

1 The information we need

If you plan to put up a new building or extension, you must send us a block plan (scale at least 1:1250) that shows the following.

- The size and position of the building, or the building when it is extended, and its position in relation to site boundaries, plus any other buildings on the site.
- The width and position of any street on or within the boundaries of the land around the building or the building when it is extended.
- The drainage of the building or extension.

2 Drains and sewers

Owners and occupiers of premises are entitled to have their private drains and sewers connected to the public sewers if they are available. If you want to do this, you should contact Severn Trent Water Limited. You should also check that any building proposal is not affected by the position of any existing Public Sewers. Severn Trent Water can be contacted on 01902 793871

3 Building Notice Applications can not be used for:

- The building is in on a private road
- The building which falls under the Regulatory Reform (Fire Safety) Order 2005. These are most commercial and industrial buildings.
- The building will be over or adjacent to a Public Sewer - see point 2 above.

In these cases please submit a Full Plans Application.

4 Installing cavity wall insulation

If the work you plan to do involves putting insulating material into the cavity walls of a building, you must send a statement with this notice that gives details of:

- the name and type of insulating material you are going to use;
- whether it is approved by the British Board of Agreement or meets a British Standard specification; and
- whether the person who puts in the insulating material has a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement.

5 Completion certificate

As long as we have been notified of various stages of the works outlined in the building Regulations and had every opportunity to inspect the work that is being done, and you have provided certificates for electrical safety to BS7671 or the electrical safety work has been carried out by a contractor belonging to a Government accredited competent persons scheme, we will give you a completion certificate when it is finished and we are satisfied with it.

Updated March 2010

6 Unvented Hot Water Systems

If the work you plan to do involves putting in an unvented hot-water storage system, you must send a statement with this notice that gives details of:

- the name and type of system that is going to be put in;
- the name of the organisation that has approved or certified the system; and
- the name of the organisation that has given the installer a current registered operative card.

7 The law on charges and deposit of plans

A Building Notice includes charges that the person who is doing the work, or who it is being done for, has to pay. You must pay the charge when you send us this notice. The charge is a single payment and covers all the site inspections which may be needed until the work is finished and we are satisfied with it.

The charge depends on the type of work that you plan to do. The charges and how we work them out are in the guidance notes on charges. You can ask us for a copy of these.

Once submitted, a Building Notice is only valid for 3 years unless the work has started and been inspected before the end of that period. You do not need to complete the work within this period.

These notes are for general guidance only. If you want full details, see the Building Regulations 2000, the Building (Local Authority Charges) Regulations 1998 and our Scheme of Charges

8. Town and Country Planning Acts and Party Wall (etc) Act 1996.

If you want to do building work or change the use of a building, you may need permission under the Town and Country Planning Acts. You can check whether you need to apply by speaking to one of our planning officers. The Party wall Act may apply to your project if you carry out excavations near other persons' properties or work to party walls. The Council does not administer this Act but you will find further information at www.communities.gov.uk.

Your attention is drawn to the supplementary fees schedule now attached to our fee structure

It is normal Practice for Building Control to communicate with a professional acting on behalf of a building owner if one is appointed. This may be an Architect, Surveyor or Builder on site etc. These persons are deemed to be authorized by us as agents of the building owner unless notified otherwise.

Please Note: The address & description of building works will be published on a publicly accessible database. No personal information will be published.



Bromsgrove District Council
Building Control
The Council House
Burcot Lane
Bromsgrove B60 1AA

Phone: Bromsgrove 01527 881348 or 01527 881349
 Fax: 01527 881313 DX: 17279 Bromsgrove
 E-mail: b.control@bromsgrove.gov.uk

Building Notice

The Building Act 1984
 The Building Regulations 2000



Certificate number
 FS31458
 For the provision of
 Building Control
 Services

To make a Building Notice Application

- Fill in this form
- Attach site plan
- Include the appropriate fee
- Where an agent is declared in box 2, they will receive correspondence not the applicant

PAY IN CODE: J25 BR00 BC345

1	Your details (normally the building owner) Name:		
	Address and postcode:		
	Phone:	Fax:	E-mail:

2	Your agent's details (i.e architect or builder making application on your behalf)		
	Name:		
	Address and postcode:		
	Phone:	Fax:	E-mail:

3	Where is the building where the work is going to be done? Tick if as 1. Above: <input type="checkbox"/>
	Address:

4	What work do you plan to do?
	Description:

5	For any electrical work it is intended to: <input type="checkbox"/> Use a competent persons scheme	<input type="checkbox"/> Use a competent company who will design/ install and certify to BS7671
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6	How the building is used?
	1 If this is a new building or extension, please say how it will be used.
	2 If this is an existing building, please say how it is used.

7	The date the work will start:	Please contact 3 working days before this date to confirm.
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8	Charges (See note 7 over the page)	Total number	Charge(Incl. VAT)
		New properties, including garages	
	Detached or attached garage or carport that is 40m ² or less (Some detached garages are exempt, please contact us).		£
	Detached or attached garage or carport that is over 40m ² but not over 60m ²		£
	Domestic extensions that are 10m ² or less		£
	Domestic extensions that are over 10m ² but not over 40m ²		£
	Domestic extensions that are over 40m ² but not over 60m ²		£
	Loft conversions costing up to £28,000		£
	All other building work (total estimated cost)		£
	TOTAL		£

I am giving this notice for the building work that I have described, and according to Regulation 12(2a).		
Your name: _____	Your signature: _____	Date: _____