



## Building Notice Guidance Notes

This form is to be filled in by the person who intends to carry out the building work or his or her agent/builder.

### 1. Who is the Client/applicant?

The applicant is the person on whose behalf the work is being done, for example the building's owner.

### Who is the Principle Contractor?

The Principal Contractor is a contractor appointed to be in control of all the building work. When there is more than one contractor the Principal Contractor should take responsibility for the site.

### Who is the Principle Designer?

The Principal Designer is a designer appointed to be in control of all the design work. When there is more than one designer the Principal Designer should co-ordinate the design team.

### 2. Information we need.

If you propose to erect a new building or extension, you must provide the following: A block plan to a 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.

### 3. Charges

A Building Notice attracts charges payable by the person by whom or on whose behalf the work is to be done. The charge depends on the type of work proposed. Scales and methods of calculation are set out in the Guidance Note on charges which is available on request.

**Disabled exemption** – there are no charges payable if the proposed works are to provide access and facilities in an existing dwelling or for the provision or extension of a room to store medical equipment or provide medical treatment for a disabled person. In order to claim exemption an application must be supported by the appropriate evidence as to the nature of the disability.

#### **TABLE A – Standard Charges for the creation of, or conversion to new housing**

**TABLE B – Domestic Extensions and Conversions to a single building** e.g. Loft conversion, garage conversion, single/two storey extensions, attached/detached garage

**TABLE C – All Other works – Alterations** e.g. e.g. alterations to load bearing walls, installation of new drainage works such as a new WC/shower room, Cellar conversions or Thermal insulation upgrade)

If the electrical work is not carried out by an electrician who is a member of an approved competent person scheme, Building Control will arrange inspection of the work by a consultant. This option will attract an "additional charge" over and above the normal application charge.

### 4. The law on charges and deposit of plans.

These notes are for general guidance only. For full details, see Regulations 12 and 13 of the Building Regulations 2010. The Building (Local Authority Charges) Regulations 2010 and the South Worcestershire Building Control Partnership Scheme of Charges.

**Table A - Standard Charges for the creation of, or Conversion to new housing:**

<b>Table A</b>		
<b>Number of Properties</b>	<b>Application Charge (Inc. VAT)</b>	<b>*Additional Charge (Inc. VAT)</b>
1	969.00	440.00
2	1335.00	Request quote
3	1698.00	Request quote
4	2063.00	Request quote
5	2307.00	Request quote

When using similar house types we can reduce our charges, for details of this reduction or for charges for more than 5 dwellings please contact: 01684 862223 (Option 2)

If the internal floor area measurement of a dwelling is more than 300m<sup>2</sup> then please contact 01684 862223 (Option 2)

\*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the [Schedule3oftheBuildingRegulations2010](#).

**Table B - Domestic Extensions and Conversions to a single building.**

<b>Table B</b>		
<b>Type of Work</b>	<b>Application Charge (Inc. VAT)</b>	<b>*Additional Charge (Inc. VAT)</b>
<b>Extension where the total floor area does not exceed 10m<sup>2</sup></b>	615.00	440.00
<b>Extension where the total floor area exceeds 10m<sup>2</sup> but does not exceed 40m<sup>2</sup></b>	763.00	440.00
<b>Extension where the total floor area exceeds 40m<sup>2</sup> but does not exceed 60m<sup>2</sup></b>	893.00	440.00
<b>Extension where the total floor area exceeds 60m<sup>2</sup> but does not exceed 200m<sup>2</sup></b>	1160.00	440.00
<b>Loft conversions</b>	701.00	440.00
<b>Erection or extension of a non-exempt single storey carport or garage not exceeding 100m<sup>2</sup></b>	511.00	440.00

<b>Conversion of a garage to a dwelling to a habitable room(s)</b>	511.00	440.00
<b>Window replacement</b>	254.00	n/a
<b>Electrical work (if a person is not registered with a self certification Scheme or qualified)</b>	240.00/440.00	n/a
<b>Removal of internal wall</b>	254.00	n/a

