

# BUILDING NOTICE

The Building Act 1984

The Building Regulations 2010 (as amended)

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side. PLEASE TYPE OR USE BLOCK CAPITALS.



BUILDING REGULATIONS PLAN NUMBER:

Building Control Services, Town hall, Royal Tunbridge Wells, Kent TN1 1R  
Tel: 01892 554124 or 01892 554116 E-mail: [buildingcontrol@tunbridgewells.gov.uk](mailto:buildingcontrol@tunbridgewells.gov.uk)

## 1 Applicant's details (see note 1)

Name:

Address:

Postcode:

Tel:

E-mail:

## 2 Contractor/Builder details (if known)

Name:

Address:

Postcode:

Tel:

E-mail:

## 3 Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

E-mail:

Do you require a Completion Certificate? Yes No Do you require notification of inspections? Yes No

## 4 Location of building to which work relates

Address:

Postcode:

## 5 Proposed work

Number of storeys:

Date of commencement (if known, see note 6):

Description:

## 6 Use of building

1 If new building or extension please state proposed use:

2 If existing building state present use:

No. of Storeys:

## 7 Charges

If you have received a fee quotation from us please indicate below. If you have not already received a fee quotation this will be calculated once we receive your application and we will contact you to advise you of the fee and to arrange payment.

Building Notice Fee

Net £

Inc Gross VAT £

## 8 Additional Information

## 9

If you would like to request a specific Inspecting Building Surveyor then please indicate in the relevant box.

Dave Wright

Glenn Cooper

Stephen Hursell

Steve Bolton

## Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a).

Name:

Date:

Save and e-mail your form to [bcr@tunbridgewells.gov.uk](mailto:bcr@tunbridgewells.gov.uk)

# Notes

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1. The applicant is the person on whose behalf the work is carried out, e.g. the buildings owner who, unless instructed otherwise, will be invoiced after the 1st site inspection for any site inspection fee(s) due.
  2. One copy only of this notice should be completed and submitted.
  3. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
    - 3.1 A block plan to scale of not less than 1:1250 showing:
      - 3.1.1 The size and the position of the building, or the building extended, and its relationship to adjoining boundaries;
      - 3.1.2 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;
      - 3.1.3 The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
      - 3.1.4 The provision to be made for the drainage of the building or extension;
    - 3.2 Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
  4. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this building notice shall be accompanied by a statement as to:
    - 4.1 The name and type of insulating material to be used;
    - 4.2 Whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;
    - 4.3 Whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agrément for the insertion of that material.
  5. Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall be accompanied by a statement as to:
    - 5.1 The name, make, model and type of hot water storage system to be installed;
    - 5.2 The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G 3 of Schedule 1 to the Building Regulations 2000; (as amended)
    - 5.3 The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.
  6. Persons carrying out building work must give written notice of the commencement of the work at least two working days before the work commences.
  7. A charge is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
  8. The building notice charge is calculated in accordance with the current charges scheme and is payable at the time of submission.
    - 8.1 VAT is not payable on Regularisation charges. VAT is payable for all other works.
    - 8.2 Tunbridge Wells Borough Council: VAT Registration No. 210 9009 11.
  9. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface 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.
  10. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 (as amended) and, in respect of charges, in the Tunbridge Wells Borough Council Building Control 2010 Charges Scheme.
  11. Persons proposing to carry out building work or make a material change of use of a building are reminded that separate permission may be required under the Town and Country Planning Acts.
  12. Further information and advice concerning the Building Regulations and planning matters may be obtained from the Council on ext: 2116/2124.
  13. This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.
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