

Building Notice Application

The Building Act 1984. The Building Regulations 2010

This form is to be filled in by the owner or agent. Please use black ink. Please send the completed form to the address above or email it to building.control@chelmsford.gov.uk with all other necessary information. Please read the notes for guidance before completing this form. In accordance with the Regulations, building work can only begin 2 working days after the Building Notice has been received and validated by this Council. You must give notice of your intention to commence work by telephoning the number above or using the online Building Control Site Visit form.

1. Applicants Details

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the applicant:

(Please ensure that name, address, phone and email are all provided.)

2. Agent Details (if applicable)

Title: _____ First Name: _____ Surname: _____

Address: _____

Postcode: _____

Phone: _____ Email: _____

Subsequent invoices should be sent to the agent:

(Please ensure that name, address, phone and email are all provided.)

3. Full Address of Building to which Work Relates

4. Building Notice Charge

There is now an additional method of paying some or all of this charge by invoice. Please note that as soon as the invoice is raised, the plan charge is deemed to have been paid so there is no delay.

Please indicate who this invoice should be sent to:

Applicant: Other: (Provide Details)

Agent:

Name: _____

Address: _____

Phone: _____ Email: _____

4. **Brief description of proposed building works**

5. **Use of Building**

1. If a new building or extension, what will it be used for?

1a. If new dwellings are being erected, please indicate the number of dwellings for each category:

Private Enterprise		Social Landlord		Local Authority	
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2. If not a new building, what is it used for now?

2a. How many storeys does the current building have?

6. **Charges** (see guidance note on Charges for more information)

Building Notice Charge: £_____ + VAT: £_____ = Total: £_____

7. **Electrical Work**

If the works include the carrying out of controlled electrical work in a dwelling house, flat or associated gardens and outbuildings, are you using an installer who is registered with a relevant competent persons scheme? Please note that where a registered electrical installer is not being used, a supplementary building control charge may be payable (see Building Control Charges sheet).

Yes		No	
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8. **Additional Information**

1. Provisions for disposal of Foul Water:

2. Provisions for disposal of Surface and Roof Water:

3. Planning Application Reference Numbers (if applicable)

9. **Statement**

This notice is given in relation to the building work as described, is submitted in accordance with regulation 12(2)(a) and is accompanied by the appropriate charge payment. I confirm that I have read the notes of guidance before completing this form

Signature: _____ Name: _____ Date: ___/___/___

Data Protection Declaration

Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/privacy> for details. Please contact us if you need the privacy notice in an alternative format.

Notes for Guidance

1. A Building Notice **cannot** be used in the following instances, and therefore Full Plans would have to be submitted for:
 - 1.1. Works that involve building within 3 metres of a Public Sewer shown on the Public Sewer Maps. (Further information on sewers owned by AWS, please telephone 01206 289470).
 - 1.2. Building Work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work. (This includes all non-domestic properties and flats which share a common staircase, lobby or corridor)
 - 1.3. The erection of a building fronting onto a private street.
2. One copy of the Building Notice form should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by a block plan to a scale of not less than 1:1,250 showing the following:
 - 3.1. The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
 - 3.2. The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every building within that curtilage.
 - 3.3. The width and position of any street on or within the boundary of the curtilage of the building or the building as extended.
 - 3.4. The provision to be made for the drainage of the building or extension.
 - 3.5. All plans and particulars should be in metric.
4. A charge is usually payable for the submission of a Building Notice. A guidance note on charges is available on request or on our website – www.chelmsford.gov.uk/buildingcontrol.
5. In accordance with the Regulations, building work can only begin 2 working days after the Building Notice has been received and validated by this Council. You must give notice of your intention to commence work by telephoning 01245 606431 or using the online Building Control Site Visit form.
6. The above notes are for general guidance only; particulars regarding the submission of Building Notices are contained in Regulations 12 and 13 of The Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010 and the Chelmsford City Council Scheme for the recovery of Building Regulation Charges and associated matters.
7. Further information and advice can be obtained from Building Control website (www.chelmsford.gov.uk/buildingcontrol), by telephoning 01245 606431, or by writing in to Building Control, PO Box 7544, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1XP.
8. Persons proposing to carry out building work or make a material change of use to a building are reminded that permission may also be required under the Town & Country Planning Acts. For further information, please contact Planning and Development Management on 01245 606431 or visit www.chelmsford.gov.uk/planning.
9. Private Sewer Transfer: It is strongly recommended that prior to making a Building Regulations application with proposed work involving building over or within 3 meters of a private sewer, Anglian Water is contacted on 0845 0265232 or via their website, www.anglianwater.co.uk.