



**The Building Regulations 2010 Building Act 1984**  
**Building Notice**

To find out how we will use the information you provide please see our Privacy Notices at:  
<https://www.arun.gov.uk/buildingcontrol-privacy-statement>

|                |
|----------------|
| Plan no:       |
| Date received: |

**Owner applicant (in block capitals)**

Name: .....  
 Address: .....  
 .....  
 Post code: .....  
 Tel. no: .....  
 Email: .....

**Agent (if any) to whom correspondence should be sent (in block capitals)**

Name: .....  
 Address: .....  
 .....  
 Post code: .....  
 Tel. no: .....  
 Email: .....

NOTICE of intention to erect, extend or alter a building, execute works/install fittings or make a change of use.

I/We hereby give notice of intention to carry out work set out herein in accordance with Regulation 12 (2 )(a) and deposit the attached drawings and other documents as required by Regulation 13. It is accompanied by the appropriate charge.

I/We also understand that a supplementary charge may be payable if the work undertaken by Arun District Council exceeds the amount of work quoted in the originally determined charge.

Signed: ..... Date:.....

|  |  |
|--|--|
| 1. Address or location of proposed work  |  |
| 2. Description of proposed work  |  |
| 3. (a) Purpose for which the building/ extension will be used<br>(b) If existing building state present use.   |  |
| 4. (a) number of storeys<br>(b) mode of drainage<br>(i) foul (ii) surface<br>(c) building over sewer<br>(d) water supply   |  |
| 5. Estimate of cost of work for work categories B19-B23 (to be enclosed)   |  |
| 6. Building Notice Charge to be paid with this Notice.   |  |
| 7. Will the electrical installation work be designed, constructed, inspected and tested in accordance with British Standard 7671, or will it be undertaken by an electrician registered with a Competent Persons Scheme? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If no, then please refer to the additional charge (see Charges Schedule) that will be required. |  |

# Guidance Notes and further details required

1. A Building Notice may be submitted in all cases of building work **except** when the work involved relates to the erection of a building which is subject of a requirement imposed by Regulation B the (means of escape in case of fire) and where the Regulatory Reform (Fire Safety) order 2005 applies. The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non domestic premises. Specifically it replaces fire certification under the Fire Precautions Act 1971 with a general duty to take such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out risk assessment.

Premises where the Fire safety order applies:

- all non domestic buildings
- common parts of apartment buildings
- shared parts of houses in multiple occupation

**Notes:** some exclusions apply such as certain mines, vehicles and land forming part of an agricultural or forestry undertaking.

Where this applies full plans are required to be deposited.

2. In the case of the erection or extension of a building, a building notice shall be accompanied by:

(a) a plan to a scale of not less than 1:1250 showing

- (i) the size and position of the building, or the buildings as extended, and its relationship to adjoining boundaries;
- (ii) 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;
- (iii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- (iv) If section 24 of the Building Act 1984 applies (provision of exits etc), particulars must be submitted to indicate the provision to be made to comply with this section, Buildings to which Section 24 refers to include theatres, places of public resort, restaurants, shops, stores, warehouses, licensed clubs, private schools and places of worship.

(b) a statement of the number of storeys in the building to which the proposal relates; and

(c) particulars of -

- (i) the provision to be made for the drainage of the building or extension;
- (ii) if Section 18 of the Act applies (building over sewer etc.), the precautions to be taken in building over a sewer or drain shown on the relative map of sewers, and

(iii) if any local enactment applies, the steps to be taken to comply with it (West Sussex County Council Act 1972)

3. In the case of building work which involves the insertion of insulating material into the cavity walls of a building, a building notice shall be accompanied by a statement as to -

- (a) the name and type of insulating material to be used;
- (b) whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
- (c) 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 Agreement for the insertion of that material.

4. In the case of building work which involves the provision of a hot water storage system in relation to which paragraph G3 in Schedule 1 imposes requirements, a building notice shall be accompanied by a statement as to -

- (a) the name and type of system to be provided;
- (b) whether or not the system is approved by the British Board of Agreement;
- (c) whether or not the installer has been approved by the British Board of Agreement for the provision of that system.

5. Where a building notice has been given, a person carrying out building work or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.

6. Neither a building notice nor plans which accompany it or are given under paragraph (5) are to be treated as having been deposited in accordance with building regulations.

## Building Notice Charge

There is a 'Guidance Note' on charges on request.

**Estimates** must be provided with this notice in all cases where Fee Work Categories B19-B23 are applicable.

Estimates must be in writing and must refer to **each** building.

