

ADVISORY NOTES FOR FORM BN1

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 Regulations (*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.*

Where it is proposed to erect the building or extension over a sewer or drain indication of the precautions to be taken must be shown. Suitable location plans can be purchased from Housing & Regeneration Services, contact: (Map Bank) 01924 306652.

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 extension to rear.

QUESTION 3 & 4. (*Name, address & 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 dependent on the type of work proposed. Fee scales and the way fees are calculated are set out in the Guidance Note on Fees, which is available from Housing & 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. (*Water / Drainage.*)

Please indicate how water will be supplied. Explain how foul water and surface water will be dealt with. You should discuss your water supply with Yorkshire Water.

QUESTION 8. (*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 & County Planning Act. Please indicate whether planning permission (1) has already been granted. (2) has been applied for and not yet been determined. (3) You have **CONFIRMATION IN WRITING** that, planning permission is not required for this work.

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

- * *The name and type of insulating material to be used;*
- * *Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;*
- * *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.*

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:

- * *Name / Make / Model of system to be installed.*
- * *Name & certificate number of approving body.*
- * *Name of installer.*
- * *Names of body & registration number issuing registered operative identity card.*

QUESTION 9. (*Statement.*)

Please sign and date the form when all the requirements have been complied with. For further information and advice concerning the Building Control and Planning matters see separate **Guidance Notes** or **contact Building Control Services**. Interpretation and translation services are available, please contact the Department in advance so these can be arranged.

BUILDING NOTICE



Data Protection Act 1998

The information provided on this form will be kept by the City of Wakefield Metropolitan District Council and used to compile a computerised database. Some of the information provided will be used to produce a list of applications received and determined which will be distributed to members of the public on request.

The Council will use your details and the information about your dealings with the Council to -

- Deal with your request and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Conduct surveys and research
- The Council may share your information (but only the minimum amount of information necessary) with other departments within the Council

Regeneration & Housing Services

Building Control Services

Newton Bar, Leeds Road, Wakefield

West Yorkshire WF1 2TX

Tel: 01924 306557 Fax: 01924 306542