



Building Control
Southover House, Southover Road, Lewes
East Sussex, BN7 1AB

T: 01273 471600
E: building.control@lewes.gov.uk

This form is to be filled in by the person who intends to carry out building work or an agent. Please read the notes on the reverse side or consult the department.

Please type or use block capitals.

BUILDING NOTICE APPLICATION FORM

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

Building Regulations
Application Number: _____

1 Applicant's Details

Name: _____
Address: _____
Postcode: _____ Tel: _____ Email: _____

2 Agent's Details

Name: _____
Address: _____
Postcode: _____ Tel: _____ Email: _____

3 Builder's Details

Name: _____
Address: _____
Postcode: _____ Tel: _____ Email: _____

4 Location of building to which work relates (a site location plan of scale 1:1250 must be provided)

Address: _____
Postcode: _____

5 Proposed work

Number of storeys: _____ Description of work: _____
Date of commencement (if known, see note 6): _____

6 Use of building

1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____

7 Domestic Electrical Works (Dwellings or buildings containing dwellings only – See note 5 overleaf)

1. Will you be using a member of a Part P 'Competent Person' scheme to carry out all the relevant electrical works associated with this application? YES NO
2. Name and address of Part P registered electrician: _____

3. Number of new circuits to be installed?

8 Charges (see notes 7 and 8 overleaf and separate APPLICATION CHARGES – GUIDANCE NOTES for info)

1. If **Table A** work, please state number of dwellings and types – Total: _____ No. of types: _____
Or if conversion (change of use) category 1, 2, 3 or 4 _____
2. If **Table B** work, please state floor area (1 to 8): _____ m² and/or category of 'other work' (9 to 17): _____ and/or cost of 'Other Work Not Listed Elsewhere' (18 to 22): £ _____ If Multiple Works: _____
Building Notice charge for main work: £ _____ and Building Notice charge for Other work £ _____
Total (including **Multiple Work Reduction** where applicable): £ _____

9 Planning Permission

It is the applicant's responsibility to check whether planning permission is also required for the proposed work.

If a planning application has already been submitted please quote the application number. No. LW / /

10 Statement

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

Name: _____ Signature: _____ Date: _____

Please see Guidance Notes overleaf for further information



For official use only

Charge	Charge letter sent	Checked by	Sch.	Date

NOTES

1. The applicant is the person on whose behalf the work is being carried out.
2. One copy of this notice should be completed and submitted.

The Notice must be accompanied by a cheque for the correct fee made payable to LEWES DISTRICT COUNCIL.

3. A BUILDING NOTICE can only be used for domestic building works categories shown in Fee Tables A & B, or any “individually determined” domestic works falling outside the scope of Tables A & B. However a Building Notice cannot be used for the following work:

- Work in relation to a building to which the **Regulatory Reform (Fire Safety) Order 2005** applies or will apply after the work is completed.
- Work that involves **building over a “public sewer”** (Regulation H4 is applicable).
- The erection of a building fronting onto a “private street”

A **FULL PLANS** application should be made for the work listed above.

Plans

4. Where the proposed work includes the erection of a new building or extension this notice must be accompanied by the following:
 - 4.1. A site location plan to a scale of not less than 1:1250 showing:-
 - the size and the position of the new building as extended, and its relationship to adjoining boundaries;
 - 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;
 - the width and position of any street on or within the boundaries of the curtilage or the building as extended;
 - the provision to be made for the drainage of the building or extension, both foul and storm water
 - 4.2. Accompanying plans must show that any work carried out complies with the Building Regulations.

Domestic electrical work

5. If you do **not** intend to use a member of a Part P “Competent Person” scheme to carry the electrical works associated with this application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application, and pay the cost of this as a separate item of work with associated charges as part of a **Building Notice Charge** when you submit the application. In either case please refer to application fee **Table B** for electrical works charges.

Further, more detailed information on electrical work can be obtained by contacting Building Control.

Commencement of works

6. Persons carrying out building work must give notice of the commencement of the work, to Lewes District Council Building Control, at least two working days beforehand.

Charges (See separate APPLICATION CHARGES - GUIDANCE NOTES)

7. A Building Notice Charge is payable to cover the cost of all necessary site inspections. This consists of a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

8. The Building Notice Charge is calculated in accordance with current charges regulations and is payable at the time of submission. A separate Guidance Note on charges is available on request if you call our office on **01273 484477** or email: building.control@lewes.gov.uk or may be downloaded from www.lewes.gov.uk/planning/18153

Table A prescribes the plan and inspection charges payable for small domestic buildings. **Table B** prescribes the charges payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Charges for works falling outside the scope of Tables A or B will need to be “individually determined”.

If your building work requires an individual assessment of a charge you should e mail Building Control at building.control@lewes.gov.uk providing details of the proposed work / development together with a request for the Building Regulations charge. We will aim to contact you within 2 working days OR alternatively telephone 01273 484477.

The fixed charges have been set on the basis that the design and building work does not consist of, or include, innovative or high risk construction techniques, and that the duration of the building work from commencement to completion does not exceed 18 months.

The charges also presume that the building work is undertaken by a person or company that is competent to carry out building work referred to in the tables. If they are not, work may incur supplementary charges.

Connection to public sewers

9. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their own private foul and surface water drains and sewers connected to the public sewers, where available. Persons wishing to make such connections must give not less than 21 days notice to Southern Water.

General

10. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

11. 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.

12. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

13. 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.