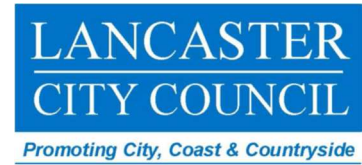


BUILDING CONTROL BUILDING NOTICE APPLICATION FORM: GUIDANCE

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended), The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023.



Last updated 22.05.2024

Guidance Notes for Building Notice Applications

Please also see our **Guidance Note for the roles and responsibilities of the relevant duty holders** (found on our website, or ask one of our team for more information).

1. A Building Notice Application cannot be used in the following circumstances. A Full Plans application must be used instead.

Where it is proposed to erect a building, extension or carryout underpinning within 3 meters of a drain or sewer shown on the relevant map of public sewers so that consultation can be made with United Utilities.
And

Where the work is being carried out to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies.

2. The applicant is the person on whose behalf the work is being carried out, e.g. building owner.
3. One copy only of this notice need be completed and submitted.
4. 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 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.

The number of storeys in the building to which the proposal relates.

5. Where the work involves the insertion of insulating material into the cavity walls the notice should be accompanied with a notice that states

The name and type of insulation material to be used.

The name of any European Technical Approval issuing body which has approved the insulating material.

The requirements of schedule 1 in relation to which and body referred to above has approved the insulating material.

Any national standard of a of a member state of the European Economic Area to which the insulating material conforms.

The name of any body which has issued any current approval to the installer of the insulating material.

6. Where the building work involves the provision of a hot water storage system in relation to which paragraph G3 of schedule 1 (hot water storage) imposes a requirement the notice should be accompanied by a statement which specifies

The name, make, model and type of hot water storage system to be installed.

Contact information:

buildingcontrol@lancaster.gov.uk

(01524) 582952

www.lancaster.gov.uk

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The name of the body which has approved or certified that the system is capable of performing in a way that satisfies the requirements of paragraph G3 of schedule 1.

The name of the body that has issued any current registered operative identity card to the installer or proposed installer of the system

7. The Building Notice charge is calculated in accordance with the Lancaster City Council current Scheme of Charges and is payable at the time of submission. Guidance can be found in the Scale of Charges for Building Control.
8. Subject to certain provisions of the Water Industry Act 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.
9. These notes are for general guidance only particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 (as amended).
10. People proposing to carry out building work or make a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts.
11. A Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that date.

12. Having Difficulty?

If you have any difficulty completing this form, or require any further information or advice, please contact Building Control.

**Building Control
PO Box 4
Town Hall
Lancaster
LA1 1QR**

Tel: (01524) 582952

Email: buildingcontrol@lancaster.gov.uk

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

Once you have submitted your application form, it is your responsibility to inform the local authority of the commencement of works and to book the first visit.

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