

## Building regulations – building notice guidance notes

A building notice is suitable for most small domestic work. A full plans application is suitable for all types of work. Please contact us if you are unsure which is best for your proposed building work. You can contact us on 01344 352000 or by email - [building.control@bracknell-forest.gov.uk](mailto:building.control@bracknell-forest.gov.uk).

Additionally, please note that a building notice is **not** acceptable for the following:

- If the building is or will be put to a use that is designated for the purpose of the Regulatory Reform (Fire Safety) Order 2005.
- If the building is being erected on land adjoining a private street.
- If the proposed building or extension is to be erected over or near a public sewer in accordance with Regulation 12(5).

In the above cases a building regulations full plans application must be submitted.

The building regulations full plans application route has the benefit that your construction plans and specifications are checked and approved for compliance with the building regulations and an approval notice can be issued for your application. You therefore have the benefit of knowing your scheme will comply with the building regulations if it is constructed in accordance with the approved plans. No approval notice can be issued for a building regulations building notice, and there is no procedure to seek a determination from the secretary of state if there is a dispute over the interpretation of the regulations. **It may therefore be advisable to use the building regulations full plans procedure if the building work is anything other than simple, minor work.**

Anyone intending to carry out building work, or to change the use of a building, is reminded that permission may be required under the Town and Country Planning Act.

### ***What you will need to complete this form***

- Contact details for applicant and agent
- Information about the proposed work including location, use of building and the date you intend to start work
- Previous application numbers, if any (building regulations or planning)
- Information about treatment against longhorn beetle for roof timbers (for buildings in Crowthorne or Sandhurst)
- Information about LABC registered details or partnering agreement (if applicable)
- Information about materials to be used for cavity wall insulation (where relevant)
- Number of storeys (where relevant)
- Information about unvented hot water storage system (where relevant)
- Payment to pay online

- Plans (you will be able to upload these or post them)

## **Plans**

This notice must be accompanied by a location plan (scale at least 1:1250) and a dimensioned block plan with elevations showing:

- The size and position of 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 the curtilage.
- The provision to be made for foul and roof water drainage of the building or extension including positions of existing and proposed drains and depths of any chambers.
- The width and position of any street on or within the boundaries of the curtilage of the building or building as extended.
- The position of all trees within 30m of the proposal.

## **Charges**

There will be charges for most work involving building regulations. A charge may be payable for each element of work. Please refer to the table of charges for more information about how to calculate the costs.

The applicant is usually, but not always, the building owner. It is the person commissioning the work and normally paying for the work.

Once you have completed the online application form you will be taken to our online payment portal to pay for your application with the following steps:

- On the Online Payments screen, select 'Pay your Council Tax, business rates and a wide range of other payments'.
- From the list choose Other Payments.
- From the drop down list choose Building Control.
- From the drop down list choose Building Notice Application.
  - Account Name – The name of the person paying
  - Address details – The address of the person paying
  - Amount – The calculated building regulations building notice charge from our scheme of charges for building regulations - <http://www.bracknell-forest.gov.uk/building-regulations-charges.pdf>
  - **In the Message Box** at the bottom **please type the address to which the online payment relates i.e. the address of the works.**
- Please enter your payment details in the remaining steps.

### ***After you have submitted your notice***

We may ask you for additional technical information after we receive your form. Structural calculations are an example of the sort of additional information that might be requested.

We will register your application and you will receive a registration letter from us within 7 working days.

Notice must be given to the Building Control Team at various stages of the building work in accordance with Regulation 16 of The Building Regulations 2010 and the stages which will be confirmed to you in your registration letter.

If work is not commenced within three years of submitting the building notice application, the council may declare that the notice is of no effect under the provisions of Regulation 13 Part: 7 of The Building Regulations 2010.