

# Building Notice Submission



The 1984 Building Act  
The Building Regulations 2000 (as amended)

Please read the notes that accompany this form before filling it in. If you need more help to fill in the form please contact us. Our address and telephone number are at the bottom of the form.

<b>1</b>	<b>Applicant's details</b> (see note 3) Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____ Postcode: _____
<b>2</b>	<b>Agent's details</b> (if agent is handling the work) Name: _____ Address: _____ Phone: _____ Fax: _____ Email: _____ Postcode: _____
<b>3</b>	<b>Give the address where the building work is to be carried out</b> Address: _____
<b>4</b>	<b>Give details of the work to be carried out</b> _____ Number of floors: _____ Date work starts (if known, see note 8): _____
<b>5</b>	<b>Use of building</b> 1. If a new building or extension, what will it be used for? _____ 2. If not a new building, what is it used for now? _____
<b>6</b>	<b>Charges</b> (see notes 10 and 11 and separate guidance note on charges) 1. If Table 1 work, please give the number of dwellings: _____ Please give the number of different types of dwellings: _____ 2. If Table 2 work, please give the floor area: _____ m <sup>2</sup> 3. If Table 3 work, please give the estimated cost of the work, not including VAT: £ _____ Building Notice Charge: £ _____ VAT: £ _____ TOTAL: £ _____
<b>7</b>	<b>Planning Application No.</b> (where applicable) Please give reference number: <b>IMPORTANT - This form is for Building Regulation applications only. You may need other approvals before you start building works e.g. TOWN PLANNING PERMISSION. You are advised to consult the appropriate department</b>
<b>8</b>	<b>Declaration</b> This application is made under Regulation 12(2)(a) of The Building Regulations 2000 (as amended). The building work will be carried out as described above.  Name: _____ Signature: _____ Date: _____



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# Notes:

1. This Building Notice form should not be used:
  - a) for a workplace defined in Regulations 17(3)(a) of the Fire Precautions (Workplace) Regulations 1997 or to which the 1971 Fire Precautions Act applies. Where the building is put to a relevant use, such as a factory, office, shop, railway, hotel or boarding house; or
  - b) where building within 3m of a public sewer, this form should not be used.
2. This form must be filled in by the person who is going to carry out the building work, or by their agent
3. The applicant is the person for whom the work is being carried out, for example the owner of the building.
4. You need only send one copy of this form.
5. If a new building or extension is to be built, you must also send us a block plan to scale of not less than 1:1250 showing the following: -
  - a) The size and position of the building, or the building with the extension built on. Show how close the building is to the boundaries of the land it is built on.
  - b) The boundaries of the land belonging to the building or the building with the extension built on. Show the size, position and use of every other building or proposed building in that area of land.
  - c) The width and position of any street on or in the boundaries of the land belonging to the building or the building with the extension built on.
  - d) The drainage plans for the building or extension.
  - e) A statement of the number of storeys in the building, which the proposal relates.
6. If the cavity walls are to be insulated, you must also send us details of:
  - The name and type of insulating material to be used;
  - Whether the insulating material is approved by the British Board of Agreement or meets the British Standard specification; and
  - Whether the person putting in the insulation holds a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement.
7. If an unvented hot water storage system is to be fitted, you must also send us details of:
  - The name and type of system to be fitted;
  - Whether the system is approved by the British Board of Agreement; and
  - Whether the person fitting the system has been approved by the British Board of Agreement
8. **You must give at least 48 hours notice before you start the building work.**
9. A "dwelling" means a home and includes a detached, semi-detached or terraced house, and flat or maisonette.
10. **You must pay a building notice fee when this building notice is given to us.**

**Payment Methods:**  
Cheque, made payable to CNC Building Control Consultancy; or  
Cash, by personally visiting our CNC Office at Thorpe Lodge
11. These notes are for general guidance only. Regulation 13 of The Building Regulations 2000 (as amended) gives more details about the rules for building notices. The Building (Local Authority Charges) Regulations Charges Scheme give more details about the rules on charges
12. This building notice will run out three years from the date on which this form was given to the Council, unless:
  - the building work has started; or
  - if changes to the building have been made.

**If you would like more information and advice on the Building Regulations or would like a large print copy of this form, please contact us on 01603 430100 or email: [enquiries@cncbuildingcontrol.gov.uk](mailto:enquiries@cncbuildingcontrol.gov.uk)**