

# Guildford Borough Council

## Building notice

Building Act 1984 and the Building Regulations 2000 (as amended)

For office use only

Application number

Date



Read the guidance notes on the back of this page before you fill in this form. Your application will be delayed if you do not fill in the form correctly or send us all the plans we ask for. If you need more help, please phone Planning Development Services on 01483 444609. Please use CAPITAL LETTERS to fill in the form.



### 1 Your details

Name

Address and postcode

Phone number

Fax number

E-mail

### 2 Your agent's details (if you have one)

Name

Address and postcode

Phone number

Fax number

E-mail

### 3 Address of the site

Address of the site your application is for

### 4 About the work

Give a short description of the work you will be doing

Total area of the extension in square metres  m<sup>2</sup>      Number of floors

Tick the box to confirm that the proposed work does not involve building over or within three metres of a public sewer, as shown on the sewerage maps at Guildford Borough Council.

### 5 Use of the building

What is the building being used for now?

What will it be used for when the work is finished?

### 6 Planning permission

Do you have planning permission for the work you want to do?

No, I don't need planning permission.  Yes, the planning application number is:

### 7 Signature and date

I intend to start the work described above in line with regulation 12(2)(a) and have included the correct fee.

Name  Signature  Date  /  /

## Guidance notes – building notice

**Note: If the proposed work involves building over or within three metres of a public sewer as shown on the sewerage maps at Guildford Borough Council, you cannot use a building notice and you will have to fill in a full plans application.**

- A You must give at least two days' notice in writing before you start any work.
- B This building notice is valid for three years. If you do not start the work within this period, you must put forward a new building notice.
- C If the work you are doing includes a new building or extension, you must include a block plan at a scale of 1:1250 with your application. The block plan must include the following details.
- The size and position of the building or the building with the extension and the distances in metres, from the boundaries.
  - The size, position and use of any other buildings near the proposed building or extension.
  - The width and position of any street near the building or that will be near the building once the extension is finished.
  - The drainage arrangements of the new building or extension.
- D If the work you are doing includes filling cavity walls with insulating material, you must tell us:
- the name and type of insulating material you will use;
  - if the insulation material is approved by the British Board of Agrément or meets British standards; and
  - if the installer has a British Standards Institution Certificate of Registration or is approved by the British Board of Agrément.
- E If the work includes installing a hot-water storage system without an air vent, you must tell us:
- the name, model and type of hot-water storage system;
  - the name of the organisation that approved or certified that the system meets Part G of schedule I to the building regulations; and
  - the name of the institute or association the installer is registered with.

### Have you done the following?

- **Answered all the questions on this form.**
- **Included two copies of the filled-in application form (signed and dated).**
- **Included one block plan.** (This only applies to new buildings or extensions.)
- **Included one filled-in building control charges form.**
- **Included a statement if you are filling cavity walls with insulating material.**
- **Included a statement if you are installing a hot-water storage system without an air vent.**
- **Included a cheque for the correct fee, made payable to Guildford Borough Council.**

Send your application to:

Building Control  
Guildford Borough Council  
Millmead House  
Millmead  
Guildford  
GU2 4BB