the type of work proposed. Scales and methods of calculation are set out in the Guidance Note on charges which is available on request.

This Building Notice ceases to have effect from three years after it is given the local authority unless the work has begun before the end of that period.

These notes are for general guidance only. For full details, see Regulation 13 of the Building Regulations 2000. The Building (Local Authority Charges) Regulations 1998 and the Malvern Hills District Council Scheme of Charges.

7. Town and Country Planning Acts

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts.

You can check whether an application is needed by speaking to one of our planning officers.

8. More information

For further information and advice about the Building Regulations, please contact us.

9. Completion Certificates

The primary responsibility for achieving compliance with the Building Regulations rests with the person carrying out the work.

The issue of a completion certificate is evidence (but not conclusive evidence) that the requirements of the regulations have been satisfied. It is not a warranty of compliance.