



**Building Control Service**

Council Offices, Holt Road, Cromer NR27 9EN

Tel: (01263) 513811 Fax: 01263 516348

Email: building.control@north-norfolk.gov.uk

This form is to be filled in by the owner or agent. **Please type or use block letters.**

If the form is unfamiliar, please read the notes on the next page or consult the office above

**BUILDING NOTICE SUBMISSION**

*The Building Act 1984*

*The Building Regulations 2010*

Building Regulations Plan No:

1

**Applicants details**

Full Name:

Address:

e-mail:

Postcode:

Tel:

2

**Agents details**

Name:

Address:

e-mail:

Postcode:

Tel:

3

**Location of building to which work relates**

Address:

Postcode:

Tel:

4

**Proposed Work**

Description:

5

**Planning**

If the work has a planning consent, or there is a planning application in progress, please give the reference number

6

**Use of building**

1. If new or extension, please state proposed use

2. If existing building, state present use

7

**Charges (see guidance note on charges for information)**

Please state Table used (A-C)

Category used (1-7)

1) New Dwellings - No of Dwellings

No of House Types

2) Extensions & New Buildings m<sup>2</sup>

3) Estimated Construction Costs

4) Estimated Construction Period months

Building Notice Charge £

VAT at 20%

Total £

8

**For Office Use Only**

Date Deposited:

Card / Cheque / Other

Rec No:

Building Notice Charge Received:

Table:

Category:

Estimated Cost:

9

**Statement**

This notice is given in relation to the building work as described, and submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge.

*Note: This form cannot be used where it is intended to carry out building work in relation to a building put or intended to be put, to a use which is designated for the purposes of the Fire Precautions Act 1971 and/or is covered by the Fire Precautions (Workplace) Regulations 1997.*

*Note: This form cannot be used where paragraph H4 of Schedule 1 (Building over sewer) imposes a requirement.*

Name:

Signature:

Date:



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## NOTES

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***A Building Notice must be accompanied by the following:***

**IN THE CASE OF AN ERECTION OR EXTENSION OF A BUILDING:**

- (a) A plan to the scale of not less than 1:1250 showing:
  - (1) The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
  - (2) The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
  - (3) The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
- (b) Particulars of:
  - (1) The provision to be made for the drainage of the building or extension;

**IN THE CASE OF WORK INVOLVING THE INSERTION OF INSULATING MATERIAL INTO THE CAVITY WALL OF A BUILDING A STATEMENT AS TO:**

- (a) The name and type of insulating material to be used;
- (b) Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard Specification;
- (c) 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 for Agreement of that material.

**IN THE CASE OF WORK INVOLVING THE PROVISION OF AN UNVENTED HOT WATER SYSTEM WITH A CAPACITY EXCEEDING 15 LITRES A STATEMENT AS TO:**

- (a) The name, make, model and type of hot water storage to be installed;
- (b) 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 paragraph G3 of Schedule 1;
- (c) 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.

North Norfolk District Council is registered under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the principles set out in the Act.

The Council must protect the public funds it holds so any information you provide on this form may be used by the Council to prevent and/or detect fraud. The information may be shared, for the same purpose, with other organisations which handle public funds.

Further information relating to the Data Protection Act 1998 can be sent to you on request.

If you have any concerns about the processing of your personal data by the Council you may contact the Data Protection Officer at North Norfolk District Council or the Office of the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.