

# Building Control

Swale Borough Council, Swale House,  
East Street, Sittingbourne, Kent, ME10 3HT  
Telephone: (01795) 417351 (Direct Line) or 424341  
E-mail : [building@swale.gov.uk](mailto:building@swale.gov.uk)  
Website : [www.swale.gov.uk/building](http://www.swale.gov.uk/building)

# BUILDING NOTICE

The Building Act 1984  
The Building Regulations

Building Regulations  
Plan Number:

*This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read notes that follow or consult your local Building Control office. Please type or use block capitals.*

**N.B. The Building Notice procedure is intended for use with small simple works carried out by experienced people who are familiar with Building Regulation requirements. Those who use it may, at any time during the construction be asked for additional details and information to substantiate the design. It is not intended for use by the inexperienced.**

## 1 Applicant's details (see note 1)

Name:

Address:

Postcode:

Tel:

Fax:

email:

## 2 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Fax:

email:

## 3 Location of building to which work relates

Address:

Postcode:

Tel:

Fax:

email:

## 4 Proposed Work (see note 6)

Description:

Anticipated date of commencement (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 Fees (see separate Guidance Note on Fees)

Building Notice Fee : £ plus VAT at 17½ % £ Total : £

Total floor area of any new building or extension : m<sup>2</sup>

Estimate of total cost of work for the works are subject to fees in accordance with Schedule 3 £ excluding VAT

N.B. The appropriate fee should be submitted with this notice.

## 7 Additional Information: (Please include any additional information which may assist in processing your application)

Does the work involve an electrical installation to which part P applies? YES / NO if yes please confirm :

1) An electrician able to self-certify under the government Competent Persons Scheme will be used **YES / NO**, or,

2) I / We request that the Council check the Electrical installation & enclose relevant fees for this service **YES/NO**

## 8 Statement

***This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).***

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** One copy only of this notice should be completed and submitted to the Building Control Office.

**3** Where the proposed work includes the erection of a new building or extension this notice should 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 building, or the 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 of the building or the building as extended;

**3.1.4** the provision to be made for the drainage of the building or extension;

**3.2** 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.

**4** Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice should 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 Agrément 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 Agrément for the insertion of that material.

**5** Where the proposed work involves the provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to:

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

**5.2** 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 of the Building Regulations 2000;

**5.3** 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.

**6** LABC provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please provide further details, including name of the Partner Authority, in section 7. If the work proposed or any part of it is subject to a National Type Approval please enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the National Type Approval plans attention should be drawn to it in a covering letter. Further information on Type Approval schemes is available from your local Building Control office or LABC, 137 Lupus Street, London, SW1V 3HE.

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

**8** A fee is usually payable for 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 fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Fees is available on request from the Building Control Office you submit your application to.

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

**10** Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

**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 fees, in the Building (Charges) Regulations 1998.

**12** Persons proposing to carry out building work or make a material change of use of the building are reminded that permission may be required under the Town and Country Planning Acts Further information and advice concerning the Building Regulations and Planning matters may be obtained from your Local Authority.

**13** 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