

Building Notice application – guidance notes

The process

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulation 13 of the Building Regulations 2010.

This type of application does not involve the passing or rejection of plans and is intended to enable certain small works, such as bathroom installations, minor structural alterations, drainage works and underpinning to get under way quickly. The total fee for the work has to be paid when the building notice is submitted. Close co-operation is needed between yourself and/or your builder and the Building Control Officer. Please remember to notify us when you commence works.

The building notice procedure cannot be used for non-domestic buildings, including the common parts of buildings containing flats and houses in multiple occupation.

At the first site meeting the Building Control Officer will confirm the inspections that will be required to ensure compliance and protect your project. You should ensure that building control are contacted at these stages to arrange for inspection of the work.

There are also specific exclusions in the regulations as to when building notices cannot be used in relation to domestic work, a building notice cannot be used:

- For work which will be built close to or over the top of rain water and foul drains shown on the 'map of sewers'.
- Where a new building will front onto a private street.
- Work where the Regulatory Reform (Fire Safety) order 2005 applies

A 'building notice' is valid for three years from the date the notice was given to the local authority, after which it will automatically lapse if the building work has not commenced.

Subject to certain provisions of the Water Industry Act 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.

Please note that you are advised that this form cannot be used if your proposal involves building over or within 3 meters of a public sewer.

In the event a public sewer is identified, the application should be made as a full plans submission.

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. The Planning Team can be contacted at planning@wyre.gov.uk

Associated required documents

Plans are not required with this process so it's quicker and less detailed than the full plans application.

Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by a block plan to a scale of not less than 1:1250 showing the following:

- the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
- 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;
- the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- the provision to be made for the drainage of the building;
- Since 26 December 2022, it has been a requirement of the Building Regulations to submit details of the infrastructure and connectivity for electronic communications for all new dwellings. We will not be able to accept any Building Control applications without an attached connectivity plan. Please follow the link below which gives more information on the requirements and provides a model connectivity plan at Part A.

[Approved Document R Volume 1: Physical infrastructure and network connection for new dwellings \(publishing.service.gov.uk\)](https://www.gov.uk/publishing/infrastructure-and-network-connection-for-new-dwellings)

The application form

- One copy only of this notice should be completed and submitted.
 - The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
 - The agent is any individual or organisation which the applicant may appoint to represent them (such as an architect or a builder). This may be left blank. **Please note:** Unless informed otherwise, it is normal practice for Building Control to communicate via a professional acting on behalf of the applicant with regard to building regulation matters.
 - Please provide the information requested about the building in question. When describing the proposals (section 4) please be specific – avoid vague terms such as 'general alterations'. **Please note:** You should give at least two days' notice to Building Control before the commencement of work.
 - The building notice charge is calculated in accordance with the charges for Building Control Services and is payable at the time of submission. Guidance on the amount of charge payable is given in the charges for Building Control Services.
 - Electrical installations and wiring must be designed and installed in accordance with Part P of the building regulations. The simplest method of compliance is to have the electrical work carried out by a person (or firm) that is registered with a Competent Persons Self-Certification Scheme, who will issue certificates of compliance to the owner on completion. If electrical work is carried out by a person who is not registered with a self-certification scheme, then work will need to be checked by Building Control's appointed electrical contractor and an extra charge will be payable. **Please note:** Failure to provide appropriate certification for electrical installation work will prevent the issue of a building regulations completion certificate.
- Any structural calculations submitted by a Chartered Structural Engineer may not be subject to checking by the Council