



Directorate for Planning, Growth and Sustainability

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01895 837296

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Do not use this form if we need to approve your plans, for example, where the Regulatory Reform (Fire Safety) Order 2005 or Fire Precautions (Workplace) Regulations 1997, applies to your building, or where building works are to be undertaken in the vicinity of a Public Sewer. A Building Notice cannot be used where it is intended to construct a building fronting on to a private street.

BUILDING NOTICE	1.	Your details (see note 1) <u>Your full name:</u> <u>Your address and postcode</u> <u>Your phone number:</u> _____ <u>E-mail:</u> _____
	2.	Your agent's details (if you have an agent or person submitting this application on your behalf) <u>Name:</u> <u>Address and postcode:</u> <u>Phone number:</u> _____ <u>Fax:</u> _____ <u>E-mail:</u> _____
	3.	The building you want to work on <u>Address and postcode:</u> _____
	4.	The work you want to carry out How many floors are there in the building? Please list the work you want to carry out: If an extension or new build, please state the internal floor measurement of the new area: _____m ² When will you start the work? (see notes 6 and 12)
	5.	What you will use the building for If it is a new building or extension, please say what you will use it for: If it is an old building, please say what it is, or was used for:
	6.	Charges (see notes 7,8 and separate guidance note on charges) (Building Notice charge including VAT (to see if VAT is payable, please read charge guidance notes) £ _____ As quoted on: _____ (If you are paying by cheque, regardless of the address – it should be made out to "Buckinghamshire Council")
	7.	Have you applied for Planning permission _____ YES <input type="checkbox"/> NO <input type="checkbox"/> You may need Planning Permission. Please contact our Planning team for advice on 01895 837293 or 01494 732950

Statement

Privacy - When a Building Regulation application is submitted the information including personal information (i.e. names and addresses - redacted re telephone numbers and signatures only) will be held on the public register in accordance with the *Building Act 1984 (as amended) (for the purposes of the Building Regulations Part IV Duties of local authorities)*. This information is published on the Council's website under the Public Access for Planning and Building Control.

If you want your name to be treated as confidential, please inform the Council in writing at the time of submission setting out your reasons but you should be aware that, under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR), we cannot guarantee confidentiality. For further information about our Privacy Policy please go to [Buckinghamshire Council](#)

I am sending this notice for the building work described above under Regulation 12 (2) (a) of the Building Regulations 2010.

I have also enclosed the correct charge.

I understand that I may have to pay another charge when you inspect the work for the first time. I will pay this charge when I receive an invoice.

Your Name: _____

Your signature: _____

Date _____

NOTES

1. You are the person the work is being carried out for, for example, the building's owner. If the owner is a company, please give the address of the head office. You should fill in one copy of this form and send it to us.
2. You cannot use this form if the Regulatory Reform (Fire Safety) Order 2005 applies to the building. Instead, you must submit a full Plans Building Regulations application. The Regulatory Reform (Fire Safety) Order 2005 applies to buildings such as: hotels; boarding houses; factories; offices; shops and railway buildings. A workplace is defined in Regulation 17 (3)(a) of the Fire Precautions (Workplace) Regulations 1997
3. If you want to build a new building or an extension, you must send us a plan to scale of at least 1:1250 showing:
 - The size and the position of the building or the extension and how it will fit in the boundaries around the property.
 - The boundaries of the land you want to build on and the size and position of every other building or proposed building on that land and what they are used for. The width and position of any street on or within the boundaries of the land you want to build on.
 - How you will drain the building or extension.
 - A map of the public sewers showing the precautions you will take if you want build over a sewer or drain.
4. If the work involves inserting insulating material into the cavity walls of the building, you must send us a statement to tell us the following:
 - The name and type of insulation material you will use.
 - Whether the insulating material is approved by the British Board of Agrément or meets relevant British Standards.
 - Whether the installer is registered with the British Standards Institution or has been approved by the British Board of Agrément for inserting that material.
5. If the work involves installing an unvented hot water storage system, you must send us a statement with this notice showing the following:
 - The name, make, model and type of hot water storage system.
 - The name of any organisation that has approved the system or declared that it complies with Part G of Schedule 1 to the Building Regulations 2010.
 - The name of any organisation that has issued any current identity card to the installer.
6. You must give us a least two days notice before you start work.
7. You will usually have to pay a charge towards our having to inspect the work. The charge is a single payment that covers all visits to the building site until the work is finished in line with Building Regulations.
8. We work out the charge for building notices using current rules on charges. This notice should be accompanied by the building notice charge. We can send you a copy of these notes if you ask us to do so.
 - Table 1 shows the plan and inspection charges you must pay for new small houses and flats.
 - Table 2 shows the charges you must pay for small alterations and extensions to your home and the adding of a small garage or carport.
 - Table 6 shows the charges you must pay for all other cases.
9. These notes are only meant to be a guide to applying for building notices. Regulation 14 of the Building Regulations 2010 has full details of how to apply for Building Regulation permission. The Building (Local Authority Charges) Regulations 2010 has full details about the charges.
10. If you want to carry out building work or use a building for a different purpose, you may need permission under the Town and Country Planning Act. Our Planning team should be contacted for advice on either 01895 837210 or 01494 732950.
11. This Building Regulations application is only valid for three years from the date you submit it, unless the work is started within the three-year period.
- 12. Your attention is drawn to the rights of adjoining owners under the Party Wall Act 1996 and the possible implications this may have on the proposed work.**