

# Building Notice



If you would prefer correspondence by **e-mail**, please provide your address where indicated\*.

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the guidance notes or consult your local Building Control office.

Rochford District Council  
Council Offices, South Street  
Rochford, Essex SS4 1BW  
**Planning Services**

|          |                            |          |                                       |
|----------|----------------------------|----------|---------------------------------------|
| <b>1</b> | <b>Applicant's Details</b> | <b>2</b> | <b>Agents Details (if applicable)</b> |
|          | Name _____                 |          | Name _____                            |
|          | Address _____              |          | Address _____                         |
|          | _____                      |          | _____                                 |
|          | Postcode _____             |          | Postcode _____                        |
|          | Tel. _____ Fax _____       |          | Tel. _____ Fax _____                  |
|          | E-mail* _____              |          | E-mail* _____                         |

**3** **Location of Building to which Work Relates**

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Tel. \_\_\_\_\_ Fax \_\_\_\_\_

**4** **Proposed Work – Description** \_\_\_\_\_

Number of storeys in building \_\_\_\_\_ Anticipated date of commencement \_\_\_\_\_

**5** **Existing Use of Building** \_\_\_\_\_

**Proposed Use of Building** \_\_\_\_\_

**6** **Planning Reference Number (if applicable)** \_\_\_\_\_

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

**7** **Completion Certification – will be issued on satisfactory completion of works**

**8** **Fire Safety Order – Is the building designated?** Yes  No

**9** **Fees (see separate guidance note on fees)**

If Schedule 1 work, please state the total number of dwellings \_\_\_\_\_

If Schedule 2 work, please state floor area \_\_\_\_\_ m<sup>2</sup>

If Schedule 3 work, please state the estimated cost of work **exc. VAT** £ \_\_\_\_\_ **Building Notice Fee inc. VAT** £ \_\_\_\_\_

**7** **Statement**

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

|            |                 |            |
|------------|-----------------|------------|
| Name _____ | Signature _____ | Date _____ |
|------------|-----------------|------------|

