

**BUILDING NOTICE**

The Building Act 1984  
The Building Regulations 2010 (As Amended)

**North Lincolnshire Council**  
**Building Control Section**  
**Church Square House**  
**PO Box 42, 30/40 High Street**  
**Scunthorpe**  
**North Lincolnshire**  
**DN15 6XQ**  
[buildingcontrol@northlincs.gov.uk](mailto:buildingcontrol@northlincs.gov.uk)  
**Telephone: 01724 297411/28**

This form should be completed by the owner or agent.

**PLEASE TYPE OR USE BLOCK CAPITALS.**

<b>1</b>	<b>APPLICANT'S DETAILS (see note 1)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email _____		
<b>2</b>	<b>AGENT'S DETAILS (if applicable)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email: _____		
<b>3</b>	<b>BUILDER'S DETAILS (if applicable)</b>		
	Name: _____		
	Address: _____		Postcode: _____
	Tel: _____	Mobile: _____	
	Email: _____		
<b>4</b>	<b>LOCATION OF BUILDING TO WHICH WORKS RELATES</b>		
	Address: _____		
			Postcode: _____
	Tel: _____	Mobile: _____	
<b>5</b>	<b>PROPOSED WORKS</b>		
	Description: _____		
	Number of storeys: _____		
	If new building or extension state proposed use: _____		
	If existing building state present use: _____		
	Date of commencement (if known): _____		
	Will this proposed development be a self-build, ie DIY		yes/no
	Are there any electrical controlled works to be carried out?		yes/no
	Is the person carrying out the electrical works registered under a competent person scheme?		yes/no
<b>6</b>	<b>FEE (see note 4, 5 and separate Guidance Note on Fees for information)</b>		
	1 If new dwellings work please state number of dwellings - Total: _____		
	2 Please state internal floor area (if applicable): _____		m <sup>2</sup>
	3 Please state the estimated cost of work excluding VAT: £ _____		
	Nett amount £ _____	VAT amount £ _____	Total amount £ _____
	If for disabled modification please provide appropriate registration number: _____		
<b>7</b>	<b>STATEMENT</b>		
	This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).		
	<b>Name:</b> _____	<b>Signature:</b> _____	<b>Date:</b> _____

## Notes

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.

2. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:

- A block plan to scale of not less than 1:1250 showing:
- The size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
- 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;
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
- The provision to be made for the drainage of the building or extension;
- Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, precautions should be shown to be taken in building over a sewer or drain.

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

- The name, make, model and type of hot water storage system to be installed;
- The name of the body, if any, which has 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 2010;
- The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.

4. A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

5. The Building Notice fee is calculated in accordance with current fees regulations and is usually payable at the time of submission. A Guidance Note on Fees is available on [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

6. 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. 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. These notes are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 13 of The Building Regulations 2010.

**8. Persons proposing to carry out building work, or make a material change of use of a building, are reminded that permission may be required under the Town and Country Planning Acts.**

9. Further information and advice concerning the Building Regulations and planning matters may be obtained on [www.northlincs.gov.uk](http://www.northlincs.gov.uk).

10. This Building Notice shall cease to have an effect from **three years** after it is given to the local authority unless the work has been commenced before the expiry of that period.

11. The Council's Building Control function collects and processes your personal data for Building Control purposes. In addition, will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the General Data Protection Regulations or other relevant legislation. For further details about the processing of your personal data please see the [Full Privacy Notice](#) or [Data Protection and Privacy](#) web page.

### HAVE YOU ?

- **Entered the applicant's full name.**
- **Entered the full postcode.**
- **Enclosed the appropriate fee.**
- **Signed the form.**
- **Enclosed a copy of all plans and details.**
- **Enclosed additional Fire Plans (if required).**