

BUILDING NOTICE APPLICATION

ONE copy of this form and ONE copy of all plans and drawings should be sent to:
Building Control Service,
 Town Hall Annexe, St. Stephen's Road,
 Bournemouth BH2 6EA.
 email: building.control@bournemouth.gov.uk
 Website: www.bournemouth.gov.uk

For Office Use

Plan No. BN _____
 Date Received: _____
 Receipt No. _____

BUILDING NOTICE (not to be used for depositing full plans)

Location of building or site to which work relates

ADDRESS: _____

Name of Applicant (in block letters)

Name: _____
 Address: _____

 Post Code: _____
 Tel. No. _____
 email: _____

See 'Note 2' below

Name of Builder (in block letters)

Name: _____
 Address: _____

 Post Code: _____
 Tel. No. _____
 email: _____

Name of Person responsible for work if different from Builder (in block letters)

Name: _____
 Address: _____
 Post Code: _____
 Tel. No. _____
 email: _____

IMPORTANT NOTES:

1. A Building Notice cannot be used in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work (e.g. any workplace, flats containing common parts).
2. If a Completion Certificate is issued it will be sent to the address in the Applicant's box.

If assistance or information is required in connection with this application, please call at the Building Control Office between 9am and 4.30pm (4pm on Friday) or telephone (01202) 451411.

This application does not constitute an application under the Town and Country Planning Acts, separate forms for which are obtainable from Planning Services, Town Hall Annexe, St. Stephen's Road, Bournemouth.



DATA PROTECTION ACT 1998

Detailed information is required for the purpose of building control and may be used for the wider purposes of planning in general, within Council policies.

Information you provide on this form may be disclosed within the Council to the Housing and Council Tax departments. Information may also be disclosed outside of the Council to

Government Departments such as the Department of Transport, Local Government and the Regions, and other bodies such as the Fire Brigade and utility companies such as Wessex Water, etc.

If you would like more information on your rights under the Data Protection Act 1998, please ask for the leaflet 'Our Commitment to you and Your Rights'.

PLEASE COMPLETE SECTIONS A, C and D

(A) GENERAL

- (1) Description of work: _____

- (2) Date of commencement of work: _____ *(Please submit this notice two working days before this date)*
- (3) What is the intended use *(or uses)* of the building?

- (4) What is the existing building *(if any)* used as, or if at present vacant, what was the building last used as?

- (5) Total estimated cost of work: £ _____
- (6) Fee enclosed *(see Guidance Note 5 below)*: £ _____

(B) STRUCTURAL CALCULATIONS

Calculations of loading and strength will be required for all new structural elements and the existing building as effected, and should be deposited with the application, unless the proposed work is shown to comply with Approved Document A 1/2. This is particularly relevant where the application applies to the renewal of the roof covering.

(C) ADDITIONAL INFORMATION

(please include any additional information which may assist in processing your application)

(D) STATEMENTS

- 1) This notice is given in relation to the building work described, is submitted in accordance with Regulation 12(2)(a).
- 2) All necessary plans, details, *(see note 3)* and structural calculations are enclosed.
- 3) The appropriate fee is enclosed.
- 4) I undertake to provide an electrical installation certificate and the schedule of test results issued by a competent electrical engineer, for any domestic/mixed use electrical installation forming part of this application.

Name: _____ Signature: _____ Date: _____

NOTES FOR GUIDANCE

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:
 - 3.1 *a block plan to a scale of not less than 1:1250 showing:*
 - 3.1.1 the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 3.1.2 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;
 - 3.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - 3.1.4 the provision to be made for the drainage of the building or extension.
 - 3.2 *where it is proposed to erect the 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 should be shown.*
4. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
5. Building Notice applications must be accompanied by the appropriate fee. The Building Notice Fee is calculated in accordance with current fee regulations. A guidance note is viewable on www.bournemouth.gov.uk following the links to Planning & Transport, Building Control, Building Regulation charges 2010 or a guidance note is available on request.
6. 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.
7. The term 'competent electrical engineer' means a member of one of the following organisations:
 - The Electrical Contractors Association (ECA)
 - The National Inspection Council for Electrical Installation Contracting (NICEIC)
 - The Institution of Electrical Engineers (IEE)
 - The National Association of Professional Inspectors and Testers (NAPIT)Or a 'competent person' registered with one of the certification schemes authorized by the Secretary of State. Currently:
 - BRE Certification Limited
 - British Standards Institution
 - ELECSA Limited
 - NICEIC Certification Services Limited
 - Zurich Certification Limited
8. 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 fees, in the Building *(Local Authority Charges)* Regulations 2010 *(as amended)*.
9. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
10. This 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.