



BUILDING CONTROL

Development Services

BUILDING NOTICE SUBMISSION

The Building Act 1984 The Building Regulations 2010

VALID	CODE	

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 notes on the reverse side or consult the office indicated. Please type or use block capitals. **Building Notices should only be used for small domestic projects.**

1 Applicants details

Name:

Address:

.....

Postcode: Tel: Email:

2 Agent or Architects details

Name:

Address:

Postcode: Tel: Email:

3 Location of building to which work relates

Address:

Postcode:

4 Proposed Work

Description:

.....

.....

5 Use of Building

1. If new building or extension please state proposed use:

2. If existing building state present use:

NOTE: A Full Plan application should be made if the work is in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion of the work.

6 Commencement

48 hours notice of commencement of work is required.

Please telephone: 0114 273 4168 or Email: buildingcontrol@sheffield.gov.uk

7 Charges (see Guidance notes on building regulation charges and Notes 9 &10)

Table A Number of Dwellings? _____ Table B/C/D? _____ Category? _____

Estimated cost where appropriate? £: _____

Building Notice fee: _____ plus VAT: _____ TOTAL: _____

8 Completion Certificate – will be issued on satisfactory completion of the works subject to Regulation 17 or 17A. (See note 16)

9 Statement

This notice is given for the purpose of Building Regulation 12(2A)(a) in relation to building work as described and is accompanied by the appropriate charge.

Signed: _____

Date: _____

On behalf of _____



Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. One copy only of this notice should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:

A block plan to scale of not less than 1:1250 showing:-
 - the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 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;
 - the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
4. The provision to be made for the drainage of the building or extension.
5. Detailed plans of the proposed works; where insufficient details are provided a Counter Notice will most likely be served requesting more information.
6. This form cannot be used where the works will involve building over or within 3.0m of a sewer as shown on the map of sewers held by the sewerage undertaker, which in Sheffield is Yorkshire Water. Please make a full plans application.
7. Where the proposed work involves the insertion of insulation material into the cavity walls of a building this building notice shall be accompanied by a statement as to:
 - the name and type of insulating material to be used;
 - the name of any European Technical Approval issuing body which has approved the insulating material;
 - the requirements of Schedule 1 of the Building Regulations 2010 in relation to which any body referred to in 4.2 has approved the insulating material;
 - any national standard of a member state of the European Economic Area to which the insulation conforms;
 - the name of any body which has issued any current approval to the installer of the insulating material.
8. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
9. The Building Notice Charge is calculated in accordance with current charges regulations and is payable at the time of submission. A Guidance Note on Charges is available. Cheques should be made payable to Sheffield City Council, payment can also be made by credit/debit card (including by Telephone)
10. Domestic Electrical work – If you do not intend to use a member of a Part P “Competent Person” scheme to carry out the electrical works associated with your application (electrical works that require a Building Regulation Application), we can arrange to have the electrical work inspected and tested by our qualified electrical sub-contractor. You will need to make this decision when you submit your application and pay the cost of the Building Notice Charge when you submit the application. Please refer to the charges tables.
11. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
12. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
13. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.
14. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
15. Any Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.
16. Completion Certificates are issued free of charge provided proper notification of completion and/or occupation is received otherwise further charge may be levied. (see Regulation 17 or 17A).

Send this form with accompanying plans and particulars to:
Building Control
4th Floor Howden House
1 Union Street
Sheffield S1 2SH

Any queries please telephone: 0114 273 4168
Email: buildingcontrol@sheffield.gov.uk
Web: www.sheffield.gov.uk/buildingcontrol