

# BUILDING NOTICE

The Building Act 1984 and The Building Regulations 2010 (as amended)

**IMPORTANT: THIS NOTICE CANNOT BE USED IF THE WORK INVOLVES BUILDING NEAR TO OR OVER A PUBLIC SEWER, OR IF THE BUILDING IS SUBJECT TO THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005.**



If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull

Building Regulation Application No

BUILDING CONTROL  
PLANNING SERVICES  
PO Box 11652, Central Library, Homer Road, Solihull B91 9YA  
Tel: 0121-704 8008 Fax -704 8372  
[Email: buildingcontrol@solihull.gov.uk](mailto:buildingcontrol@solihull.gov.uk)

(Office use only)

Please type or use block capitals

<b>1. Applicant's details to be completed in Full (see note 1)</b> Name:..... Address: ..... ..... Post code: ..... Tel: ..... E-mail: .....	<b>2. Agent's details (if applicable)</b> Name: ..... Address: ..... ..... Post code: ..... Tel: ..... E-mail: .....
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<b>3. Address/Location of building to which work relates</b>  
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<b>4. Description of Proposed work</b>  No of storeys in the building
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<b>5. (a) If new building or extension please state proposed use</b>	
<b>(b) If existing building state present use</b>	

<b>8. Domestic electrical work</b> (to be completed for all domestic applications that include electrical work) Will a competent electrician who is registered with a Part P (Electrical Safety) Competent Persons Scheme carry out the electrical installation work? If the answer to this question is no, then please refer to notes overleaf.	<input type="checkbox"/> YES
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<b>9. Completion Certificate</b> Do you require a completion certificate following satisfactory completion of the building work?	<input type="checkbox"/> YES
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<b>10. Building Notice fee: £</b> Where charges are based on estimated cost of the work, a written estimate should be provided. <b>Estimated cost of work: £</b>
<b>11. Statement</b> This notice is given in relation to the building work described above and Regulation 12 (2)(a) and is accompanied by the appropriate fee.
Name: _____ Signature: _____ Date _____

Please note that this is not a planning application. If planning permission is required for the proposed work, a separate application must be made. Information on the need for planning permission can be found on the Council's web site at [www.solihull.gov.uk/planning](http://www.solihull.gov.uk/planning). Alternatively, please call our Contact Centre on telephone No 0121 704 8008.

**12. Exemption from charges declaration** Is the proposed work exempt from building regulation charges? If yes, please complete the statement below.

YES

I hereby certify that the work in question:

- (a) is solely for the purpose of providing means of access to enable disabled persons to get into an existing building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and
- (b) is to be carried out in relation to:
- i. an existing building to which members of the public are admitted (whether by payment or otherwise), or
  - ii. an existing dwelling which is, or is intended to be, occupied by a disabled person.

Name:

Signature:

Date:

### Notes relating to domestic electrical work

Where the work is carried out by an electrician not registered with a Part P (Electrical Safety) Competent Person Scheme, they must provide a certificate of the satisfactory testing and inspection of electrical installation work.

Any electrical installation carried out by someone not registered with a Competent Persons Scheme may have to be inspected and tested by the Council and an additional fee will be payable to cover the cost of checking the electrical installation work.

In cases where the person undertaking the work can prove they are competent and experienced to safely undertake the work, we may decide not to independently inspect and test the work. In such cases, an administrative fee only is payable for registering a building notice and issuing a completion certificate.

### Payment

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at Shirley Police Station, 285 Stratford Road, Shirley, Solihull, West Midlands, B90 3AR
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull, B37 5TN

Solihull Connect at Balsall Common Library, 283 Kenilworth Road, Balsall Common, West Midlands, CV7 7EL. (Thursdays 10am - 2pm only)

### Guidance notes

Where the work involves the erection of a new building or extension, this notice must be accompanied by a **block plan to a scale of note less than 1:1250** showing:

- i. The size and position of the building or extension and its relationship to the adjoining boundaries
- ii. The boundaries of the site curtilage and the size and position of every other building with that curtilage
- iii. The width and position of any street alongside the property
- iv. The provision to be made for drainage of the building or extension

Where the work involves the installation of an **unvented hot water storage vessel**, you must provide a statement as to:

- i. The manufacturer, model and type of system to be installed
- ii. The name of the body, if any, which has approved/certified that the system meets the performance requirements of Part G of the building regulations
- iii. The name of the body, if any, which has issued the installer of the system with a current registered operative identity card

Where it is proposed to erect a building or extension over existing underground services, e.g. gas, water, telecoms, the building owner or his contractor must contact the relevant statutory undertaker and obtain their consent.

The person carrying out building work must give at least two days notice before starting work.

The Building Notice fee is payable at the time of submission

Estimated cost of work means the cost charged by person in business to carry out such building work (i.e. a registered building contractor)

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