

Building Regulations Building Notice

The Building Act 1984
The Building Regulations 2010



Refer overleaf for
return address

Please refer to Notes before completing this form

Applicant's details (See note 1)

Name: Telephone:

Address:
.....

Postcode: Fax: E-mail:

Agent's details (if applicable)

Name: Telephone:

Address:
.....

Postcode: Fax: E-mail:

Location of building to which work relates

Address:
.....

..... Postcode:

Description of proposed work

.....
.....

Is the proposed work or any part of it subject to Partnering or a current LANTAC approval? YES ☐ NO ☐

Anticipated date of commencement:

Please Note: If the proposed building or extension is to be erected over or near a public sewer a Building Notice is not acceptable in accordance with Regulation 12 (4a) and the Full Plans procedure **must** be used.

Use of building

Existing use: Proposed use:

If the building is or will be put to a use which is designated for the purpose of the Fire Precautions Act 1971 or is one to which the Regulatory Reform (Fire Safety) Order 2005 apply a Building Notice is not acceptable and the Full Plans procedure must be used.

Additional information

Previous application number (if any) for substantially the same work Number:

Planning permission applied for? YES ☐ NO ☐ Number:

Bracknell-Forest Area and parts of Windsor & Maidenhead only

Roof timbers: Please state method of treatment to be used
.....

Charges (See note 1 and separate Guidance Note on Charges for information)

Please state total floor area of building or extension m²

Total estimated cost of work £

Building Notice Charge (enclosed) £

(Please make cheques payable to relevant Authority)

Large text forms are available on request

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8 **You must answer the questions and provide the details specified in Section 8 if the work is to the erection or extension of a building**

Number of storeys in the existing building Number of storeys in the proposed building

Please note: Each basement level must be counted as one storey

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.

9 **You only need answer the questions in SECTION 9 if the work is to be solely the insertion of cavity wall insulation**

The name and type of insulating material to be used.....

The BBA Certificate No. or BS specification No. of the material.....

The BBA Installer No. or BS Certificate or, Registration No. of the installer.....

You only need answer the questions in SECTION 10 if the work is to be the provision of an unvented hot water storage system

The name, make, model and type of system to be installed

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 paragraph G3 or Schedule 1 of the Building Regulation

The name of the body, if any, which has issued any current registered operative identity card to the proposed installer of the system

11 **Statement**

This notice is given in relation to the building work described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

Name..... Signature..... Date.....

DATA PROTECTION ACT 1998

INFORMATION CONTAINED IN THIS FORM IS PERSONAL DATA WHICH WILL BE HELD IN MANUAL FILES AND ON COMPUTER. THE INFORMATION WILL BE USED FOR BUILDING REGULATION PURPOSES AND WILL ONLY BE DISCLOSED WHERE THERE IS A LEGAL REQUIREMENT IN CONNECTION WITH THE APPLICATION



Local Authority Building Control Berkshire

This form is universally accepted throughout the County of Berkshire. You are advised to contact the relevant Authority for advice on their current Building Regulation charges.

Bracknell Forest Council
Building Control Section
 Environment, Culture & Communities
 Time Square
 Market Street
 Bracknell
 Berkshire
 RG12 1JD
 Tel: 01344 351208 or 351106
 E-mail: Building.Control@bracknell-forest.gov.uk



Reading Borough Council
Building Control Section
 Environmental Services
 Civic Centre
 Reading
 Berkshire
 RG1 7TD
 Tel: 0118 939 0449
 Fax: 0118 939 0109
 E-mail: Building.Control@reading.gov.uk



Slough Borough Council
Building Control Services
 My Council
 Landmark Place
 Slough, Berkshire
 SL1 1JL
 Tel: 01753 875810
 Fax: 01753 875809
 E-mail: buildingcontrol@slough.gov.uk
 Personal Callers: Wellington House, High Street, Slough



West Berkshire Council
Council Offices
 Market Street
 Newbury
 Berkshire
 RG14 5LD
 Tel: 01635 519356
 Fax: 01635 519408
 E-mail: BuildingControl@westberks.gov.uk



Royal Borough of Windsor & Maidenhead
Building Control
 Town Hall
 St Ives Road
 Maidenhead
 Berkshire
 SL6 1RF
 Tel: 01628 683800
 Fax: 01628 685757
 E-mail: building.control@rbwm.gov.uk



Wokingham District Council
Building Control
 PO Box 155
 Civic Offices
 Shute End
 Wokingham
 Berkshire
 RG40 1WW
 Tel: 0118 974 6376
 Fax: 0118 974 6385
 E-Mail: Building.Control@wokingham.gov.uk



BUILDING REGULATIONS BUILDING NOTICE SUBMISSION

NOTES

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| <p>1. The applicant is usually, but not always, the building owner. It is the person commissioning the work and normally paying for the work.</p> <p>2. Subject to certain exceptions, a Building Regulation's Building Notice submission attracts charges payable by the person on whose behalf the work is to be carried out.</p> <p>3. The charges payable are dependent upon the type of work proposed and must accompany the Building Notice when it is deposited with the Council. Charge scales and methods of calculation are set out in the Guidance Notes on Charges.</p> <p>4. Your application may consist of several elements of work and in such a case will attract a charge for each separate element. For example, an extension less than 40m² and internal alterations, would attract two separate fees.</p> <p>5. No Approval Notice can be issued for a Building Regulation's 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 Regulations. It may therefore be advisable to use the Building Regulation's Full Plans procedure if the building work is anything other than simple, minor work.</p> <p>6. Particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 and, in respect of fees, in the Building (Charges) Regulations 1998.</p> | <p>7. Two copies of the Building Regulation's Building Notice should be completed and submitted (with plans and particulars if necessary), in accordance with the provisions of Building Regulations 13.</p> <p>8. It is essential that the information required in Section 8 of the Building Regulations Building Notice is included with your submission where work consists of the erection or extension of a building or my office may not be in a position to register your application. In addition to this information in all application submissions you are also required to provide a sketch/plan showing the existing and proposed floor plans of the address of the proposed work. These need not be drawn by a professional architect, but must show dimensions.</p> <p>9. Additional technical information may be requested after the Building Regulation's Building Notice has been submitted, if this proves necessary, in order that it can be confirmed that the work will comply with the Building Regulations. (Structural calculations are an example of the sort of additional information that might be requested).</p> <p>10. Please indicate the position of all trees within 30m of the proposal on the site plan.</p> <p>11. Notice must be given to Building Control at various stages of the building work in accordance with Regulation 16.</p> <p>12. 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.</p> <p>13. 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.</p> |
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A Building Notice is not acceptable for the following :

- **If the building is or will be put to a use which 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.*

These notes are for guidance only please contact one of the Berkshire Local Authority Building Control
helplines for further information or advice

Large text forms are available on request