



## BUILDING NOTICE

The Building Act 1984  
The Building Regulations 2010

Building Regulations  
Application Number:

### PART 1

**1** Location of building to which work relates

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

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name: (block letters) \_\_\_\_\_ (Mr. / Mrs. / Miss)

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

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Name: (block letters) \_\_\_\_\_ (Mr. /Mrs. /Miss)

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

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

**4** Proposed work

Please fully complete part 3 overleaf

\_\_\_\_\_

\_\_\_\_\_

**5** Date of commencement (if known, see note 6):

\_\_\_\_\_

\_\_\_\_\_

**Fees** (see guidance note 3 and fee tables)

1 Table A work please state the total number of dwellings - Total: \_\_\_\_\_

2 Table B or C Domestic work please provide estimated cost £ \_\_\_\_\_ and floor area: \_\_\_\_\_ m2

3 Table D or E Non domestic work please provide estimated cost £ \_\_\_\_\_ and floor area: \_\_\_\_\_ m2

Building notice fee: £ \_\_\_\_\_ plus V.A.T.: £ \_\_\_\_\_ total: £ \_\_\_\_\_

**7** Statement

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)a) and is accompanied by the appropriate fee.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



This notice should be completed and submitted to:-  
HEAD OF BUILDING CONTROL, City Offices, Colebrook Street, Winchester, Hampshire, SO23 9LJ.  
tel: (01962) 848176 telephone calls may be recorded fax:r (01962) 848 130 email buildingcontrol@winchester.gov.uk

## PART 2 GUIDANCE NOTES

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### 1 FILLING OUT THE FORM

- 1.1 One copy only of this notice need be submitted
- 1.2 This form should be completed in its entirety and be accompanied by any further plans, details, specifications and calculation as may be necessary in order for its submission to be valid
- 1.3 The description of the works should be full and precise
- 1.4 The applicant is the person responsible for the work being carried out, e.g. the building's owner
- 1.5 Part 1.6 should be filled out as appropriate, where necessary an estimate of the cost of the works must be provided to validate the submission

### 2 BLOCK PLANS

- 2.1 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:
  - (a) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
  - (b) 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;
  - (c) the width and position of any street on or within the curtilage of the building or the building as extended;
  - (d) the provision to be made for the drainage of the building or extension

### 3 FEES

- 3.1 A fee is payable upon the submission of the Building Notice. This is calculated from current fee regulations and the Council's scale of charges. In order for the Building Notice to be valid the fee must accompany your submission. Cheques should be made out to Winchester City Council.
- 3.2 A Guidance Note on fees is available on request. Table A prescribes the fees payable for new build housing. Tables B and C cover the fees payable for small extensions to domestic buildings and the erection of small garages and carports. Tables D and E cover non domestic work.
- 3.3 The fee payable covers all statutory administration and inspection of the work during its normal duration.

### 4 ADVICE

- 4.1 **APPLICABILITY OF BUILDING NOTICES:** A Building Notice cannot be used for any work in connection with the erection, extension or alteration of a commercial or industrial building or any other building in which people work, the erection of new houses and other buildings on private streets, and any work involving building over or close to public sewers.
- 4.2 **ADVICE ON THE USE OF A BUILDING NOTICE:** For certain types of work a Building notice can streamline the process. Small works can be covered by a Building Notice. It is most suited to simple schemes where you are totally confident that your proposal will comply with the Building Regulations. This can best be assured by engaging a competent experienced builder and/or professional designer. It is also advised that you refer to the Building Control Office for a free pre-application consultation before you make your submission or start work. Pre-planning can help to ensure a trouble free project. **WARNING** The Building Notice process, unlike a Full Plans application, does not include a detailed audit of the design nor does the Council issue any official and binding approval. It must therefore be realised that this excludes many of the usual safeguards and assurances offered by the normal checking process and that you will not receive any approving documentation. Instead the system places a far greater emphasis on the self-responsibility of those carrying out the work to comply with the Building Regulations and to rectify any contravention that may occur.
- 4.3 **THE ROLE OF BUILDING CONTROL:** We will check your Building Notice particulars upon submission for validity e.g. sufficient information, estimates, correct fee etc. A letter confirming receipt of monies and satisfactory registration, or

otherwise, will be sent to you. A Surveyor will call to the site to liaise with you or your agents upon commencement. We will inspect the work at various stages and advise of any noticeable problems. Contraventions will be required to be rectified. See also 4.5 and 6 below regarding extra details and Completion Certificates.

- 4.4 **REQUEST FOR DETAILS:** Whilst it is not generally required that a full portfolio of plans, etc be submitted with a Building Notice, the provision of such can help to ensure better awareness and early identification of problem areas. The Council is however empowered to call for the submission of any plans, specifications, calculations, and other details as may be necessary to verify compliance of specific aspects of the proposal. As a guide you are advised that the following will always be required as a norm and as appropriate:
  - Structural Calculations: for all critical elements and members
  - Energy Efficiency Measures: outline plans, calculations and specifications for all extensions, houses and loft conversions
  - Fire Precautions: fire strategy plans for all loft conversions and larger works of alteration and extension
  - Unusual/innovative Features and Products: necessary technical detail to prove compliance
  - Boilers, Chimneys, Flues and Relining of Flues: product details and test/commissioning certificates
  - Unvented Hot Water Systems: the name, make, model and type of system, together with the approving body for both the system and the registered installer

### 5 NOTIFICATION OF WORK

- 5.1 Persons carrying out building work must give written notice to the Building Control office at least two days beforehand
- 5.2 Subsequent stages of work must also be notified, this can be via any form of communication

### 6 COMPLETION CERTIFICATES

- 6.1 The Council are not obliged to issue Completion Certificates where works are carried out under the auspices of a Building Notice. Normally we will however issue such certificates when the work is completed and in compliance, but we reserve the right not to do so if all full and appropriate Building Notice procedures are not observed

### 7 PLANNING

- 7.1 You are reminded that consent may also be required for your work under the Town and Country Planning Acts
- 7.2 Further advice concerning Planning may be obtained from Planning Management (01962 840 222)

### 8 REVOCATION

- 8.1 This Building Notice shall cease to have effect from three years after it is given to the Council unless the work has been commenced and inspected before the expiry of that period

### 9 LEGISLATION

- 9.1 These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Building Regulation 13, and in respect of fees the Building (Local Authority Charges) Regulations 2010 and the Council's Scheme of Charges



## **PART 4**

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**Plans, sketches, Block Plans**  
**(Please insert below or append plans to the form)**