

Building Notice

The Building Regulations 2000 Building Act 1984

Plan Number
For Official Use Only

This form is to be filled in by the person who intends to carry out building work or his/her agent. If the form is unfamiliar please read the notes on the next page or consult the office indicated at the address below.

1	Applicant's Details (see note 1) Full Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
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2	Agent's Details, if applicable (see note 2) Name: _____ E-mail: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____
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3	Location of building to which work relates (see notes 4) Address: _____ Postcode: _____ Tel: _____ Fax: _____
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4	Proposed Work (see notes 4, 5 and 6) Description: Is the proposed work, or any part of it subject to a current LANTAC approval (see note 5) Date of commencement: _____ (Please give approximate date if at all possible)
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5	Use of Building 1. If new build or extension state proposed use: 2. If existing building state present use:
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6	Please note: All Cheques should be made payable to East Staffordshire Borough Council Charges (for details of charges please see separate information sheets) 1. If schedule 1 work please state number of dwellings: under 300m ² : _____ Over 300m ² : _____ 2. If schedule 2 work please state floor area: _____ m ² 3. If schedule 3 work please state the estimated cost of work excluding VAT: £ _____ Building Notice Charge: £ _____ Plus VAT: £ _____ Total: £ _____
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7	Has a planning application been submitted in respect of this work? If YES, please state application number: _____
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8	Statement This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12 (2)(a). Name: _____ Date: _____ Signature: _____
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Building Consultancy,
East Staffordshire Borough Council, The Malsters, Wetmore
Road, Burton upon Trent, Staffordshire, DE14 1LS
 TEL: 01283 508609 FAX: 01283 535412
 E MAIL: building.consultancy@eaststaffsbc.gov.uk



Notes

1. The applicant is the person on whose behalf the work is being carried out, eg. the building owner.
2. The Agent is the person or company who is submitting the application, if it is NOT the owner.
3. One copy only of this notice should be completed and submitted.
4. Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following; a block plan to a scale of not less than 1:1250 showing:-
 - 4.1. The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 4.2. The boundaries of the land belonging to the building, or the building as extended and the size;
 - 4.3. The position and use of every other building or proposed building within that curtilage;
 - 4.4. The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
 - 4.5. The provision to be made for the drainage of the building extension.
 - 4.6. Where it is proposed to erect a building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
5. Where proposed work involves the insertion of insulating material into the cavity walls of the building this building notice shall be accompanied by a statement as to:
 - 5.1. The name and type of insulating material to be used.
 - 5.2. Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard Specification.
 - 5.3. 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.
6. 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:
 - 6.1. The name, make, model and type of hot water storage system to be installed.
7. This Building Notice shall cease to have effect should the work described not commence within three years of the Notice being given to the Council.

Private Sewer Transfer Regulations 2011

Building Notice Submissions

Under the terms of the above regulations the majority of shared drainage installations became the responsibility of the sewerage undertaker from October 1st 2011.

Further Information is available here:-

<http://www.defra.gov.uk/publications/files/private-sewers-transfer-guidance110928.pdf>

In this region the sewerage undertaker is Severn Trent Water.

Although the sewers and drainage concerned are not shown on the official sewer maps they are nevertheless the responsibility of the sewerage undertaker and it is an offence to interfere with such installations without prior consent.

In order to assist you to deal with this issue in as straightforward and easy manner as possible, enabling the Building Notice submission option to be used, there will be a need for certain additional information to be provided in support of your Building Notice submission.

Where your proposal includes for the erection of a new building or extension to an existing building, a site plan to a suitable scale (1 to 500) clearly indicating the following, should accompany your submission :

- The position of the property to be erected or extended
- The line of all associated boundaries
- The position, size and dimensions of any new buildings or extensions that are proposed to be built
- The lines of any existing (if known) or proposed drainage
- The position of any existing or proposed inspection chambers or manholes.

ESBC Building Consultancy will try to ensure that delays to the progress of your project are minimised as far as possible however there will be many more instances where building over agreements are required. As this aspect is entirely the responsibility of Severn Trent Water the Council has no control over delays that may be introduced at this stage.

If you need any further information in respect of any aspect of the above please do not hesitate to contact the Building Consultancy office either by email or on 01283 508609.