

# BUILDING NOTICE APPLICATION

THE BUILDING REGULATIONS 2010  
BUILDING ACT 1984



Contact:  
Tel: 01903 221385  
E-mail: building.control@adur-worthing.gov.uk

If this form is unfamiliar, please read the notes on the reverse side or consult the office indicated.

**1 Applicant Details:**  
 NAME:.....  
 ADDRESS:.....  
 ..... Post Code:.....  
 Tel No: ..... E-mail: .....

**OFFICE USE ONLY**

Date Received:

**2 Agent Details: (if applicable)**  
 NAME:.....  
 ADDRESS:.....  
 ..... Post Code:.....  
 Tel No: ..... E-mail: .....

Receipt No:

**3 Location of building to which work relates:**  
 ADDRESS:.....  
 .....  
 .....  
 Post Code: .....

**4 Proposed Work:**  
 Description:

**5 Use of Building**  
 1. If new building or extension, please state proposed use: .....  
 2. If existing building, state present use: .....  
 3. Please state the number of storeys in the property:.....

**6 Fees: (See Guidance Note on Fees for Information)**  
 1. If Table A work please state number of dwellings: .....  
 2. If Table B work please state floor area: .....m<sup>2</sup> (if appropriate)  
 3. If Table B work please state the estimated cost of work excluding VAT: £.....  
 (if appropriate)  
**The Building Prescribed Fees Regulations 2010 requires, with effect from 1<sup>st</sup> October 2010, that the Building Notice fee *must* be paid when the Notice is submitted to the Council.**

**7 STATEMENT:** This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate fee.  
 Name: ..... Signature: ..... Date:.....

# NOTES

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

2 The agent is the person acting on behalf of the applicant i.e. Builder/Architect/Surveyor etc.

3 Where the work involves the insertion of insulation into a cavity wall and the installer is not a registered competent person this Building Notice shall be accompanied by a statement as to:-

- the name and type of insulating material to be used.
- whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard Specification.
- 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.

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:

- the name, make, model and type of hot water storage 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 Part G Schedule 1 to the Building Regulations 2010.
- 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:-

- 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;
- the boundaries of the curtilage of the building, or the building as extended;
- the width and position of any street on or within the boundaries of the curtilage of the building as extended;
- the provision to be made for the drainage of the building or extension;

**Note:** where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, a full plans application will be required.

Prior to submitting a Building Notice in respect of a new domestic 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 which lists the Building Notice fees payable.

## General Notes

- These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulations 12 and 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Prescribed Fees etc) Regulations 2010.
- 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 The Adur and Worthing Council's Building Control Partnership, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1LF. Tel: 01903 221385.**

## 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.