



# Building Notice Application

**Please note:** This application form should only be used for small domestic works. For further information please speak to Building Control. For help in completing this form **please read the accompanying notes** or phone this office on 01253 476219. Please type or use block capitals

## 1 Your details (person applying) (see note 1)

Name:

Address:

(include postcode)

Tel:

Email:

## 2 Agent's / Builder Details (please delete as appropriate) (see note 2)

Name:

Address:

(include postcode)

Tel:

Email:

## 3 Preferred means of communication (see note 3)

Email:

This email is mandatory and will be used for all communication regarding this application

## 4 Location of building to which the work relates

Address:

(include postcode)

## 5 Work to be carried out

Description:

## 6 Use of building (see note 4)

1. If you are building a new building or extension, what will it be used for?

2. If you are working on an existing building, what is its present use?

## 7 Do you wish to receive advice on improving the energy efficiency of your proposal or existing building? (please tick one)

Yes

No

## 8 Charges - Please make cheques payable to Blackpool Council (see note 5)

Please see our guidance note on charges which is available on request

Building Notice submission charge (inc VAT)

£

**Origin of Charge:** Please complete either Option 1 or 2

### 1. Standard charge tables

This charge has been taken from table A B C D E (please circle)

### 2. Individual charge

This project is subject to an individual charge. The reference number is

9 I wish to be considered for disabled person's exemption \*See note H  Yes

## 10 Commencement of Works

Please give the expected start date of the work if known.

Please note you must also inform Building Control when works commence on 01253 476219

Start Date:

## 11 Electrical installations (see note 8)

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with Part P of the Building Regulations. *Please tick only one*

a) Part P registered competent installer Name:.....  Yes

Trade Association ..... Membership Number.....(if known)  
(e.g. NICEIC, NAPIT, ECA)

b) BS7671 Certificate <sup>\*1</sup>  Yes

(A qualified electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS7671)

c) Building Control <sup>\*1</sup>  Yes

(if you are carrying out your own electrical installation and require Building Control to test it, you must provide a detailed design of the installation to Building Control for approval prior to commencement of work)

d) Don't Know <sup>\*2</sup>  Yes

For further information on the requirements of Part P Electrical Safety, what is notifiable work, Competent Person Schemes and Exempt works please see our guidance note available separately.

<sup>\*1</sup> Please Note: These options will carry an additional charge of £120 if there is notifiable electrical work involved in the project.

<sup>\*2</sup> Please Note: This option will carry an additional charge of £120 if there is notifiable electrical work which is NOT carried out by a Part P installer

## 12 Declarations

I Certify the applicant noted in box 1 above may be liable to an additional charge if boxes b, c or d are ticked in answer to question 11 above.

This notice is submitted in accordance with Regulation 12 (2)(a) and is given in relation to the work described above

Signed:

Date:

### For Office Use Only

Date Received

Receipt Number

Cash / Cheque / Card £

Plan Fee

Inspection fee

VAT

VAT

Total

Total

# Application Form Notes

## Notes for Completion of Form

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building owner.  
**Please note:** as stated in box 9, the applicant may also be responsible for the payment of inspection fees which will be invoiced at commencement of work. (Full Plans applications **ONLY**)
2. The agent is normally the person employed to act on behalf of the applicant in submitting the application. This is normally your architect but can also be your builder. **Please note:** if you fill in box 2 as your agent, all correspondence will go to them. If you fill in box 2 as your builder, all correspondence will go to the applicant in box 1
3. Any decision documentation will be sent in the post.
4. If the works involve extensions or alterations to a domestic dwelling please state “domestic”.
5. **Fees.** The appropriate fee is dependant on the type of work proposed. A fee scale and methods of calculation are set in the guidance note on fees which is on our website or available on request.

Table A	applies to new dwellings upto 300m2 and flats upto 3 storeys and applies to both new build and change of use/conversion.
Table B	applies to extensions, loft and garage conversions, garages and car ports being built at existing dwellings
Table C	applies to any other work to an existing dwelling including replacement windows, re-roof, structural alterations etc.
Table D	applies to any new or extended non-domestic building. This includes shops, offices, hotels and any other type of commercial or public building.
Table E	applies to any other work to a non-domestic building including replacement windows, re-roofs, structural alterations and fit outs.

### INDIVIDUAL CHARGES

The tables listed above contain our STANDARD CHARGES. The tables also list certain types of work for which an individual charge applies. These individual charges are tailor-made for your project and will be calculated on request. If your project is subject to an individual charge please email [building.control@blackpool.gov.uk](mailto:building.control@blackpool.gov.uk) entitled 'request for Building Regulation charge', along with a full description of the work you propose. We will contact you regarding this within 24 hours. Alternatively, please phone 01253 476219.

