

Building Notice

Building Regulations 2010 Building Act 1984



If you would prefer correspondence by **email**, please provide your address where indicated*.

Rochford District Council
Council Offices, South Street
Rochford, Essex SS4 1BW

Planning Services

1 Applicant's Details

Name _____
Address _____

Postcode _____
Phone _____ Fax _____
Email* _____

2 Agents Details (if applicable)

Name _____
Address _____

Postcode _____
Phone _____ Fax _____
Email* _____

3 Location of Building Work (if different from applicant)

Address _____
Postcode _____ Phone _____ Fax _____

4 Proposed Work – Description

Number of storeys in building _____ Anticipated date of commencement _____

5 Use of Building Existing _____ Proposed _____

6 Planning Application 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

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 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.

Name _____ Signature _____ Date _____

Notice of Commencement:

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

Building Regulation Charges

The Building (Local Authority Charges) Regulations 2010

Please complete the appropriate section(s) below.

For details of our charges see "Building Control Charges" leaflet.

New Housing (Table A)		Fee enclosed
Number of houses in the scheme	_____	£ _____
Number of flats in the scheme	_____	£ _____
Conversion to a house or flat	_____	£ _____

Domestic Extensions, Garages and Carports (Table B)		Fee enclosed
Single storey extension(s) – floor area	_____ m ²	£ _____
2 or 3 storey extension(s) – floor area	_____ m ²	£ _____
Detached Building – floor area	_____ m ²	£ _____
Loft conversion – floor area	_____ m ²	£ _____
All other work – estimated cost	£ _____	£ _____

Total building notice fee enclosed (including VAT)	£ _____
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Multiple work reductions: where it is proposed to carry out more than one type of work at the same time the charge for the cheaper work may be reduced by 50%. If you are unsure please call.

Building Notice Guidance Notes

Plans

Extensions & new builds: a plan to scale of not less than 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 01702 318191, by cheque made payable to Rochford 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 £36.00 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

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 section on 01702 318191.

Expiry Date

A Building Notice 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.