



BUILDING NOTICE

Application form

1	Applicant's Details (see note 2)	Forename:	Surname:
	Address:	Tel:	
	Postcode:	Fax:	
		Email:	

2	Agent's Details (if applicable)	Name:
	Address:	Tel:
	Postcode:	Fax:
		Email:

3	Location of building to which works relate
	Address: Postcode:

4	Description of the proposed works

5	Use of building (see notes overleaf for situations when a building notice cannot be used)				
	<table border="0"> <tr> <td>If new building or extension please state proposed use:</td> <td>If existing building please state present use:</td> </tr> <tr> <td>Method of drainage: Foul:</td> <td>Surface Water:</td> </tr> </table>	If new building or extension please state proposed use:	If existing building please state present use:	Method of drainage: Foul:	Surface Water:
	If new building or extension please state proposed use:	If existing building please state present use:			
Method of drainage: Foul:	Surface Water:				

6	Notifiable Electrical Works in Dwellings (see note 6)
	Are the works being carried out by a registered person with a Competent Person Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>

7	Charges (see note 3 and separate Guidance Notes on charges for information)
	State internal floor area of new building, extension or loft conversion: <input type="text"/> State the estimated cost of the works: <input type="text"/>
	Has the charge been Individually Determined? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Building notice Charge including VAT: £ <input type="text"/> Please select: Cheque enclosed <input type="checkbox"/> Please call for card payment <input type="checkbox"/>

8	Statement
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) (a) and is accompanied by the appropriate fee. I understand that further details / drawings may be required by Building Control following commencement of work.
	Name: <input type="text"/> Signature: <input type="text"/> Date: <input type="text"/>



Building Notice Guidance Notes

Please note: Building Notices cannot be accepted in the following instances:

- **The works relate to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies**
- **The works include the erection of a building fronting onto a private street.**
- **The works consist of either an erection, extension or underpinning and are over or within 3 metres of an existing drain, sewer or disposal main shown on the sewerage Undertaker's sewer records.**

A building notice shall cease to have effect on the expiry of three years from the date the notice was given to the local authority, if the works relating to the notice have not started.

1. Making the application – where the works relate to the erection of a building or an extension, a plan to a scale of not less than 1:1250 showing the size and position of the proposed building, other buildings on the site and the site boundaries is required. Once works commence further details / plans may be requested to demonstrate conformity of various elements with the Building Regulations.

Please ensure that a signed copy of this form accompanies the application in addition to the correct fee.

2. Person making the application – the applicant is the person on whose behalf the work is being carried out, e.g. the building's owner. This person will usually receive the invoice for any inspection fees due.

3. Charges – for a Building Notice the charge is payable at the time of submission.

The appropriate charges are dependant upon the type of works proposed. You can find full information on fees relating to your project in our Building Control Charges document. Where the works fall outside the standard categories in Tables A to E an 'individually determined charge' can be prepared on request.

4. Planning – we would remind you that the proposed works may also require planning permission. If you are unsure please contact for advice Tel: 01462 474000

5. Drains and sewers – if the works consist of an erection, extension or underpinning and are within 3 metres of a drain, sewer or disposal main shown on the Sewerage Undertakers sewer records a build over agreement may be required.

6. Electrical works – if you are not using a contractor who is able to self certify the works under the Competent Person Scheme an additional fee will be required to cover the checking of these works

Please return this form to:

Building Control
North Hertfordshire District Council
PO Box 480
M33 0DE

Contact details for assistance:

Tel: 01462 474355

Fax: 01462 474229

Email: building.control@north-herts.gov.uk

Web: www.north-herts.gov.uk