



This form is to be filled in by the person who intends to carry out building work or an agent. Please read the notes on the reverse side or consult the department.

Please type or use block capitals.

BUILDING NOTICE APPLICATION FORM

The Building Act 1984
The Building Regulations 2000 (as amended)

Building Control
PO Box 166, Lewes,
East Sussex, BN7 9EY

Tel: (01273) 484477 Fax: (01273) 484452

Building Regulations
Plan Number:

1 Applicant (i.e. the person on whose behalf the work is carried out)
Name: _____
Address: _____
Postcode: _____ Tel: _____ Fax: _____
E-mail: _____

2 Agent's Details (if applicable)
Name: _____
Address: _____
Postcode: _____ Tel: _____ Fax: _____
E-mail: _____

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

4 Proposed work
Number of Storeys: _____
Description: _____
Date of commencement (if known, 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 Domestic Electrical Works (Dwellings or buildings containing dwellings only – See note 5 overleaf)
1. Will you be using a member of a Part P "Competent Person" scheme to carry out all the relevant electrical works associated with this application? YES NO
2. Number of new circuits to be installed?

7 Fees (see notes 8 and 9 overleaf and separate GUIDANCE NOTE ON CHARGES for information)
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: _____ m²
3. If Schedule 3 work please state the estimated cost of work excluding VAT: £ _____
Building Notice Fee: £ _____ plus VAT: £ _____ Total: £ _____

8 Planning Permission
It is the applicant's responsibility to check whether planning permission is also required for the proposed work. If a planning application has already been submitted please quote the application number. No. LW / / .

9 Statement
This notice is given in relation to the building work as described and is submitted in accordance with Regulation 13 and is accompanied by the appropriate fee.
Name: _____ Signature: _____ Date: _____

Please see Guidance Notes overleaf for further information



For official use only

Charge	Charge letter sent	Checked by	Sch.	Date
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NOTES

1. The applicant is the person on whose behalf the work is being carried out.
2. Two copies of this notice should be completed and submitted, one of which will be retained by the Planning & Environmental Services Department.

The Notice must be accompanied by a cheque for the correct fee made payable to LEWES DISTRICT COUNCIL.

Plans

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 to a scale of not less than 1:1250 showing:-

3.1.1. the size and the position of the new 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 or the building as extended;

3.1.4. the provision to be made for the drainage of the building or extension, both foul and storm water.

3.2. Accompanying plans must show that any work carried out complies with the Building Regulations.

3.3. 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. You may be required to enter into an agreement with Southern Water in which case you will be notified.

Cavity fill in existing buildings

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 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.

Domestic electrical work

5. If you do **not** intend to use a member of a Part P "Competent Person" scheme to carry the electrical works associated with this application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application and pay the cost of this either as part of the **inspection charge** once works have commenced on site OR as part of a **Building Notice Charge** when you submit the application. In either case please refer to the separate Fee Schedule for **works INCLUDING option for LDC electrical testing**.

Further, more detailed information on electrical work can be obtained by contacting Building Control.

Unvented hot water systems

6. 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:

6.1. the name, make, model and type of hot water storage system to be installed;

6.2. 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 2000;

6.3. 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.

Commencement of work

7. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.

Charges (See GUIDANCE NOTE ON CHARGES)

8. A charge is usually payable to contribute towards the cost of the 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 charge is calculated in accordance with current charges regulations and is payable at the time of submission. A Guidance Note on charges is available on request.

Schedule 1: prescribes the plan and inspection charges payable for small domestic buildings.
Schedule 2: prescribes the charges payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport.
Schedule 3: prescribes the charges payable for all other cases.

Connection to public sewers

10. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their own private foul and surface water drains and sewers connected to the public sewers, where available. Persons wishing to make such connections must give not less than 21 days notice to Southern Water.

General

11. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 and, in respect of charges, in the Building (Local Authority Charges) Regulations 1998.

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 and 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.