

Building Notice Application

The Building Act 1984 The Building Regulations 2010

This Application conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. This form is to be completed by the owner or their agent. If the form is unfamiliar, please read the notes on the reverse or consult the office indicated above.

1. Applicant details

First name:	<input type="text"/>	Surname:	<input type="text"/>
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>		

2. Agents details (If applicable)

Company name:	<input type="text"/>		
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>		

3. Location of building work

Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone:	<input type="text"/>

4. Proposed work (description)

<input type="text"/>	
Number of storeys in building:	<input type="text"/>

5. Use of building

Existing:	<input type="text"/>	Proposed:	<input type="text"/>
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6. Planning application reference (If applicable)

<input type="text"/>

Do the works affect a Listed Building or a site in a Conservation Area? Yes No

7. Completion certificate

Will be issued on satisfactory completion of works.

8. Fire Safety Order

Is the building designated? (see notes below) Yes No

A Building Notice cannot be accepted for a 'designated' building subject to the Regulatory Reform (Fire Safety) Order 2005, i.e. non-domestic properties, common areas of flats and homes in multiple occupation, etc,

9. Statement

This form is to be completed by the person intending to carry out the works, i.e. the owner, or their agent. This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12 and is accompanied by the appropriate fee.

Full name:

Signature:

Date:

Personal data collected through this form will be held and processed in accordance with the General Data Protection Regulation, the Data Protection Act 2018 and, except where otherwise stated, in accordance with the Council's Privacy Statement. The Council's Privacy Statement, including more information about your data protection rights, can be found at www.sevenoaks.gov.uk/privacy

10. Notice of commencement

Building Notice **must** be submitted at least two weeks before commencement of works.

Building Regulation Charges

The Building (Local Authority Charges) Regulations 2010

New housing (table A)

	Fee enclosed
Number of houses in the scheme	<input type="text"/>
Number of flats in the scheme	<input type="text"/>
Conversion to a house or flat	<input type="text"/>

Domestic extensions, garages and carports (table B)

Single storey extension(s) – floor area	<input type="text"/>	m ²	<input type="text"/>
2 or 3 storey extension(s) – floor area	<input type="text"/>	m ²	<input type="text"/>
Detached out building i.e. garage or shed – floor area	<input type="text"/>	m ²	<input type="text"/>
Loft conversion – floor area	<input type="text"/>	m ²	<input type="text"/>
Garage, carport or store extension	<input type="text"/>	m ²	<input type="text"/>
Garage conversion	<input type="text"/>		<input type="text"/>

Total Full Plans fee enclosed (including VAT)

Are the works **solely** to provide access and facilities for a disabled person(s) Yes No

Multiple work reductions: for details of multiple work reductions, please see Building Control Charges leaflet or contact us.

Notes

Plans

Extensions and new builds: a plan to scale of not less 1:1250 clearly showing the size and position of the new building, or the building as extended, and its relation to the site boundaries.

Loft conversions: a plan to a scale of not less than 1:100 showing the existing and proposed layout of each storey. Note; calculations will need to be submitted for new structural members.

Payment

The Building Notice Fee is payable when the application is submitted and covers all anticipated site visits.

Payment can be made with credit/debit card by calling 01732 227376, by cheque made payable to Sevenoaks District Council or by cash at our reception. If you decide to withdraw your application, whatever the reason, there will be a minimum charge of £36 to cover administration costs.

Building Control Charges

The Building Control Charges have been set by the Authority taking into account:

- the time spent by the Authority in carrying out their function;
- that the building work does not consist of, or include, innovative or high risk construction techniques;
- that the duration of the building work from commencement to completion does not exceed 12 months;
- that the design and building work is undertaken by a person or company that is competent to do so.

If not, the work may incur additional charges.

Domestic electrical work

Domestic electrical works may now need building regulation approval if they are not undertaken by a 'Competent' Electrician for further details contact Building Control Dept.

Completion Certificate

A Completion Certificate will be issued upon satisfactory completion of the work. Applicants should note that a request to inspect completed building works should be received by the Council within five years of the original notice of works or Full Plans application. If a request is received outside of this time, an inspection may be made at the absolute discretion of the Council and an additional fee shall be payable in this respect.

Planning permission

If you are intending to carry out building works or make a material change of use of a building you may need Planning Permission. You can obtain guidance from our Planning team on 01732 227000.

Expiry date

A Full Plans application shall cease to have effect from three years after it is given to the Local Authority unless the work has commenced before the expiry of that period.

General guidance only

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 13 of The Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010.

Official use only

Application no:

Receipt no:

Amount received: (inc VAT)

£