\*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the [Schedule3oftheBuildingRegulations2010](#)

### Table C - All Other Work and Alterations

<b>Table C</b>		
<b>Estimated Cost of Work</b>	<b>Application Charge (Inc. VAT)</b>	<b>*Additional Charge (Inc. VAT)</b>
<b>Less than £5000</b>	333.00	440.00
<b>£5,001 - £15,000.00</b>	486.00	"
<b>£15,001 - £25,000.00</b>	667.00	"
<b>£25,001 - £35,000.00</b>	788.00	"
<b>£35,001 - £50,000.00</b>	1031.00	"

\*The standard charges make allowance for the charging of an "additional charge". This charge is payable at the time of an application where the person undertaking a notifiable electrical installation or notifiable electrical alteration works, is not a person registered with an electrical Self Certification Scheme prescribed in the [Schedule3oftheBuildingRegulations2010](#).

For office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000 please contact South Worcestershire Building Control on 01684 862223 for a competitive quote.

#### 5. Drains and sewers.

If you propose to erect the building or extension over a sewer or drain shown on the map of public sewers, you need to show what safety measures you will take. We will need to consult Severn Trent Water Ltd in these circumstances and a full plans submission must be made.

Subject to certain parts 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.

#### 6. When this notice cannot be used.

a) If the building is used or intended to be used as a workplace which is subject to the provisions of the Regulatory Reform (Fire Safety) order 2005, a Full Plans submission must be made, The Regulatory Reform (Fire Safety) Order 2005 applies to all premises that are workplaces and imposes a duty on the responsible person to comply with its requirements.

Workplace includes any premises or parts of premises, not being domestic premises, used for the purposes of an employers undertaking and which are made available to an employee as place of work. Further information is available from the Communities and Local Government Website [www.communities.gov.uk/fire](http://www.communities.gov.uk/fire)

b) This Building Notice ceases to have effect from three years after notice to the authority has been given, unless the work has begun before the end of that period.

**7. Town and Country Planning Acts.**

If you wish to do building work or make a material change of use of a building, you are reminded that you may need permission under the Town and Country Planning Acts. You can check whether an application is needed by speaking to one of our planning officers.

**8. More information**

For further information and advice about the Building Regulations please contact 01684 862223 (Option 2) or email [mail@southworcestershirebuildingcontrol.gov.uk](mailto:mail@southworcestershirebuildingcontrol.gov.uk)

**9. Completion Certificates.**

If we have been notified of the required inspection stages and provided that the completed work complies with the Building Regulations and the \*Compliance notice has been signed, we will issue a Completion Certificate.

**\*Notice of Completion (provided at Validation stage)**

For all applications submitted after 1st October 2023 a Compliance Notice will be required at completion. This relates to all projects that are subject to a Building Regulations Application. The notice must be provided within 5 days of the completion of works. We will not be able to issue a completion certificate until all relevant parties have signed this.

The Notice of Completion will require the following information about the client, principal contractor, and principal designer:

- the name
- address
- phone number
- (if available) email address
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A statement will be required from the applicant to say that the works have been completed. It will need to state that the work complies with all the applicable regulations to the best of their knowledge.

A statement will also be required from both the principal contractor and principal designer (if applicable). This will need to confirm they have fulfilled their duties under Part 2A (duty holders and competence). The duties for this can be found here - The Building Regulations etc. (Amendment) (England) Regulations 2023 ([legislation.gov.uk](http://legislation.gov.uk))

For buildings subject to the Fire Safety Order, the client must submit the same notice, but within 5 days of occupation. It must also state the following:

- the date when the building (or any part of it) is occupied; and
- a signed statement confirming that to the best of their knowledge, Regulation 38 and Part B of Schedule 1 are currently complied with for the parts of the building are to be occupied Please note it is the client responsibility to appoint a Principal Contractor and Principal Designer for the project.