

FOR OFFICE USE ONLY

Application Ref No:

To: The Building Control Manager, Building Control Services,
Wakefield One, PO Box 700, Burton Street,
Wakefield, WF1 2EB

Tel: 01924 306557

Email: buildingcontrol@wakefield.gov.uk



1 Address of the application site:

Address:

Postcode:

2 Description of the proposed development:

Floor area of building/extension (m²):

3 Applicants details:

First name (in full):

Last name:

Address:

Postcode:

Email:

Tel:

4 Agents details:

First name (in full):

Last name:

Address:

Postcode:

Email:

Tel:

5 Use of building:

A. If existing building please state present use:

B. If new building or extension please state proposed use:

C. Will the proposed works affect an adjoining party wall (Party Wall Act 1996): YES NO

D. If yes have you served notice on the owner: YES NO

6 Fees: (Fee payable on submission)

Estimated cost of works £

Building Notice Fee inc. VAT £

If you claim exemption from payment of fees please state grounds:

7 Other information:

Have you checked for permitted development / prior approval? YES NO

Planning Permission has been: granted

applied for

not required

Planning application Ref. No.

8 Statement:

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12.2a and accompanied by the appropriate fee.

Signed:

Date:

What a Building Notice is and where it is applicable.

A Building Notice is a notification of intention to carry out building works, without the need to submit detailed plans, (*at the discretion of the authority*). No formal approval is given on receipt of the notice but a certificate is issued on satisfactory completion of the work. The option of submitting a building notice is not available where a building is one to which Building Regulation (B1) applies and the building is to be put to a designated use i.e. requires a Fire Certificate.

Details / plans required with this form

One copy of this Notice should be completed and submitted. Where the proposed work includes the erection of a new building or extension the notice should be accompanied by the following:

A block plan / location plan to a scale of 1:1250 showing:

- The site outlined in red;
- The proposed development in relation to the site;
- Boundaries and other existing buildings on the site;
- All the buildings, roads, and footpaths on land adjoining the application site;
- The provision to be made for the drainage of the building or extension.

The following notes apply specifically to the questions on the application form

Question 1. (*Address of the application site*)

Wherever possible this should be a full postal address giving the street name and property number. Where this is not possible the location of the site should be described as accurately as possible in relation to street names and numbers, for example: to the rear of 11 Green Lane or, between 12 and 14 Station Road.

Question 2. (*Description of the proposed development*)

For example: Erection of 2 No. 3 storey houses or, 2 storey rear extension.

Question 3 and 4. (*Name, address and daytime telephone number of the applicant and agent*)

If the form is being completed by an agent, all correspondence will be sent to them. If the agent is a firm or partnership, please give the name of the person to contact.

Question 6. (*Fees*)

Fees must be paid on all Building Notices, the amount is dependant on the type of work proposed. Fee scales and the way fees are calculated are set out in the Guidance Notes on Fees, which is available from Housing and Regeneration Services. The full fee is payable on submission. No fee is payable for work **SOLELY** to provide means of access to buildings for people with disabilities or to provide facilities to secure their greater health, safety, welfare or convenience.

Question 7. (*Other information*)

Persons proposing to carry out building work or make a material change of use to a building are reminded that permission may be required under the Town and Country Planning Act. Please indicate whether planning permission (1) has already been granted, (2) has been applied for and not yet been determined, (3) planning permission is not required for this work.

Question 8. (*Statement*)

Please sign and date the form when completed. Interpretation and translation services are available, please contact the Building Control for details.

Form BN1 can be obtained from:

Building Control Services, Wakefield One, PO Box 700, Burton Street, Wakefield, WF1 2EB

Tel: 01924 306557 **Email:** buildingcontrol@wakefield.gov.uk

Website: <http://www.wakefield.gov.uk/residents/planning/building-control/application>