

BUILDING CONTROL

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www.tmbc.gov.uk

Building Control, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, ME19 4LZ



Building Regulations Building Notice Form (England)

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended)

This Building Notice Application conforms to the Building Regulations 2010 and may be used for submissions with any Local Authority in England and Wales. This form is to be completed by the owner or their agent. If the form is unfamiliar, please read the notes at the end of this form or consult the office indicated above.

1. Applicants Details (See Note 1)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

2. Clients Details (Where different from above)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

3. Principle Contractor/Sole Contractor (If applicable and where known, please provide these details as soon as known and before commencement of work)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	Telephone:	<input type="text"/>
Email Address:	<input type="text"/>		

4. Principle Designer/Agent (If applicable and where known, please provide these details as soon as known and before commencement of work)

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
Post Code:	<input type="text"/>	<input type="text"/>	
Telephone:	<input type="text"/>	<input type="text"/>	
Email Address	<input type="text"/>		

5. Location of building work (site address)

Address:	<input type="text"/>
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6. Proposed Work (see note 2)

<input type="text"/>

7. Use of Existing Building (see note 3)

<input type="text"/>

8. Declaration

This form is to be completed by the person intending to carry out the works, i.e. the owner/applicant, or their agent. This application is given in relation to the building work as described, is submitted in accordance with Regulation 12 (2) (a) and is accompanied by the appropriate fee.

Full name:	<input type="text"/>	Signature:	<input type="text"/>
Date:	<input type="text"/>		

Personal data collected through this form will be held and processes in accordance with the General Data Protection Regulation, the Data Protection Act 2018 and, except where otherwise stated, in accordance with the Council's Privacy Statement. The Council's Privacy Statement, including more information about your data protection rights, can be found at www.tmbc.gov.uk/privacy-notice

9. Building Regulation Charges The Building (Local Authority Charges) Regulations 2010

Please refer to our published standard fee tables.

New housing (table A)

Number of houses in the scheme

	£
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Domestic extensions, garages and carports (table B)

Single storey extension(s) – floor area

m2	£
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2 or 3 storey extensions(s) - floor area

m2	£
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Detached out building i.e garage or shed – floor area

m2	£
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Loft conversion – floor area

m2	£
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Garage, carport or store extension

m2	£
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Garage conversion

£

Alterations (table C)

All other work – estimated cost

£

Total Building Notice fee enclosed (including VAT)

£

Are the works **solely** to provide access and facilities for a disabled person(s)

Yes ☐

No ☐

Multiple work reductions: for details of multiple work reductions, please see Building Control Charges leaflet or contact us.

Notes

1. **Applicant Details;** The 'applicant' is the person on whose behalf the work is being carried out e.g the owner.
2. **Proposed Work;** A brief description of the proposed work should be provided, i.e., single storey rear extension or similar. Where applicable and necessary these details should also include the existing and proposed use of the building, the height of the building after the proposed works (measured from ground level to the highest floor level), the number of storeys, and provision made for foul and surface water drainage.
3. **Use of Existing Building;** where applicable and possible, provide a description of the existing building i.e. domestic,
4. **Additional Information;** Particularly for the erection or extension of a building, a Building Notice shall be accompanied by additional information as set out under Regulation 13 of the Building Regulations 2010 (as amended).
5. **Building Control Charges;** The application fee must accompany the application. Payments can be made by credit/debit card by visiting our website: www.tmbc.gov.uk or by calling 01732 876230 or by cheque made payable to Tonbridge and Malling Borough Council. If you decide to withdraw your application for whatever reason, there may be a charge for cancellation or withdrawal of an application. Please be aware that work will not progress on your application unless the applicable plan fee has been paid. Where the work falls outside our published standard fee tables, we can provide a quotation for individually determined charges on request. All charges will be in line with The Building (Local Authority Charges) Regulation 2010.
6. **Limitations of use;** This application to submit a Building Notice in accordance with Regulation 12(2)(a) is to inform the Local Authority of building work and therefore restricted to certain building types; this form cannot be used for the following situations:-
 - i. building control applications on works to higher risk buildings. Guidance in such cases can be found on the Government website, <https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings> ,
 - ii. where the work relates to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, [The Regulatory Reform \(Fire Safety\) Order 2005 \(legislation.gov.uk\)](http://legislation.gov.uk) or will apply after the completion of the building work, these are typically non-domestic properties, common areas of flats and homes in multiple occupation, etc.
 - iii. where the affected building is fronting onto an a private street; 'fronting' has the meaning given in Section 203 (3) of the Highways Act 1980 and 'private street' given in Section 203 (2) of the Highways Act 1980 [Highways Act 1980 \(legislation.gov.uk\)](http://legislation.gov.uk) ,
 - iv. where the Building Regulations H4 of schedule 1 imposes a requirement, (Building over sewers).
7. **Competent Persons Schemes;** Competent Person Schemes (CPS) were introduced to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to submitting an application. For further details please refer to; www.competentperson.co.uk/
8. **Commencement of work;** Building work should not commence work unless at least two days have elapsed since the end of the day on which the notice was given.
9. **Completion Certificate;** A Completion Certificate will be issued upon satisfactory completion of the work and receipt of a Completion Notice as required under Regulation 16 (4A). Applicants should note that a request to inspect completed building works should be received by the Council within five years of the original notice of works or Full Plans application. If a request is received outside of this time, an inspection may be made at the absolute discretion of the Council and an additional fee shall be payable in this respect.
10. **Application Type;** Neither a building notice nor plans which accompany it are to be treated as an application for building control approval with full plans in accordance with building regulations.
11. **Planning Permission;** If you are intending to carry out building works or make a material change of use of a building you may need Planning Permission. You can obtain guidance from our Planning team on 01732 876230. Option 1.
12. **Expiry Date;** A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless before the expiry of that period, the building work to which the notice relate was commenced; or the material change of use described in the notice was made.
13. **Communications;** All communications will be made electronically (by email) where possible.
14. **General guidance only;** These notes are for general guidance only; particulars regarding the deposit of a Building Notice are contained in Regulation 12(2)(a) of The Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010.