

THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2000 (as amended)

BUILDING NOTICE

Not to be used where full plan approval is required. See Note 1 (Overleaf).

Return To: Planning Reception, 3rd Floor, Maritime House, 1 Linton Road, Barking, IG11 8HG

As the person who intends to carry out building work or to make a material change of use I give notice that this is given in accordance with regulation 12 (2) (a) of the Building Regulations 2000 (as amended).

Boxes 1, 2, 3, 7 & 8 must be completed in all cases.

1)	THE BUILDING The Address of building or site..... Number of storeys.....
2)	THE WORK Description of proposed building work or material change of use..... Date of commencement of work (See Note 3 Overleaf)
3)	Use or Intended use of Building
4)	For Erection or Extension of a Building Particulars and plans submitted numbers (See Note 2 Overleaf)
5)	Do you require a completion notice YES/NO
6)	Insertion of Insulating Material into Existing Cavity Walls a) Name and Type of Material to be used..... b) Agreement Certificate Number..... or conforms with British Standard Specification number c) Name and address of Installer d) Installers B.S.1. Registration Certificate Number..... or Agreement Board Approval Date
7)	Provision of Unvented Hot Water Storage System a) Name and type of system b) Agreement Certificate Number of System c) Installer's Agreement Approval Date d) Name and Address of Installer
8) or	Fees a) Standard Fee £ b) Estimated total cost of works £..... Amount of fee £ Fees (inc VAT) are payable as required by the Building (Prescribed Fees) Regulations and as stated on the enclosed Schedule of Fees
9)	Persons Responsible Name and address of: a) Owner / occupier..... Telephone Number b) Builder / agent..... Telephone Number Signature of builder / owner Date c) Person responsible for the work if different from (b) Telephone Number

NOTE 1 – Regulation 12 of the Building Regulations 2000 (as amended) includes:-

Giving of a building notice or deposit of plans:-

(2)	This regulation applies to a person who intends to -
a)	carry out building work;
b)	replace or renovate a thermal element in a building to which the energy efficiency requirements apply;
c)	make a change to a building's energy status; or
d)	Make a material change of use.
(2A)	Subject to the following provisions of this regulation, a person to whom this regulation applies shall -
a)	Give to the local authority a building notice in accordance with regulation 13; or
b)	Deposit full plans with the local authority in accordance with regulation 14.
(3)	A person shall deposit full plans where he intends to carry out building work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 [16] applies, or will apply after the completion of the building work
(4)	A person shall deposit full plans where he intends to carry out work which includes the erection of a building fronting on to a private street
(4A)	A person shall deposit full plans where he intends to carry out building work in relation to which paragraph H4 of Schedule 1 imposes a requirement.
(5)	A person who intends to carry out building work is not required to give a building notice or deposit full plans where the work consists only of work -
(a)	described in Column 1 of the Table in Schedule 2A if the work is to be carried out by a person described in the corresponding entry in Column 2 of that Table, and paragraphs 1 and 2 of that Schedule have effect for the purposes of the descriptions in the Table; or
(b)	Described in Schedule 2B

NOTE 2 – Regulation 13 includes the following:-

	Particulars and plans where a building notice is given:
(1)	A building notice shall state the name and address of the person intending to carry out the work and shall be signed by him or on his behalf, and shall contain or be accompanied by-
(a)	a statement that is given for the purpose of regulation 12 (2) (a);
(b)	a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use; and
(c)	Particulars of the location of the building to which the proposal relates and the use or intended use of that building.
(2)	In the case of the erection or extension of a building the notice shall be accompanied by –
(a)	A plan to a scale of not less than 1:1250 showing –
(i)	The size and position of the building or the building as extended and its relationship to adjoining boundaries:
(ii)	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
(iii)	The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended:
(b)	A statement of the number of storeys (each basement level being counted as one storey) in the building to which the proposal relates: and
(c)	Particulars of –
(i)	The provision to be made for the drainage of the building or extension.
(ii)	Omitted; and
(iii)	the steps to be taken to comply with any local enactment which applies.
(5)	Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to a building's energy status, or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.
(6)	Neither a building notice nor plans which accompany it or are given under paragraph (5) are to be treated for the purposes of section 16 of the Act as having been deposited in accordance with building regulations.
(7)	A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless before the expiry of that period-
(a)	The building work to which the notice related was commenced; or
(b)	The change to the building's energy status or the material change of use described in the notice was made

NOTE 3 – Regulation 15 includes the following:- Notice of commencement and completion of certain stages of work:

(1)	Subject to Paragraph (8), a person who proposes to carry out building work shall not commence that work unless-
(a)	He has given the local authority notice that he intends to commence work; and
(b)	At least two days have elapsed since the end of the day on which he gave notice.
(2)	Subject to Paragraph (8), a person carrying out building work shall not-
(a)	Cover up any excavation for a foundation, any foundation, any damp proof course or any concrete or other material laid over a site; or
(b)	Cover up in any way any drain or sewer to which these Regulations apply, unless he has given the local authority notice that he intends to commence that work, and at least one day has elapsed since the end of the day on which he gave the notice.
(3)	Subject to Paragraph (8), a person who has laid, haunched or covered any drain or sewer in respect of which Part H of Schedule 1 (drainage and waste disposal) imposes a requirement shall give notice to that effect to the local authority not more than five days after the completion of the work.
(4)	Subject to Paragraph (8), a person carrying out building work shall, not more than five days after that work has been completed, give the local authority notice to that effect
(5)	Where a building is erected, and that building (or any part of it) is to be occupied before completion, the person carrying out that work shall give the local authority at least five days notice before the building or any part of it is occupied.
(8)	Paragraphs 1) to 4) apply only to a person who is required by Regulation 12 to give a building notice or deposit full plans.
(9)	Paragraph 1) does not apply where regulation 12 (7) applies