

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes overleaf or consult the office indicated above.

1 Applicant's details

Name: _____

Address: _____

Post Code: _____

Tel: _____

Fax: _____

E-mail: _____



CERT: F.S.38992

2 Agent's details (if applicable)

Name: _____

Address: _____

Post Code: _____

Tel: _____

Fax: _____

E-mail: _____



The Government Standard

3 Location of building to which work relates

Address: _____

Post code: _____

4 Proposed work

Description: _____

5 Use of building

1 If new building or extension please state proposed use

2 If existing building state present use

6 Fees (see Guidance Notes on Fees for information)

Category/ Total Dwellings	Charge	Charge Reduction	Supplementary Charge	Net	VAT	Gross
					Total Fees	

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?

Please delete as appropriate YES/NO

If YES, please supply the Trade Association (e.g. NICIEC EA) Reg. number _____

8. Statement

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

The use of the completed building IS/IS NOT a use to which the Regulatory Reform (Fire Safety) Order 2005 applies.

Name: _____

Signature: _____

Dated: _____

BUILDING NOTICE



Notes

This building notice must not be used if any of the following apply

1. Building work is being carried out on a building which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the completion of the building work.
2. The work includes the erection of a new building fronting onto a private street.
3. If the works involve the building over, or within 3m of, a sewer shown on the relative map of public sewers

NB A building notice should only be used if you are satisfied that you and/or your builder are experienced and can carry out the construction in accordance with the building regulations without the aid of approved detailed plans

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 together with the building notice charge.
 3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:-
 - 3.1 a block plan to scale of not less than 1:1250 showing:
 - 3.1.1 the boundaries of the curtilage of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 3.1.2 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;
 - 3.1.3 the width and position of any street on or within the boundaries of the cartilage of the building as extended;
 - 3.1.4 the particulars of the provision to be made for the drainage of the building or extension
 4. Where the proposed work involves the insertion of insulating material into the cavity wall of the building this building notice shall be accompanied by a statement as to:
 - 4.1 the name and type of insulating material to be used;
 - 4.2 whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
 - 4.3 whether or not the installer is a person who is the subject of British Standards institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material
 5. 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:
 - 5.1 the name, make, model and type of hot water storage system to be installed;
 - 5.2 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 of Schedule 1 to the Building Regulations 2010
 - 5.3 the name of the body. If any, which has issued any current registration operative identity card to the installer or proposed installer of the system
 - 6 **persons carrying out building work must give notice to the commencement of work at least two days beforehand**
 - 7 Subject to certain provisions of the Water Industry Act 1991 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Anglian Water plc.
 8. These notes are for general guidance only, particulars regarding the submission of building notices are contained in Regulation 12 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) Regulations 2010
 - 9 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**
 - 10 Further information and advice concerning the Building Regulations may be obtained from Building Control Services
 - 11 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
 - 12 Party Wall Act: Your attention is drawn to the Party Wall Act 1996. Your building works may fall within the Act, if it does you must notify all affected neighbours. Details of the Party Wall Act can be found on www.peterborough.gov.uk/subsites/buildingcontrol
- Note: This is a Civil Act and not enforceable under the Building Regulations

This Application Form together with all necessary plans and particulars should be returned to:-

Building Control Stuart House East Wing St John's Street Peterborough PE1 5DD.

Tel. (01733) 453422 email: buildingcontrol@peterborough.gov.uk

(Preferred methods of payment are Debit Card, Credit Cards and Cheques made payable to Peterborough City Council)



Peterborough City 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 eight principles of the Act. Information you have provided may be shared with other public sector organisations for the prevention and detection of fraud. Further information relating to your rights under the Data Protection Act can be sent to you on request.