## **BUILDING NOTICE**

The Building Act 1984, The Building Safety Act 2022 and The Building Regulations 2010

IMPORTANT: THIS NOTICE CANNOT BE USED IF THE WORK INVOLVES **BUILDING NEAR TO OR OVER A PUBLIC SEWER ABOVE 150MM** DIAMETER, OR IF THE BUILDING IS SUBJECT TO THE REGULATORY **REFORM (FIRE SAFETY) ORDER 2005.** 



**Building Regulation Application No** 

If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull

**Building Control** Planning, Design and Engagement Services Ecocomy and Infrastructure Directorate Council House Manor Square Solihull B91 3QB Tel: 0121-704 8008

(Office use only)

Email: buildingcontrol@solihull.gov.uk

Please type or use block capitals	Please	type	or	use	block	capitals
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Please type or use block capitals.	
1. Applicant's details to be completed in Full (see note 1)	2. Agent's details – practice details (if applicable)
Name:	Name:
Address:	Address:
Post code:	Post code: Tel:
E-mail:	E-mail:
3. Client's (Building owner) details to be completed in Full (If the client is not the applicant)	4. Principal Designer's (or Sole or Lead Designer) details if different from Agent details in 2 above (This should be a named individual)
Name:	Name:
Address:	
	Address:
Post code: Tel:	
E-mail:	Post code: Tel:
	E-mail:
5. Principal Contractor# (or Sole or Lead Contractor) (This should be a named individual) if known at the time of submission. Note: this information must be provided prior to a completion certificate being issued.	6. Address/Location of building to which work relates
Name:	
Address:	
Post code:	
E-mail:	
7. Description of Proposed work:	
p	
8. Information about existing and proposed work:	

a) Details of the current use of the building, including the current use of each storey:				
b) Description of the intended use of the building, including the intended use of each storey:				
c) The height of the building:				
d) The height of the building after the proposed work is complete*:				
e) No of storeys to the building:				
f) The number of storey's in the building after the proposed works:				
g) The provision to be made for the drainage of the building for both				
foul and storm water**:				
h) The steps to be taken to comply with any local enactment that may apply:				
i) The steps to be taken to comply with any local enactment that may apply:				
арргу.				
Note that the number of storeys should be Regulation 6 of the Higher-Risk Buildings (Descriptions an https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made  **Please note Where paragraph H4 of Schedule 1 imposes a requirement surface water sewer is onsite and within 3m of any proposed extension a instead advise you to submit a Full Plans application. As part of this applitaken in the building over a drain, sewer or disposal main to comply with the	d Supplementary Provisions) Regulation ;; and the map of public sewers denotes Building Notice application cannot be us cation, you will be required to confirm the	a mains public f sed and we woul	ld	
9. Domestic electrical work (to be completed for all domestic applications that include electrical work)				
Will a competent electrician who is registered with a Part P (Electrical Safety) Competent Persons Scheme carry out the electrical installation work? If the answer to this question is no, then please refer to notes overleaf.				
40 Occupation Octificate Decision and the contribution of females			_	
10. Completion Certificate Do you require a completion certificate follow	ving satisfactory completion of the buildi	ng work?		
			Yes	
11. Is the building a building to which the Regulatory Reform (Fire Safety)		munal areas,		
offices, shops, workplaces etc.) or will apply after completion of the building work. (details can be found at				
http://www.communities.gov.uk/publications/fire/regulatoryreformfi	<u>re</u> ):		Yes	
			1 00	
12. Building Notice Fee: £				
Where charges are based on estimated cost of the work, a written estima	te should be provided			
Estimated cost of work: £	to chould be provided.			
11. Statement This notice is given in relation to the building work describ appropriate fee. The applicant is aware that an inspection fee is payable a		s accompanied	by the	
Name:				
Tallio.				
Signature:		Date:		

