

See Appropriate Box Number Over

1

The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2

Duplicate copies of this notice should be completed and submitted.

3

Where the proposed work involves the insertion of insulating material into the cavity walls of the building this Building Notice shall be accompanied by a statement as to:

- i) the name and type of insulating material to be used;
- ii) whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;
- iii) 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.

4

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:

- i) the name, make, model and type of hot water storage system to be installed;
- ii) the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfied the requirements of Part G Schedule 1 to the Building Regulations 2000;
- iii) 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.

5

Where the proposed work includes the erection of a new building or extension this Notice shall be accompanied by the following:

- i) a block plan to a scale of not less than 1:1250 showing:-
the size and the 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;
- iii) the width and position of any street on or within the boundaries of the curtilage of the building as extended;
- iv) the provision to be made for the drainage of the building or extension.
- v) 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.

Prior to submitting a Building Notice in respect of a new building or extension to a building, the person giving the Notice is strongly advised to check with the Building Control Officer to determine that adequate means of access for the fire brigade will be maintained or provided.

6

The Building Notice fee is calculated in accordance with current fee regulations.

A Guidance Note of 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.

A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

General Notes

- * These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulations 12 of the Building Regulations 2000 and, in respect of fees, in the Building (Prescribed Fees etc.) Regulations 1994 – as amended.
- * This Building Notice shall cease to have effect three years after it is given to the local authority unless the building work has been commenced or the material change of use was made before the expiry of that period.
- * Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
- * **Further information and advice concerning the Building Regulations and planning matters may be obtained from Worthing Borough Council, Planning Section, Portland House, Richmond Road, Worthing, West Sussex.**

Planning Note

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.