

BUILDING CONTROL PARTNERSHIP



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Application No: Receipt No: Amount received (inc VAT): £ :

Building Notice The Building Act 1984 The Building Regulations 2010

This Building Notice conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. *This form is to be completed by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above.*

Please type or use block capitals.

1 Applicant's Details (see note 1)
Name:
Address:
Postcode: Tel: Fax:
Email:

2 Agent's Details (if applicable)
Name:
Address:
Postcode: Tel: Fax:
Email:

3 Location of building to which work relates
Address: Postcode:

4 Proposed work (see note 5)
Description:
.....
Number of storeys in building:
Anticipated date of commencement (see note 7):

5 Use of building
1. If new building or extension, please state proposed use:
2. If existing building, state present use:

6 Proposed work (see Guidance Note of Fees for information)
Submission Fee (Including VAT): £.....
Please note that an estimate is required if the work falls within Table 3
Value of Work: £..... and/or floor area for Table 2 (where applicable):m²

7 Additional information
Please include any information which may assist in processing your application:
.....

8 Statement
This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2a) and is accompanied by the appropriate fee.
Name: Signature: Date:

Notes

- 1** The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2** One copy only of this notice should be completed and submitted.
- 3** Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following:
 - 3.1** a block plan to a scale of not less than 1:1250 showing:-
 - 3.1.1** the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 3.1.2** 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;
 - 3.1.3** the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - 3.1.4** 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 should be accompanied by a statement as to:
 - 4.1** the name and type of insulating material to be used;
 - 4.2** whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - 4.3** whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
- 5** Where the proposed work involves the provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to:
 - 5.1** the name, make, model and type of hot water storage system to be installed;
 - 5.2** the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 of the Building Regulations 2010;
 - 5.3** the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.
- 6** LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. Further information is available from your local Building Control Services office.
- 7** Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
- 8** A fee is usually payable for site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
- 9** The building notice fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Fees is available on request.

Table 1 specifies the plan and inspection fees payable for small domestic buildings. Table 2 specifies the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table 3 specifies the fees payable for all other cases.
- 10** Public Sewers If it is proposed to erect a building or extension over or within 3m a sewer that is shown on the map of sewers or make a new connection to a sewer then you must submit a Full Plans application and consult with the relevant Water Authority either Thames Water or Southern Water.
- 11** These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Charges) Regulations 2010.
- 12** Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts.
- 13** Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
- 14** This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.