

11. Insertion of Cavity Wall Insulation

(a) The name and type of insulating material to be used _____

(b) The name of any European Technical Approval issuing body which has approved the insulating material _____

(c) The requirements of Schedule 1 in relation to which any body referred to in (b) has approved the insulating material _____

(d) Any national standard of a member state of the European Economic Area to which the insulating material conforms _____

(e) And; The name of any body which has issued any current approval to the installer of the insulating material _____

12. New Unvented Hot Water Storage System

The name, make, model and type of system to be provided _____

Name of the system certifier _____ Name of the installer certifier _____

Guidance Notes

1. Subject to certain minor exceptions a Building Notice must be accompanied by a fee payable by the person intending to carry out the work. (See item 10 below).
2. The fees payable are dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees attached.
3. Your application may include several separate work elements and in such cases will attract a fee for each separate element e.g. an extension less than 10m² and internal alterations would attract two separate fees calculated by reference to section 1 & 3 of the Guidance Notes on Fees attached respectively. Where work consists of 2 or more extensions the floor areas are to be aggregated and the fee based upon the total of all new floor areas, where the floor area exceeds 60m² the fee will be then based upon estimated costs. (Refer to section 3 of the Guidance Notes on Fees)
4. Each fee is a single, once and for all, payment, (for each separate element of the work), which covers all site visits and consultations which may be necessary.
5. Each fee consists of the appropriate plan fee and inspection fee added together. (See Guidance Notes on Fees attached).
6. Particulars regarding the deposit of plans are contained in Regulation 13 of the Building Regulations and in respect of fees, in the Building (Local Authority Charges) Regulations.
7. Anyone intending to carry out building work, or to change the use of a building, is reminded that permission may be required under the Town & Country Planning Acts.
8. You **cannot** make a Building Notice Application if the building is to be used as a workplace of a kind to which **Part II of the Fire Precautions (Workplace) Regulations 1997** applies or is designated under **Section 1 of the Fire precautions Act 1971**. You **must** deposit a full plans application.
9. You **must** deposit a full plans application if you intend to erect a building fronting onto a private street.
10. The person intending to carry out the work is defined as the person commissioning the work, (usually, but not always, the owner)
11. We may request additional technical information after the Building Notice has been submitted in order that compliance with the Building Regulations can be substantiated. Structural calculations are an example of the sort of additional information, which may be requested.

PLEASE NOTE that in many cases applicants who elect to use the Building Notice rather than the alternative Full Plans option forgo certain benefits. The main advantage enjoyed by Full Plans applicants is that detailed plans of proposed work are examined by Building Control Surveyors before work starts to ensure full compliance with the Regulations. The Building Control Surveyor will ensure that the plans show compliance with the Regulations before issuing an official "approval". Thereafter, providing the work is carried out in accordance with the approved plans, the risk of building work needing to be altered during the construction stage will be minimal. Because the Building Notice method does not, in the majority of cases, require plans to be submitted to the Council for approval, applicants using this method are not similarly protected and could find that abortive work is carried out.

It is therefore recommended that, for other than very simple work, the Full Plans method is used. Please let me know if you need Full Plans application forms.

Please contact us on the telephone number shown at the top of the page overleaf, or call in the Civic Offices, if you need any help completing this form.

We will issue a Completion Certificate on satisfactory completion of the work.