13. EXEMPTION FORM BUILDING REGULATIONS CHARGES						
Exemption from charges is only applicable where the work connected to an existing building and is of direct						
benefit to a person(s) with the disability. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility)						
Name of person(s) with the disability (if different from overleaf) *						
,						
sheet).						
How will the work be of direct benefit to the individual(s) concerned?*						
(Diagon continue on a congrete cheet)						
(Please continue on a separate sheet).						
Section A – please identify the element of work that is being undertaken under the exemption criteria above						
A. extension (or conversion of an existing room) to form a downstairs wet room or bedroom.						
B. installation of a through floor or stair lift facility.   C. extension (or conversion of an existing room ) to form a facility for the sole purpose of storing medical equipment in su	pport of					
medical condition						
I confirm that the above information is correct and wish to claim exemption from the building regulation charges. Where the	he work					
involves an extension, please ensure that the relevant section on page 4 is completed.	IIC WOIK					
Name: Signature: Date:						
Notes relating to domestic electrical work						
The Council require that you provide certification of the satisfactory testing and inspection of electrical installation work no	ot carried out					
by a person registered with a Part P (Electrical Safety) Competent Persons Scheme. If anyone other than a Part P registered electrician						
undertakes the electrical work, then an additional fee is payable to the Council to cover the cost of checking the electrical work.	installation					
WOIK.						
Any electrical installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and installation carried out by someone who is not registered with a Competent Persons Scheme (NICEIC or Electrical and Inc.)						
to be tested and inspected by the Council. For very minor work, we may accept evidence of the qualification and experier competence of the person to safely undertake the work	ice as proor or					
(THIS MUST BE COMPLETED IN FULL) INSPECTION FEE INVOICE TO BE DIRECTED TO:						
Title: Mr/Mrs/Miss/OtherForename:Surname:						
Address:  THERE WILL BE AN ADMINISTRATION CHARGE FOR ANY RE-DIRECTION OF INVOICES IN ACCORD	DANCE					
THERE WILL BE AN ADMINISTRATION CHARGE FOR ANY RE-DIRECTION OF INVOICES IN ACCURL	JANCE					
WITH THE COUNCILS PUBLISHED SCALE OF FEES						

## **Payment**

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull, B37 5TN

Invoicing of fees against a purchase order can be arranged by agreement. Solihull MBC may agree to payment by instalment in respect of all building work where the total charge exceeds £500.

This application is an application for building control approval with full plans given under regulation 12(2)(a);

NOTE – The submission of this application and associated details\* will only considered to be valid and thus processed if — (a) a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use is provided;

- (b) the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;
- (c) where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
- (d) any other plans which are necessary to show that the work would comply with these Regulations.

\* 'details' mean name, address, telephone number and email address
# If the principal contractor is not known at submission these details must be provided to the Local Authority before the
construction phase begins

For further information/guidance regarding these notes and the requirements of the Full Plans Application Form, please see the below links:

The Building Regulations etc. (Amendment) (England) Regulations 2023 (legislation.gov.uk)
The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 (legislation.gov.uk)

Note 1 The client must always be the owner of the building, whilst an applicant can be a person acting on behalf of the building owner, with the building owners express consent. Where submitting an application on behalf of the owner you should fill out the applicant details box and the building owner should complete the client details.

## Guidance notes

Where the work involves the erection of a new building or extension, this notice must be accompanied by **a block plan to a scale of note less than 1:1250** showing:

- i. The size and position of the building or extension and its relationship to the adjoining boundaries
- ii. The boundaries of the site curtilage and the size and position of every other building with that curtilage
- iii. The width and position of any street alongside the property
- iv. The provision to be made for drainage of the building or extension

Where the work involves the installation of an unvented hot water storage vessel, you must provide a statement as to:

- i. The manufacturer, model and type of system to be installed
- ii. The name of the body, if any, which has approved/certified that the system meets the performance requirements of Part G of the building regulations
- iii. The name of the body, if any, which has issued the installer of the system with a current registered operative identity card

Where it is proposed to erect a building or extension over existing underground services, e.g. gas, water, telecoms, the building owner or his contractor must contact the relevant statutory undertaker and obtain their consent.

The person carrying out building work must give at least two days notice before starting work.

The Building Notice fee is payable at the time of submission

Estimated cost of work means the cost charged by person in business to carry out such building work (i.e. a registered building contractor)

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made to the Building Safety Regulator via the HSE website.