6. Subject to certain exceptions a Full Plans Submission attracts charges payable by the person by whom or on whose behalf work is to be carried out. Charges for work costing more than £9000 are generally payable in two stages. The first charge must accompany the deposit of plans and the second charge is payable after the first site inspection of work in progress. This second charge, for which an invoice will be issued, is a single payment to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.  
The Building Notice fee is the total of the Plan fee and Inspection fee added together and is payable on submission of the application.
7. A Conditional approval can be issued for an application for which certain minor information is not yet available. It can require you to provide additional information or a modification to the deposited plans. Once dealt with, you will receive a discharge of conditions notice.  
The normal length of time for dealing with a full plans application is 5 weeks. This period can be extended up to no longer than 2 months from submission to enable you longer to deal with any amendments which may be necessary.

continued

# Application Form Notes

## Notes for Completion of Form

8. From the 1<sup>st</sup> January 2005 any new electrical wiring or fixed electrical components for a domestic dwelling or outbuilding must be designed and installed in accordance with Part P of the Building Regulations. There are three ways of ensuring this which are shown on the application form. The quickest and simplest method of compliance is to use an electrical contractor who is a member of an electrical Competent Person Self Certification Scheme approved by the Secretary of State. If your electrician is not a member of one of these schemes, you must ensure they are suitably qualified to undertake the installation and be able to design, install, inspect and test the installation in accordance with BS7671. Copies of suitable qualifications must be provided and Building Control will require, at completion, an Electrical Installation Certificate signed by the electrical contractor. If your electrical contractor cannot demonstrate their competence, or you wish to undertake the electrical installation yourself, Building Control will arrange for the testing to be carried out for you. Should you wish to pursue this option, a full detailed design of the installation must be submitted to us for approval. We will then inform you of when we wish to inspect/test the installation for which you must provide reasonable access.

**FAILURE TO DEMONSTRATE COMPLIANCE THROUGH ONE OF THE ABOVE ROUTES WILL PREVENT THE ISSUE OF A COMPLETION CERTIFICATE.**

Please note as part of any domestic works should any notifiable electrical works be carried out where the contractor is NOT a member of an Electrical Competent Self Certification Scheme an additional charge will be payable as part of your Building Regulations submission. Please see the fee tables for more information.

# Application Form Notes

## Notes for Making the Submission

- A. One copy of this form should be completed, signed and submitted. On a full plans application for works to a dwelling two copies of plans and particulars must be submitted in accordance with the provision of Regulations 13 & 14

Subject to certain exceptions, for works on all buildings containing flats and non domestic buildings, three copies of plans must be submitted.

- B. Where the proposed work involves the erection or extension of a building, you must supply a block plan of a scale not greater than 1:1250 showing:-

- i) the size and position of the building or extension and its relationship to adjoining boundaries
- ii) the boundaries of the cartilage of the building edged red.

- C. Where the proposed work involves either the insertion of insulating material into the cavity walls of a building or the provision of an unvented hot water storage system, this Building Notice must be accompanied by a statement as to the full product and installer details.

- D. **Works to Drainage:** Subject to certain provisions of the Pubic Health Act 1936 owners and occupiers of the premises are entitled to have their private foul and service 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.

If your proposals involve building over or near public sewers, the agreement of United Utilities must be sought before works commence. In some cases a formal agreement and/or CCTV survey may be necessary and an additional fee may be payable to United Utilities.

- E. **Notification of Commencement:** Persons carrying out building work must give written notice to the local Authority of the commencement of the work at least two days beforehand.

- F. **Completion Certificates:** The Council will issue completion certificates in all cases where site works are completed in accordance with the Building Regulations and no fees are outstanding.

- G. **Lapse of Plans:** If building work is not commenced within 3 years from the date of application deposit, the Local Authority will declare that the deposit of plans to be of no effect, in which case the plans will lapse. If you wish to undertake the work after this time you will need to submit a new application.

- H. **Disabled Exemptions:** In accordance with Regulation 4 of the 2010 Charges Regulations, Blackpool Council will not require a fee for any building work in the following circumstances:

1. The proposed works are for the purpose of providing access for a disabled person to or from a domestic dwelling which will be their primary residence, or,
2. The proposed works are intended to provide accommodation or facilities designed to secure the greater health safety, welfare or convenience of the disabled person.<sup>1</sup>
3. In relation to a building to which members of the public are admitted, for the purpose of providing means of access for disabled persons by way of entrance or exit to or from the building or any part of it, or,
4. The proposed works are intended to provide accommodation or facilities designed to secure the greater health, safety, welfare or convenience of disabled persons

# Application Form Notes

## Notes for Making the Submission

**Note 1.** Building work is not exempt from charges in paragraph 2 above unless the local authority are satisfied that the work consists of:

1. The adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance.
2. The provision of a room which is or will be used solely for:
  - The carrying out for the benefit of the disabled person of medical treatment which cannot be reasonably carried out in any other room in the dwelling, or,
  - The storage of medical equipment for the use of the disabled person, or,
  - To provide sleeping accommodation for a carer where the disabled person requires 24 hour care.

**Please note**, any request for fee exemption on the above grounds may require provision of proof of disability and a report from a relevant health professional indicating the specific need of the client. For further information on any aspect of the fee exemption scheme, please contact Building Control on 01253 476219

**J. Please Note:** consent or submission of an application under the Building Regulations does not give or imply consent of Planning or other Permission which may be required under the relevant Town and Country Planning Acts. To confirm whether you require planning permission for your project, please phone 01253 476206.