

# BUILDING NOTICE APPLICATION

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

Please read the notes overleaf  
Please complete in BLOCK CAPITALS if handwriting

## 1. Applicant details

Name			
Address			
		Postcode	
Phone Number			
Email Address			

## 2. Agent details (if applicable)

Name			
Address			
		Postcode	
Phone Number			
Email Address			

## 3. Location of building to which work relates

Address		
		Postcode

## 4. Proposed work(s)

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## 5. Use of building

1. If new building or extension, state proposed use	
2. If existing building, state present use	
3. Number of storeys in the property	

## 6. Charges

(see separate APPLICATION CHARGES – GUIDANCE NOTES)

<b>Table A:</b> New dwellings and flats not exceeding 3 storeys and not more than 250m <sup>2</sup> in floor area	Number of units:		Number of house types:	
<b>Table B:</b> Work to an existing dwelling	Internal floor area of new extension / loft conversion:	m <sup>2</sup>	Estimated cost of works:	£

'Estimated cost' means a reasonable estimate that would be charged by a professional builder, excluding professional fees (architects / surveyors) and VAT. DIY estimates cannot be accepted.

**7. STATEMENT:** This notice is given in relation to the building work as described and is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate fee.

## Signature of applicant (where the applicant is not the client)

Name:	Signature:	Date:

## Signature of client (where the client is not the applicant)

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Name:

Signed:

Date:

## **BUILDING NOTICE APPLICATION**

### **Notes:**

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. The agent is the person acting on behalf of the applicant i.e., builder / architect / surveyor etc.
3. Where the work involves the insertion of insulation into a cavity wall and the installer is not a registered competent person this Building Notice shall be accompanied by a statement as to:
  - i) the name and type of insulating material to be used.
  - ii) whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard Specification.
  - iii) 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 of Agrément for the insertion of that material.
4. Where the proposed work involves the provision of an unvented hot water storage system, this Building Notice shall be accompanied by a statement as to:
  - i) the name, make, model and type of hot water storage system to be installed.
  - ii) 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 Part G Schedule 1 to the Building Regulations 2010.
  - iii) 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.
5. Where the proposed work includes the erection of a new building or extension this Notice shall be accompanied by the following:
  - i) a block plan to a scale of not less than 1:1250 showing: the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries
  - ii) the boundaries of the curtilage of the building, or the building as extended
  - iii) the width and position of any street on or within the boundaries of the curtilage of the building as extended
  - iv) the provision to be made for the drainage of the building or extension

Note: where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, a full plans application will be required.

Prior to submitting a Building Notice in respect of a new domestic building or extension to a building, the person giving the Notice is strongly advised to check with the Building Control Officer to determine that adequate means of access for the fire brigade will be maintained or provided.

6. The Building Notice fee is calculated in accordance with current fee regulations. A Guidance Note of Fees is available on request which lists the Building Notice fees payable.

### **General Notes:**

- These 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 fees, in the Building (Prescribed Fees etc.) Regulations 2010.
- This Building Notice shall cease to have effect three years after it is given to the local authority unless the building work has been commenced or the material change of use was made before the expiry of that period.
- Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.

### **For information and advice concerning Building Regulations please contact:**

Lewes District Council, 6 High Street, Lewes, East Sussex, BN7 2AD

T: 01273 471600, option 1, ext. 8349

E: [building.control@lewes-eastbourne.gov.uk](mailto:building.control@lewes-eastbourne.gov.uk)

W: [www.lewes-eastbourne.gov.uk/building-control](http://www.lewes-eastbourne.gov.uk/building-control)

### **General Data Protection Regulations (GDPR) Privacy Notice**

Lewes District Council and Eastbourne Borough Council are Data Controllers of your personal data for the purposes of the administration and management of the following: The administration and enforcement of the Building Regulations 2012 (as amended); The administration of The Building Act 1984 in relation to Demolition of buildings within Lewes District; The administration and enforcement of The Building Act 1984 in relation to Dangerous Structures. For full details of how your personal data is used please visit: [www.lewes-eastbourne.gov.uk/article/1342/Privacy-notice](http://www.lewes-eastbourne.gov.uk/article/1342/Privacy-notice)