

# ASHFORD BOROUGH COUNCIL

CIVIC CENTRE, TANNERY LANE, ASHFORD, KENT TN23 1PI

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# BUILDING NOTICE

The Building Act 1984  
The Building Regulations 2000

This Building notice conforms to the Building Regulations 2000 and may be used for submissions to any Local Authority in England and Wales.

*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 notes on the reverse side or consult the office indicated above. Please type or use block capitals.*

1

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

**email address:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

2

**Agent's details** (if applicable)

**email address:** \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

**PLEASE INDICATE YOUR PREFERRED METHOD OF COMMUNICATION:-**

**POST**

**PHONE**

**FAX**

**E-MAIL**

3

**Location of building to which work relates**

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

4

**Proposed Work**

Description: \_\_\_\_\_

Number of storeys in building: \_\_\_\_\_

Anticipated date of commencement (see note 7) \_\_\_\_\_

5

**Use of building**

1. If new building or extension please state proposed use: \_\_\_\_\_

2. If existing building state present use: \_\_\_\_\_

6

**Fees** (see Guidance Note of Fees for information)

**Submission fee (including V.A.T.)** £ \_\_\_\_\_

**PLEASE NOTE THAT AN ESTIMATE IS REQUIRED IF THE WORK FALLS WITHIN SCHEDULE 3**

**VALUE OF WORK: £** \_\_\_\_\_

**Floor Area for Schedule 2**  
**(where applicable)**

\_\_\_\_\_ **m<sup>2</sup>**

7

**Additional Information:** Please include any additional information which may assist in processing your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8

**Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 11(1)(a).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Notes

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

**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 should be accompanied by the following:

**3.1** a block plan to a scale of not less than 1:1250 showing:-

**3.1.1** the size and the position of the building, or the building as 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 should 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 must 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 of Schedule 1 of the Building Regulations 1991;

**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** LABC Services provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, in section 7. If the work proposed or any part of it is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the LANTAC type approval plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office, LANTAC, Local Government House, Smith Square, London SW1 3HZ or LABC Services, address overleaf.

**7** Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.

**8** A fee is usually payable for site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

**9** The building notice fee is calculated in accordance with current charges regulations and is normally payable at the time of submission. A Guidance Note on Fees is available on request.

Schedule 1 specifies the plan and inspection fees payable for small domestic buildings. Schedule 2 specifies the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Schedule 3 specifies the fees payable for all other cases.

**10** 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.

**11** These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 12 of the Building Regulations 1991 and, in respect of fees, in the Building (Charges) Regulations 1998.

**12** 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 & Country Planning Acts.

**13** Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

**14** 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.

