

Building Notice

The Building Act 1984, The Building Safety Act 2022,
The Building Regulations 2010, The Higher-Risk Buildings
(Descriptions and Supplementary Provisions) Regulations 2023.



01785 619340



buildingcontrol@cannockchasedc.gov.uk



www.cannockchasedc.gov.uk

This form is to be used when intending to carry out building work and giving a **Building Notice** under regulation 12(2)(a). The form should be completed by the person intending to carry out the building work or their agent and **must be signed** below.

Supplementary Document. To enable your application to be processed and registered the notes on the accompanying form must be read and questions answered. The document must be returned with this application form.

1. Clients details

Name:
Company Name:
Address:
Telephone:
Email:

2. Capacity of the client? (You are referred to Building Regulations 11A, 11C & 11E)

Is the applicant a 'Domestic Client'?

Yes No

3. Applicant's details (the person acting as agent or designer to the client)

Name:
Company Name:
Address:
Telephone:
Email:

4. Principal designer's details (if applicable)

Name:
Company Name:
Address:
Telephone:
Email:

5. Principal contractor's details (the lead or sole contractor - if known)

Note - if the principal contractor is not known at submission, these details should be provided to the local authority before the construction phase begins

Name:

Company Name:

Address:

Telephone:

Email:

6. Location of building to which the work relates

Address:

Postcode:

7. Use of building

Current use:

Intended use:

8. Description of the proposed work

Proposed work:

Date of the start of work of construction on site:

9. Additional information required in the case of the erection of or extension of a building

Number of storeys (each basement level being counted as one storey), in the building to which the proposal relates:

Drainage and water supply

Is the source of water to the building from:

a water main

a private supply

a well

Foul drainage

Is the foul water to be drained to the:

foul sewer

cess pool

septic tank

packaged treatment plant

Rainwater drainage

Is the surface water to be drained to the:

sewer

soakaway

watercourse

sustainable urban
drainage system

10. Domestic Electric Work

Will an electrician registered with Part P Competent Persons Self-Certifying Scheme or qualified to complete BS7671 installation certificates carry out the electrical works?

Yes No If no, an additional inspection charge will be payable

11. Building Notice Charge (see separate guidance note for details of charges)

Charge category:

Floor area:

 m²

Building Notice charge:

 £

To pay by card please telephone **01785 619340**
Please make cheques payable to **Cannock Chase Council**

Building Control, Civic Centre, Riverside, Stafford ST16 3AQ

Tel: **01785 619340**

Email: **buildingcontrol@cannockchasedc.gov.uk**

12. Declaration

This building notice is given in accordance with Regulation 12(2)(a) together with the necessary charge (where applicable).

Signature of applicant (where the applicant is not the client)

Date:

I, the client, confirm I agree to the application being made and that the information contained in the application is correct.

Signature of client (where the client is not the applicant)

Date:

Building Notice

Supplementary Information



Is a Building Notice suitable?

	Regulation	Included or not applicable?
<p>Is the building work 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?</p> <p>A building notice given to the local authority is not appropriate in these circumstances.</p>	12(3)	Yes No
<p>Is the building work the erection of a building fronting onto a private street?</p> <p>For this question, “fronting” has the meaning given in section 203(3) of the Highways Act 1980; and “private street” has the meaning given in section 203(2) of the Highways Act 1980. A building notice given to the local authority is not appropriate in these circumstances.</p>	12(4)	Yes No
<p>Is the building work, work to which paragraph H4 of Schedule 1 imposes a requirement?</p> <p>A building notice given to the local authority is not appropriate in these circumstances. If an extension or new build is proposed then the map of sewers must be checked. Contact Severn Trent. Sewer pipe responsibility Looking after your sewers Waste water My Supply Severn Trent Water (stwater.co.uk)</p>	12(5)	Yes No

If the response to all the questions above is 'no' then the giving of a building notice is appropriate for the proposed work. Where the response is 'yes' to any other row, an application for building control approval with full plans should be made to the local authority.

Building Notice

Supplementary Information



Is additional information required?

	Regulation	Included or not applicable?
<p>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:</p> <ul style="list-style-type: none"> ▸ the size and 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. 	<p>13(2)(a) 13(2)(a)(i) 13(2)(a)(ii) 13(2)(a)(iii)</p>	<p>Yes No</p>
<p>In the case of a new dwelling either of the following should be provided: a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.</p>	<p>13(1)(d) 14(4)</p>	<p>Yes No</p>
<p>In the case of the erection or extension of a building, a building notice shall be accompanied by a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates.</p>	<p>13(2)(b)</p>	<p>Yes No</p>
<p>In the case of the erection or extension of a building, a building notice shall be accompanied by particulars of:</p> <ul style="list-style-type: none"> ▸ the provision to be made for the drainage of the building or extension; 	<p>13(2)(c)(i)</p>	<p>Yes No</p>
<p>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, a building notice shall be accompanied by -</p> <ol style="list-style-type: none"> A. particulars of any public electronic communications network in relation to which a connection is to be provided, B. if an exemption in regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and C. if regulation 44ZC is proposed to be relied on - <ol style="list-style-type: none"> (i) evidence of the matters mentioned in regulation 44ZC(6)(a) and (b), and (ii) if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given. 	<p>13(2A)</p>	<p>Yes No</p>

Further information

Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to the building's energy status or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.

Neither a building notice nor plans which accompany it are to be treated as an application for building control approval with full plans in accordance with building regulations.

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 before the expiry of that period -

- the building work to which the notice related was commenced; or
- the change to the building's energy status or the material change of use described in the notice was made.

This document provides information for some of the more common building work scenarios. Reference should always be made to the Building Regulations 2010 (as amended) for full details.

Building Control - How we use your personal information

When you use the Building Control service we collect information relevant to the submitted application i.e. name and address. We only keep this data for the time specified in our retention schedule or as required by law. We use this data to:-

Input, for the registration of notifications and applications for processing under the Building Regulations. Provide details for invoicing or in the recovery of monies. Provide data to internal departments directly involved to apply enforcement where necessary. Share with other Local Authorities when applications are submitted under the LABC Partnership scheme. Other consultees necessary to ensure construction work complies with the building regulations. e.g. structural engineers

We are able to do this because legislation under The Building Act 1984 says that we can and it is in the public interest. Otherwise, we will only share your data if you ask us to, if it is in the public interest to do so and if the law requires or allows us to.

If you wish to speak to somebody regarding this service, please contact **buildingcontrol@cannockchasedc.gov.uk**

Details of your rights under Data Protection Legislation are available at **www.cannockchasedc.gov.uk/dataprotection**

Charges

See our Building Control Guide to Charges for details of our fees and how to calculate them or contact our **Business Support team** on **01785 619340**

Town and Country Planning

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control -

Cannock Chase District tel: **01543 462621**

Stafford Borough Council tel: **01785 619000**

Note: The above are simplified general guidance notes if you would like any further information or more detailed information please contact our **Business Support team** on **01785 619340** or visit our website **www.cannockchasedc.gov.uk/buildingcontrol**