

BUILDING NOTICE SUBMISSION (BN 1/4)



Building Control Partnership

THE BUILDING REGULATIONS 2010 as amended
THE BUILDING ACT 1984

Place, Growth and Prosperity
North Staffordshire Building Control
Partnership
Civic Centre, Glebe Street,
Stoke-on-Trent, ST4 1HH.
Telephone : 01782 232459 or 238685
Email: bas@stoke.gov.uk
Web: stoke.gov.uk/buildingregulations

Plan number:

Please use type or BLOCK capitals and submit one copy of this form together with two copies of all plans (or one copy if sending by email)

You should find out whether your proposal needs separate planning permission - Council employees are not allowed to prepare for submission any part of a Building Regulations, or Application to this Authority.

Please make all cheques payable to Stoke-on-Trent City Council

Applicants details

Name:	Telephone:
Address:	
Postcode:	Email:

Agents details (if applicable)

Name:	Telephone:
Address:	
Postcode:	Email:

Location of Building to which work relates

Address:		
	Postcode:	Telephone:

Description of proposed work(s)

Has an application for Planning permission been submitted? Yes No (if Yes please give ref.) _____

Use of building

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

Fees A fee must be submitted with this form. (See scale of Building Regulations

Total floor area of new works/extension _____ m² (measured internally)

Estimated cost of works £ _____ **TOTAL FEE £** _____

Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12 (2A) (a) and is accompanied by the appropriate charge.

Name _____ Date _____

Guidance notes:

- You need to complete one copy of this form and submit it with the correct fee.
- Where the proposed work includes the erection of a new building or extension you must include:-
 - ◆ A block plan to a scale not less than 1:250 showing:
 - ★ The size and 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, and the size, position and use of every other building or proposed building in that curtilage.
 - ★ The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - ★ The provision to be made for the drainage of the building or extension.
 - ◆ You must say what precautions you will take if you plan to erect the building or extension over a sewer or drain, which is shown on the relative map of public sewers.
- You must submit a statement with your building notice if your work involves inserting insulation material into the cavity walls of a building. This should include:
 - ◆ The name and type of insulation 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. Include information about whether the installer has approval for the insertion of that material.
- If the proposed work involves providing an un-vented hot water system, include a statement with the building notice which includes:
 - ◆ The name and type of system to be provided.
 - ◆ Whether or not the system is approved by the British Board of Agreement, and if the installer has been approved for that system.
- You will be charged a single payment to go towards the cost of site inspections and visits until the work is satisfactorily completed in accordance with Building Regulations. (See our charges leaflet).
- If you own or occupy a premises, you are entitled to have your private drains and sewers connected to the public sewers where available. You must give Severn Trent Water Authority 21 days notice of this. Special arrangements apply to trade effluent discharge.
- These notes are for general guidance only. For more detailed information please see:-
 - ◆ Regulation 14 of the Building Regulations 2010.
 - ◆ Building (Local Authority Charges) Regulations 2010.
- If you want to carry out work or make a material change to the use of a building you may need permission under the Town and Country Planning Acts.
- You are responsible for making sure that you fulfil any duties you may have under The Party Wall etc. Act. You must give adjoining owners notice of your proposals to carry out work and get their written consent in accordance with the Act. Seek professional advice if you're not sure about this.
- A Building Notice Application is **not** acceptable on Renovation Grant Works.
- For more information and advice concerning Building Regulations please contact us. Our details are listed overleaf.



Office use only

Date stamp here:

Officer:

Area:

Inspection fee: £.....