

# HERTFORDSHIRE

## BUILDING CONTROL

Hertfordshire Building Control  
 Campus West Office  
 Welwyn Garden City  
 Hertfordshire AL8 6BX

01438 879990  
 building.control@hertfordshirebc.co.uk  
 www.hertfordshirebc.co.uk

BUILDING NOTICE  
 The Building Act 1984  
 The Building Regulations 2010

*This form is to be completed in full by the person (or agent) intending to carry out building work. If the form is unfamiliar, please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals.*

<b>1</b>	<b>Applicant's details (see note 2)</b>					
	Surname:		Forenames:		Title: (eg Mr/Mrs/Miss)	
	Name of Company or Partnership (if applicable) and Status eg Ltd/Plc:					
	Address:					
	Postcode:		Tel:	Email:		
<b>2</b>	<b>Agent's details (if applicable)</b>					
	Name:					
	Address:					
<b>3</b>	Postcode:				Tel:	Email:
	<b>Location of building to which work relates</b>					
<b>4</b>	Address:					
	Postcode:					
<b>4</b>	<b>Proposed Work</b>					
	Description:					
<b>5</b>	<b>Use of building</b>					
	1	If new building or extension please state proposed use:				
	2	If existing building state present use:				
	3	Number of storeys in building				
	4	Method of Drainage	Foul		Surface Water	
<b>6</b>	<b>Fees (see note 6 for information)</b>					
	State internal floor area in m <sup>2</sup> of new building, extension or loft conversion					
	State estimated cost (excluding vat) of work in Alterations category					
	Has the charge been individually determined? YES/NO					
Building Notice fee:		£	plus VAT:		£	Total: £
<b>7</b>	<b>Statement</b>					
	This application is deposited in relation to the building work as described for the purpose of Regulation 12(2)(A) and is accompanied by the appropriate fee. I understand that further details and drawings may be required by Building Control following the commencement of the works.					
Name:		Signature:		Owner/Agent	Date:	
<b>PLANNING APPLICATION REFERENCE No FOR SCHEME (if known / applicable):</b>						

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## Notes

- 1 **Whilst a convenient method of application, a Building Notice has the disadvantage that Building Control do not formally check plans and specifications for the scheme to ascertain compliance with the Building Regulations. Consequently there is a risk that non compliant work will be constructed and discovered during our site inspections that needs expensive remedial work. If you wish to avoid this risk then a Full Plans application would be preferable as this will result in a set of approved details to work to.**
- 2 The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 3 In the case of the erection or extension of a building, a building notice must be accompanied by-  
A plan to a scale of not less than 1:1250 showing-  
(i) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;  
(ii) 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;  
(ii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.  
An extract from the ordnance survey map will serve this purpose.
- 4 For work other than very minor projects it is likely that the Council will subsequently request that the applicant submits plans and details of the work in order to demonstrate conformity with the Building Regulations and provide a record of the construction. This will not, however, delay the acceptance of the notice.
- 5 A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless the building work to which the notice related was commenced before the expiry of that period.
- 6 Subject to certain exceptions, a Building Notice attracts fees payable by the person by whom or on whose behalf the work is to be carried out.  
**For fees information relating to your project please phone our operations team on 01438 879990.** Where the work is outside the standard categories listed we can promptly prepare you a quotation for an 'individually determined charge' on request. For this we will need to have a detailed description to show the scope of the work that the applicant wishes to be covered under the notice. Legislation relating to fees is contained in the Building (Local Authority Charges) Regulations 2010.
- 7 The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are 'workplaces'. It also applies to the common (shared) areas of residential buildings such as flats, hostels and care homes.  
Workplace includes any premises or parts of premises, not being domestic premises, used for the purpose of an employer's undertaking and which are made available to an employee as a place of work. A Building Notice application is not acceptable for work to buildings covered by this act and you must submit a Full Plans applications instead.
- 8 This form of application should also not be used where it is proposed to underpin or erect a building or extension within 3m of a sewer or drain shown on the relative map of public sewers, and nor should it be used where work includes the erection of a building fronting onto a private street. In these cases, a Full Plans Submission is necessary.
- 9 We would remind you that the proposed work may also require permission under the Town and Country Planning Acts.
- 10 You can obtain further information and advice concerning the Building Regulations and Planning matters from our website at [www.hertfordshirebc.co.uk](http://www.hertfordshirebc.co.uk)