

Building Control
Basildon Borough Council
The Basildon Centre
St Martin's Square
Basildon, Essex SS14 1DL
Tel: Basildon (01268) 208026
Fax: Basildon (01268) 206637
E-mail: buildingcontrol@basildon.gov.uk

BUILDING NOTICE

Plan No. _____/_____/BN

BUILDING ACT, 1984 THE BUILDING REGULATIONS 2010 (as amended)

NOTICE OF INTENTION TO CARRY OUT BUILDING WORKS

*This form is to be filled in by the owner or agent. Please type or use block capitals.
If you are unfamiliar with this form, please read the notes on the reverse side or consult Building Control.*

1	Applicant's details
	Mr, Mrs, Ms, Miss/Other _____ Initials: _____ Name: _____
	Address: _____ _____ Postcode: _____ Tel: _____
	E-mail: _____

2	Agent's details (if applicable)
	Name: _____
	Address: _____ _____ Postcode: _____ Tel: _____
	E-mail: _____

3	Location of building to which work relates
	Address: _____ _____

4	Proposed Work
	Description: _____ _____ _____ _____
	Date of Commencement (if known): _____

5	Use of building
	1. If new building or extension state proposed use: _____ 2. If existing building state present use: _____

6	Fees	<i>The Building (Local Authority Charges) Regulations 2010 authorise the local authority to charge a 'Building Notice Fee' payable with notice - see separate sheet for scale of charges and details. (On request a receipt for the plan fee can be obtained)</i>			
	Table A	New Dwellings	Plan Fee £ _____	VAT £ _____	Total £ _____
	Table B	Certain domestic extensions, detached garages and rooms in roof thereof	Plan Fee £ _____	VAT £ _____	Total £ _____
	Table C	Fees for other work	Total Estimated cost £ _____		
			Plan Fee £ _____	VAT £ _____	Total £ _____

7 Electrical works under Part P DOMESTIC WORKS ONLY

Does electrical work form all or part of this submission? YES / NO

If yes, sign ONE of the following **STATEMENTS**:

1. The electrical work is being carried out by a registered installer who will certify the work and notify this Authority.
Signature: _____ Print name: _____
2. The electrical work is being carried out by a competent electrician who will certify the work and provide details of his/her competence to this authority.
Signature: _____ Print name: _____
3. The electrical work is being carried out by an unqualified person and therefore requires inspection by Building Control Services.
Signature: _____ Print name: _____

N.B.

1. Completion certificates will not be issued for any work prior to receipt of requisite electrical certificate by Building Control Services.
2. Electrical works requiring inspection by Building Control Services must be notified when all cables are in position and prior to covering. Completion Certificate cannot be issued if this inspection is not made.
3. Note that work connected to a 13A plug or certain minor replacement of sockets or switches does not require consent. Please see our help sheet.

8 Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 13.

Name: _____ Signature: _____ Date: _____

Notes

- 1 One copy of this notice should be completed and submitted.
- 2 Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 2.1 a block plan to a 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 the curtilage;
 - the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - the provision to be made for the drainage of the building or extension.
- 3 A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. **A Guidance Note on Fees is available.**
- 4 The above notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 12 & 13 of the Building Regulations 2010 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations
- 5 Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and County Planning Acts. You can check with Planning on 01268 206895.

If in doubt, ask first:

Basildon Building Control Helpline: 01268 208026

Translations of this leaflet into languages and format other than English are available, please contact Phil Jones on 01268 206738.



Use this space for your block plan and details