

Building Control Services

Building Notice Application

Building Act 1984 Building Regulations 2000

Salford City Council

Please return one copy of this form to:
Urban Vision Partnership Ltd,
Building Control Section, 2nd Floor, Emerson House,
Albert Street, Eccles, Salford M30 0TE

For advice please telephone: 0161 779 4985
Or email: building.control@salford.gov.uk
Office hours 8:30 a.m. - 4:30 p.m. Monday-Friday

Visit our website for
additional guidance:
www.salford.gov.uk

This form is to be completed by the person who intends to carry out the work or their agent. If the form is unfamiliar please read the Guidance Notes or consult the office indicated above. Please complete this form in block letters or type.

1 Applicants details:

Title: Surname: Initial:

Address:

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Post code: Tel: Fax/E-mail

2 Agents details: (If you have one)

Title: Surname: Initial:

Address:

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Post code: Tel: Fax/E-mail

3 Location of building work: (If different from applicant)

Address:

4 Proposed work: (Description)

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.....

Please specify commencement date (if known, see Note 7)

4a Are you seeking Local Authority approval for the electrical work associated with this application Yes/No
See guidance notes.

5 Use of building:

Please state proposed use of new building or extension

Please state use of existing building

6 Statement:

This notice is given in relation to the building work as described and is submitted in accordance with Building Regulation 12 (2) (a).

Name Signature Date

Notes

1. A Building Notice cannot be accepted for a building be subject to the Fire Precautions Act 1971 or the associated Workplace regulations 1997. i.e. a place of employment, such as: office, shop, factory etc.
2. A Building Notice **must** be submitted with the appropriate **Building Notice Fee**.
3. **A location plan** to a scale of not less than 1:1250 must be included in this application.

* All notes referred to above can be found on "Guidance Notes" sheet

(Continued overleaf)

Building Regulation Charges

The Building (Local Authority Charges) Regulations 1998

Please complete the appropriate section below.

For details of our charges see "Guidance Note on Fees" leaflet.

• New Housing (Table A)

Number of dwellings in the scheme		Fee enclosed include VAT	£
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• Domestic Extensions, Garages and Carports (Table B)

Detached Building - floor area	m ²	Fee enclosed include VAT	£
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Attached Extension(s) - floor area	m ²		£
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If constructing more than one extension fee is based on the total of the floor areas

• All other work (Table C)

Total cost of the building works	£	Fee enclosed include VAT	£
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Floor area (where applicable)	m ²		
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All cheques to be made payable to "Salford City Council"

Guidance Notes for Building Notice Submission

The Building Regulations 2000

1. The Applicant

The applicant is the person on whose behalf the work is being carried out, e.g., the building's owner. It is important that the applicant's FULL NAME and post code is added to the form

2. Number of Copies

One copy of the application form should be completed and submitted.

3. Fees Payable

A Building Regulation application will normally require a fee payable by the person by whom or on whose behalf the work is carried out. Fees are payable in full at the time of submission. Works carried out solely for the use of a registered disabled person may be exempt fees. The appropriate fee is dependent upon the type of work proposed. Fee scales are set out in the Guidance Notes on Fees, which is available on request.

4. Location Plan

A Location Plan to a scale of not less than 1:1250 is required with all applications submitted.

5. Electrical Safety

Domestic electrical installations now require Building Regulation approval (Part P). For further information see separate guidance notes, or contact Building Control Dept.

6. Public Health Act 1936.

Subject to certain provisions of the Public Health Act 1936 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.

7. Cavity Walls

Where the proposed work involves the insertion of insulating material into the cavity walls of a building, the Building Notice shall be accompanied by a statement as to:

7.1 the name and type of insulating material used;

7.2 whether or not the insulating material is approved by the British Board of Agreement for the insertion of that material

7.3 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.

8. Hot water storage system

Where the proposed work involves the provision of an unvented hot water storage system, the Building Notice shall be accompanied by a statement as to:

8.1 the name, make, model and type of hot water storage system to be installed.

8.2 the name of the body, if any, which has been approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 1991.

8.3 the name of the body, if any, which has issued any current registered operative identity card to the installer of the system.

9. Written Notice

Persons carrying out building work must give at least two days written notice of the commencement of the work.

10. General Guidance Only

These notes are for general guidance only; particulars regarding the deposit of plans are contained in Regulations 13, of the Building Regulations 1991 and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998.

11. Town and Country Planning

If you are intending to carry out building work or make a material change of use of a building you may need Planning Permission. If you are uncertain you should contact the Development Control Section on 0161 779 4986.

12. Building Notice

A Building Notice shall cease to have effect from 3 years after it is given to the Local Authority unless the work has been commenced before the expiry of that period.

For further advice concerning Building Regulations please telephone 0161 779 4985 or visit our web-site www.salford.gov.uk/planning