



BUILDING REGULATIONS

BUILDING NOTICE

Planning and Regulation Building Control Service

PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

Tel: (01706) 924327

Fax: (01706) 924628

E-mail: building.control@rochdale.gov.uk

Website: www.rochdale.gov.uk



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The Building Regulations 2010
Building Regulations
Plan Number

Planning and Regulation Services
PO Box 32, Telegraph House
Baillie Street, Rochdale, OL16 1JH

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*This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the accompanying notes or consult the office indicated above. Please type or use block capitals in black ink. **One copy of the form is to be submitted. Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.***

1	Applicant's details (see note 1)	2	Agent's details (if applicable)
	Name:		Name:
	Address:		Address:
	Post Code:		Post Code:
	Tel/Fax:		Tel/Fax:
	Email:		Email:

3	Location of the proposed development	4	Description of the proposed work
			Where work includes the erection of a new building or extension, please also provide a block plan (scale 1:1250 max) showing: <ul style="list-style-type: none"> • The size and position of the building/extension and its relationship to adjoining boundaries and buildings. • All relevant highways
	Post Code:	4a	Has the work commenced? YES <input type="checkbox"/> NO <input type="checkbox"/>

5	Use of building
	1. If a new building or extension please state proposed use:
	2. If an existing building state present use:
	3. Is the building intended to be put to a use which is designated under the The Regulatory Reform (Fire Safety) Order (RRO) 2005 (i.e. workplaces)
	(If YES, it will be necessary to submit a full plans application and not this Building Notice)

6	Additional information.
	1. Have you already obtained planning permission? YES <input type="checkbox"/> NO <input type="checkbox"/> NOT REQUIRED <input type="checkbox"/>
	If YES, please state planning permission reference:

7	<p>Exemption from charges - Declaration</p> <p>I hereby certify that the work in question:</p> <p>(a) is solely for the purpose of providing means of access to enable disabled persons to get into a building and to any part of it, or for providing facilities designed to secure their greater health, welfare or convenience, and</p> <p>(b) is to be, or has been, carried out in relation to:</p> <p>(i) a building to which members of the public are admitted (whether by payment or otherwise), or</p> <p>(ii) a dwelling, which is, or is to be, occupied by a disabled person.</p> <p>Disabled persons are those who are blind, deaf or dumb, and other persons who are substantially and permanently handicapped by illness, injury or congenital deformity, or other such disabilities.</p> <p>Signed _____ Date _____</p> <p>Note: A charge is required for any other areas of work being carried out that are not solely for the benefit of a disabled person. This includes shared rooms such as family kitchens, lounges, dining areas etc.</p>
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8	<p>Charges.</p>	<p>Please read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.</p>
	<p>Building Notice Charge:</p> <p>£ _____ + VAT _____ : £ _____</p>	<p>VAT charged where applicable at the current rate</p>

9	<p>For completion by agents</p> <p>I confirm that I am authorised by the applicant to submit this application, which relates to the work described and is submitted in accordance with Regulation 12 & 13 and is accompanied by the appropriate (combined) fee.</p> <p>Agent's Signature Date</p>
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10	<p>For completion by applicants (where there is no agent)</p> <p>I confirm that I am the applicant and I submit this application in accordance with Regulation 12 & 13 and is accompanied by the appropriate (combined) fee.</p> <p>Applicant's Signature Date</p>
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FOR OFFICE USE ONLY

<p>Work Type: (✓)</p> <p>Fensa Building Notice (fee) _____</p> <p>Fensa Certificate (No Fee) _____</p> <p>House Alterations _____</p> <p>House Conversions _____</p> <p>House Extensions _____</p> <p>Industrial Buildings _____</p> <p>Institutional Buildings _____</p> <p>Offices _____</p> <p>Other Residential _____</p> <p>Places of assembly _____</p> <p>Shops _____</p> <p>Small Residential _____</p> <p>Storage Buildings _____</p>		<p>Development Category: (✓)</p> <p>Alterations to Building _____</p> <p>Extension _____</p> <p>Extension & Alterations _____</p> <p>New & Alterations _____</p> <p>New & Extensions _____</p> <p>New Development _____</p> <p>New, Extensions & Alterations _____</p> <p>Redevelopment _____</p> <p>Redevelopment & New _____</p> <p>Replacement Windows _____</p>		<p>Remarks: (if applicable)</p>
		<p>Payee:</p> <p>Applicant / Agent</p>		
<p>Extension of Time</p> <p>Yes / No</p>				
<p>Waste Gas</p>				
<p>Expiry Date</p>		<p>Planning App No:</p>		

Notes:

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

2. ELECTRICAL WORK: NEW INSTALLATIONS, REWIRES AND ADDING NEW CIRCUITS TO AN EXISTING INSTALLATION
If the electrical contractor is a member of NICEIC or ECA, they must complete **INSTALLATION CERTIFICATE (FORM 1)** BS 7671 (as amended). If the electrical contractor is not a member of NICEIC or ECA, they must complete the **Design and Construction parts of INSTALLATION CERTIFICATE (FORM 2)** BS 7671 (as amended) **AND** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or a Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form. In both instances the electrical contractor is required to complete **Form 3 Schedule of Inspection** and form **4 Schedule of Test Results**.

ADDITIONAL SOCKETS OR LIGHTING POINTS TO AN EXISTING INSTALLATION IN A KITCHEN OR SPECIAL LOCATION
If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5)**.

COPIES OF THE APPROPRIATE FORMS MUST BE DEPOSITED WITH THE AUTHORITY AT COMPLETION OF THE WORK; FAILURE TO DO SO WILL PREVENT THE AUTHORITY FROM COMPLETING THE WORK AND MAY LEAD TO ENFORCEMENT ACTION TAKEN AGAINST YOU AND/OR YOUR ELECTRICAL CONTRACTOR.

4. Submission attracts charges payable by the person by whom or on whose behalf the work is to be carried out. The Building Notice charge is payable in full at the submission stage.

An additional late inspection charge may be applicable for visits requested more than 5 Days after completion or occupation of the work (Regulation 17).

5. These notes are for general guidance only; particulars regarding the deposit of full plans are contained in Regulations 12 & 13 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

6. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts.

7. A completion certificate cannot be issued for work completed via a Building Notice application. However a letter of completion may be issued if the Local Authority is notified within 5 days of completion of the work or occupation of the building. A further late inspection charge may be applicable if a visit is required after this time period has expired.

8. Further advice can be found in the Council's Building Control handbook, or on the Council's website at :
www.rochdale.gov.uk/environment_and_planning/building_control.aspx

9. *Please take time to read and understand the supporting fee leaflets before completing this form, so that you include in your application, all relevant building regulation work.*

10. Please note that work relevant to a Building Notice must commence within three years of the deposit of such notice. If work is not commenced within that time period, then the Building Notice will cease to be effective, and a new application will need to be submitted prior to the commencement of the work.

SHOULD YOU REQUIRE FURTHER ASSISTANCE PLEASE DO NOT HESITATE TO CONTACT BUILDING CONTROL ON (01706) 924327 OR EMAIL – building.control@rochdale.gov.uk

If you require a copy of this form in a larger format, please contact the office on 01706 924327.

