

WHAT IS IT?

Anyone intending to carry out work to which Building Regulations apply must lodge an application with their local Building Control office – see Leaflet **SG 1 – "Making an Application"**.

The building notice procedure allows work to be carried out without the submission of full plans.

It can be used for the following -

1. The erection of houses, flats and maisonettes.
2. The extension or structural alteration of the above.
3. The provision of services or the installation of fittings in connection with the above.
4. The material change of use of a building to the above.

It cannot be used for industrial or commercial buildings.

WHAT YOU MUST DO

Complete the Building Notice section on the standard application form available from your local Building Control Office. The form requires you to provide the following information:

- (a) A description of the work and its location.
- (b) The intended use of the building.
- (c) The proposed means of drainage.
- (d) The materials to be used.
- (e) The size of the building and its relationship to other buildings and to boundaries.

A fee equal to the combined plan and inspection fee must be paid with the application.

You may also be asked to provide details or calculations concerning particular elements of the construction. It is not necessary to provide full plans but if you have had a set prepared it would be helpful to lodge them with the application.

BEGINNING WORK

As there will be no approved plans for your project you should select a builder who has a good knowledge of building practice and the Building Regulations. Ensure that Building Control receive notice when the work is due to start and at particular stages as the work progresses. The work described in the Notice must be started within three years of the date of lodgement of the Notice.

A meeting with the Building Control Surveyor prior to the work starting is recommended to allow a programme of inspections to be agreed. When the work is satisfactorily completed you will receive a Completion Certificate.

