

Working for you

BUILDING REGULATIONS BUILDING NOTICE

Receipt No.

This form is to be filled in by the person who intends to carry out building work or 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)

Forename: _____
Surname: _____
Address: _____
Postcode: _____
Tel: _____ Fax: _____
email: _____

Agent's details

Name: _____
Address: _____
Postcode: _____
Tel: _____ Fax: _____
email: _____

2 Location of building to which work relates

Address: _____
Postcode: _____ Tel: _____ Fax: _____

3 Proposed work

Number of storeys: _____ Description: _____
Address: _____
Planning Permission Reference (if applicable) _____
Date of commencement (if known, see note 6) _____

4 Use of building

1 If new building or extension please state proposed use: _____
2 If existing building state present use: _____

5 Domestic Electrical Installations

1 Does this work involve the provision, extension or alteration of a domestic electrical installation? YES/NO
2 If 'YES' will this work be undertaken by an electrician who is registered with a recognised "Competent Persons" Self-Certification Scheme? YES/NO

6 Means of water supply

Yorkshire Water mains? (see note 14) YES/NO

7 Fees

1 If Schedule 1 work please state the total number of dwellings and types - Total: _____ No. of types: _____
2 If Schedule 2 work please state floor area where appropriate: _____ m²
3 If Schedule 3 work please state the estimated cost of work excluding V.A.T.: £ _____
Building Notice Fee: £ _____ plus V.A.T.: £ _____ Total: £ _____

8 Statement

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

Name: _____ Signature: _____ Date: _____

Department of Development Services

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. The applicant's full name and address must be provided.
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 shall be accompanied by the following:
 - 3.1 a block plan of a scale of not less than 1:1250 showing:-
 - 3.1.1 the size and 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.
 - 3.2 where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building, this building notice shall 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 Agrément 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 Agrément for the insertion of that material.
5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall 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 to 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. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
7. The building notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. A Guidance Note on Fees is available on request.

Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.
8. Subject of certain provisions of the Public Health Act 1936, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
9. 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 (Local Authority Charges) Regulations 2010.
10. 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 and Country Planning Acts.
11. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local planning authority.
12. 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.
13. If you need to provide electronic information in respect of this application please send it to the following email address: ippu@harrogate.go.uk
14. Applicants are required to provide details of the water supply to the property. Yorkshire Water mains. Private water supply (borehole, spring, well).