



# Building Notice

October 2010

The Building Act 1984  
The Building Regulations 2010 (as amended 2012)

Building Regulations Plan Number:
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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 the notes on the reverse side or consult the office indicated overleaf. Please type or use block capitals.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

## 2 Agent's details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

## 3 Location of building to which work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

## 4 Proposed work (see note 3-7)

Description: \_\_\_\_\_

Is the proposed work or any part of it subject to Partnering or LABC Registered details: \_\_\_\_\_ YES/NO

No. of storeys in building: \_\_\_\_\_

Date of Commencement (if known, see note 6): \_\_\_\_\_

## 5 Use of building

1 If new building or extension please state proposed use: \_\_\_\_\_

2 If existing building state present use: \_\_\_\_\_

3 Is this work improvement grant aided? \_\_\_\_\_ YES/NO

## 6 Charges (see note 9)

1 If Category 1 work please state total number of dwellings and types – Total..... No. of Types.....

2 If Category 2 work please state floor area: \_\_\_\_\_ m<sup>2</sup>

3 If Category 3 work please state 100% estimated cost of work excluding VAT: £ \_\_\_\_\_

Building Notice fee: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share the information with other bodies responsible for auditing or administering public funds for these purposes.

## 9 Statement

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment of Charges** Please make cheques payable to 'Sunderland City Council'.

FOR OFFICE USE ONLY

Charges £ ..... + VAT £ ..... Receipt No. .... Initial .....





Building Control, Office of the Chief Executive,  
PO Box 102, Civic Centre, Sunderland SR2 7DN

Telephone 0191 561 1550 Fax 0191 553 1466  
E-mail: buildingcontrol@sunderland.gov.uk

## Notes

- 1** The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2** One copy only of this notice should be completed and submitted.
- 3** Where the proposed work includes the erection of an extension this notice shall 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 position of the building as extended, and its relationship to adjoining boundaries;
    - 3.1.2** the boundaries of the curtilage of 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 as extended;
    - 3.1.4** the provision to be made for the drainage of the building;
  - 3.2** where it is proposed to erect the extension over a sewer or drain shown on the relative map of public sewer or drain.
- 4** Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall 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 this material.
- 5** 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:
  - 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 to the Building Regulations 2010 (as amended 2012);
  - 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** Where the proposed work involves new windows, this notice should include the number of windows, and confirmation that the means of escape is unaffected.
- 7** Where the proposed work involves electrical works please provide full details of work to be carried out i.e. full rewire or addition of extra circuit.
- 8** Persons carrying out building work must give written notice of the commencement of the work at least 2 days beforehand.
- 9** A charge is payable to cover the cost of site inspections, this is a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.  
  
The building notice charge is calculated in accordance with current regulations and is payable at the time of submission.  
  
Category 2 prescribes the charges payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport.
- 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 not 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 2010 (as amended 2012) and, in respect of charges, in The Building (Local Authority Charges) Regulations 2010.
- 12** 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.
- 13** Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
- 14** 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.

