

Building Notice Submission

The 1984 Building Act
The Building Regulations

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 on the back of the form.

1	Applicant's details (see note 1)		
	Name : _____	Address : _____	Post Code : _____
	Phone : _____	Fax : _____	E-mail : _____

2	Agent's details (if agent is handling the work)		
	Name : _____	Address : _____	Post Code : _____
	Phone : _____	Fax : _____	E-mail : _____

3	Address where the building work is to be carried out
	Address _____

4	Give brief description of the work to be carried out :

5	Use of Building : (see note 2) Please note : A Building Notice can only be use for domestic (residential) work
	Domestic <input type="checkbox"/> Use of Building _____

6	Charges (see note 8 and separate guidance note on charges)			
	1. Table & category used for calculations (from charges sheet) Table : <input type="text"/> Category: <input type="text"/>			
	2. For new dwellings	Number of dwelling <input type="text"/>	Number of House Types <input type="text"/>	
	3. For extensions & new buildings	m ² <input type="text"/>		
	4. Estimated Construction Costs *	£ <input type="text"/>		
	5. Estimated Construction Period	<input type="text"/> months		
* Estimated costs means an amount that would be charged (excluding vat) by a person in business to carry out the work and not a DIY estimate. Please note : We reserve the right to challenge any estimate that we do not consider appropriate, we may request a detailed builders estimate, where deemed necessary.				
Building Notice Fee		£ <input type="text"/>	Vat £ <input type="text"/>	Total £ <input type="text"/>
6. Quotation Reference (If you have received one)		Ref <input type="text"/>		
Please make cheques payable to CNC Building Control				

7	Planning Application Number
	(Please give reference number) <input type="text"/>
IMPORTANT – This form is for Building Regulations 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.	

8	Declaration
	This application is made under Regulation 12(2)(a) of the Building Regulations 2010. The building work will be carried out as described above.
	Name : _____ Signature : _____ Date : _____

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Notes:

1. This form must be filled in by the person who is going to carry out the building work, or by their agent. The applicant is the person for whom the work is being carried out, for example the owner of the building.
- 2 This Building Notice form should not be used:
 - a) Where the building is subject to the Regulatory Reform (Fire Safety) Order 2005. (ie it is used for commercial purpose – a shop, factory, office, railway, hotel or boarding house), or
 - b) Where building within 3m of a public sewer.
 You need only send one copy of this form.
- 3 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.
- 4 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.
- 5 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
- 6 You must give at least 48 hours notice before you start the building work.**
- 7 A "dwelling" means a home and includes a detached, semi-detached or terraced house, and flat or maisonette.
- 8 You must pay a building notice fee when this building notice is given to us.**
Payment methods:
 By cheque, **made payable to CNC Building Control**, credit / debit card or by telephone.
- 9 These notes are for general guidance only. Regulation 13 of The Building Regulations 2010 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.
- 10 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.

Submit your completed application:

By email to: applications@cncbuildingcontrol.gov.uk

In writing to: CNC Building Control
 PO Box 1370
 Norwich
 NR15 2GX

If you would like more information and advice on the Building Regulations please contact us:

By email on: enquiries@cncbuildingcontrol.gov.uk

By telephone on: 0808 168 5041

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How we will use your information

We lawfully process your personal data in our official capacity as a public body. Your personal details are required for the purposes of administering compliance with the Building Regulations, but any information relating to this application may be used by the Partnership Councils (ie South Norfolk District Council, Norwich City Council, Broadland District Council, Borough Council of King's Lynn and West Norfolk and Fenland District Council) to carry out their functions as public bodies.

Information supplied may also need to be disclosed outside of the Council to Government departments such as the Department of Transport, Communities and Local Government and other bodies such as the Fire and Rescue Service and Utility companies such as Anglian Water, or in connection with Government anti-fraud investigations.

Under data protection legislation you have the right to request access to, rectification, restriction, or objection to the processing of your personal data, as detailed on our Privacy Policy (available on our website). You can contact our Data Protection Officer at right2know@s-norfolk.gov.uk. You also have the right to lodge a complaint with the regulator, the Information commissioner's Office.

We retain records for 15 years from the date of completion of the project, unless an historic or significant building is affected, in which case the record will be held indefinitely.

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