

Building Notice

Building Act 1984
The Building Regulations 2010 (as amended)
The Building (Local Authority Charges)
Regulations 2010



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 enclose all the plans we ask for. If you need more help, please phone Building Control on 01483 444545. Please use CAPITAL LETTERS to fill in the form.

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

Name	<input type="text"/>	Name	<input type="text"/>
Address and postcode	<input type="text"/>	Address and postcode	<input type="text"/>
Phone number	<input type="text"/>	Phone number	<input type="text"/>
Mobile number	<input type="text"/>	Mobile number	<input type="text"/>
E-mail	<input type="text"/>	E-mail	<input type="text"/>

3 Address of the site

Address of the site your application is for.....
.....

4 About the work

Give a brief description of the work you will be doing.....
.....

Total area of the extension in square metres m² Number of floors

Tick the box to confirm that the proposed work does not involve building over or within 3 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 Domestic electrical work (to be completed for all domestic applications that include electrical work)

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Where electrical work is not carried out and registered by an electrician under a Part P competent persons scheme an additional fee / application will be required for this work. Yes No

8 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

If the proposed works involve any of the following,

- Erecting a new house fronting on to an unadopted road;
- Offices, shops, public houses, entertainment venues, premises providing sleeping accommodation, residential care, places of assembly, factories and warehouses, theatres, cinemas, educational premises, healthcare premises, transport premises and common parts of residential accommodation which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work;
- The erection or extension of a building or work involving the underpinning of a building, which is either building over or within 3 metres of a public sewer

Then a Building Notice cannot be used and you will have to submit a Full Plans application.

- A. You must give at least two day's 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 insulation material you will use;
 - if the insulation material is approved by the British Board of Agrément or meets the 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's performance 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 of the questions on this form.**
- **Included two copies of the filled-in application form** (signed and dated).
- **Included one block plan.** (This only applies for 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.**
- **Online payment made.**

Once you have ticked the relevant boxes above, send your application to:

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

Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: iro@guildford.gov.uk).