

# BUILDING NOTICE

The Building Act 1984  
Building Regulations 2010

## REGULATORY SERVICES

Maidstone House, King Street, Maidstone, Kent, ME15 6JQ  
Tel: 01622 602701  
Email: [building@maidstone.gov.uk](mailto:building@maidstone.gov.uk)

Reference N°: (Office use only)

To be completed by the person intending to carry out the work or their agent. Please read the notes on the reverse.

**1 Applicant Details** (See Note 2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**2 Agents Details** (if applicable) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**3 Address or Location of Building/Site where work is to be carried out**  
\_\_\_\_\_

**4 Proposed work** (See Note 8) \_\_\_\_\_ **Proposed work** e.g. Domestic  
If existing state present use. \_\_\_\_\_

**5 Part P Electrical Safety** Please indicate how you intend to comply: **Y/N**

**Route 1:** The person carrying out the work will be registered under an approved Government scheme and will provide a certificate to the council on completion.

**Route 2:** Through Maidstone Council electrical consultant for which I accept that the additional stage 2 Inspection charge is payable.

**6 Fees** (See separate Guidance Notes for information)

New Build Houses less than 300m <sup>2</sup> and Flats under 4 storeys	N° of Units	
Domestic Garages, Extensions & Loft Conversions	Floor Area m <sup>2</sup>	M <sup>2</sup>
Estimated cost of works (Extensions and Loft Conversions over 100m <sup>2</sup> , All Alterations)	<b>ESTIMATE</b>	£
<b>It is only necessary to pay the stage 1 or Plans Fee unless commencing work</b>	<b>FEE SUBMITTED</b>	£

**7 Commencement** Please state the date that work will commence \_\_\_\_\_  
If not known, separate notification will be required. **A minimum 2 Days Notice should be given**

**8 Statement:** This Notice is given in relation to the building work as described above and is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



1. Maidstone Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure. The Council is under a duty to protect the public funds that it administers and to this end, it may use the information that you have provided for the prevention and detection of crime and / or fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you wish to know more about the uses to which the information may be put by the Council, please contact the Assistant Director of Environmental and regulatory Services.
2. The applicant is the person on whose behalf the work is being carried out, e.g. the owner of the building. Only one copy of this form is required.
3. Where the proposed work includes the erection of a new building or extension this notice should be accompanied by a block plan to a scale of not less than 1:1250 showing the size and position of the building, the boundaries and the drainage.
4. Where work is to commercial premises a Full Plans application must be deposited.
5. Where building close to or over a public sewer, permission may need to be sought from Southern Water. In certain circumstances there is a right to join to a public sewer. There can also be a requirement to connect to a public sewer. Where joining onto existing drainage there may be a need to provide a condition survey and report to prove suitability.
6. Where the proposed work involves the insertion of insulation into the cavity walls of a building, this notice should be accompanied by a statement as to:
  - a) The name and type of insulation to be used.
  - b) Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard.
  - c) Whether or not the installer is a person who is subject of a British Standards Institute Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
7. Where the proposed work involves the provision of an unvented hot water system, this notice must be accompanied by:
  - a) The name, make, model and type of hot water storage system to be used.
  - b) The name of the body which has approved or certified that the system is capable of performing in a way that satisfied the requirements of Part G, Schedule 1 of the Building Regulations 2002 as amended.
  - c) The name of the body which has issued any current registered operative identity card to the installer or proposed installer of the system.
8. Please keep descriptions brief, for example "single storey rear extension". If carrying out alterations please state what these are.
9. Estimates should be a full market price including labour even if it is DIY. The reason for this is that charges are set relating to our time on each estimated cost and so an artificially low estimate would result in us not recovering our cost. Estimate we consider unreasonably low will result in the application being made invalid.
10. Building Notice charges are payable at the time of submission. If work does not commence the notice will be made invalid after a period of 3 years from the date of submission.
11. The notes are for general guidance only. For more complete information please consult Regulation 13 of the Building Regulations (as amended).
12. The Building Act, The Building Regulations and supporting documents such as the Approved Documents can be downloaded from the Planning Portal: [www.planningportal.co.uk](http://www.planningportal.co.uk)
13. Building Regulation and Planning are two different permissions. Permission under the Building Regulations does not mean that the work has planning permission. Not all work requires both Building Regulation and Planning permission.
14. Further information on permission required can be obtained from the Planning Portal.