

Building Act 1984 The Building Regulations 2010  
Civic Centre, Home Gardens, Dartford, Kent DA1 1DR  
Customer Services: 01322 343434 Fax: (01322) 343222  
E-mail: [building.control@dartford.gov.uk](mailto:building.control@dartford.gov.uk)

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes below or consult the office indicated above.

1. Applicant's details (see note 1)					
Title		First name		Last name	
House no/			Building name		
Street			Town		
Postcode			Phone		
Mobile			Email		

2. Agent's details (if applicable)					
Title		First name		Last name	
House no/			Building name		
Street			Town		
Postcode			Phone		
Mobile			Email		

3. Location of building to which work relates					
House no/			Building name		
Street			Town		
Postcode			Phone		
Mobile			Email		

4. Description					
Is the proposed work or any part of it subject to a current LANTAC approval? (see note 14)					
Date of commencement (if known, see note 6):					

5. Use of building					
If new building or extension, please state proposed use:					
If existing building, state present use:					

6. Fees (see note 8 for information)					
If Table 1 work please state the total number of dwellings:					
If Table 2 please state floor area: M <sup>2</sup> If Table 3 work please state the estimated cost of work excluding VAT:					
Building Notice fee	£		VAT	£	Total: £

7. Statement					
This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).					
					Date:

**Why not Pay over the phone? Call 01322 343238 to use this facility.**

## Building Notice Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.

2. One copy only of this notice need be completed and submitted.

**3. New building/extension:** Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:

3.1. a block plan to a scale of not less than 1:1250 showing:

3.2. *the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;*

3.3. *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;*

3.4. *the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;*

3.5. *the provision to be made for the drainage of the building or extension*

4. Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.

**5. Cavity wall insulation:** Where the proposed work involves the insertion of insulation material into the cavity walls of a building this Building Notice shall be accompanied by a statement as to:

5.1. *the name and type of insulating material to be used;*

5.2. *whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;*

5.3. *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 Agrément for the insertion of that material.*

**6. Unvented hot water systems:** 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:

6.1. the name, make, model and type of hot water storage system to be installed;

6.2. the name of the body, if any, which as approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2000;

7. the name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system. Persons carrying out building work must give written notice of the commencement of the work at least two clear days beforehand (excluding Saturdays/Sundays and Bank Holidays).

8. A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

9. **Fees:** The Building Notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. Guidance notes on fees are available on request.

*Table 1 prescribes the plan and inspection fees payable for small domestic buildings. Table 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport. Table 3 prescribes the fees payable for all other cases.*

10. Subject to certain provisions 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. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.

11. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2000 and the Council's adopted fee scheme.

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

13. Further information and advice concerning the Building Regulations and planning matters may be obtained from Dartford Borough Council (see overleaf for details).

14. This 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 period.

**National Type Approval:** LABC Services provides National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If the work proposed, or any part of it, is subject to a LANTAC approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation to this proposal from that shown on the LANTAC type approved plans attention should be drawn to it in a covering letter. Further information on LANTAC schemes is available from your local Building Control Services office or LABC Services, Third Floor, 66 South Lambeth Road, London SW8 1RL

Website: <http://www.labc.uk.com>

**DATA PROTECTION** - We will use the personal information you give us to administer our building control function.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Building Act 1984
- our legal obligation(s) under the Building Act 2010 supported by Approved Documents
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in the Data Controller (under the above legislation)

Some of the information that is collected is classified as **special category personal data** and/or personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Building Control Services at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details on how we process your personal information and your rights.