

Civic Centre, Home Gardens, Dartford, Kent DA1 1DR
Customer Services: 01322 343434 Fax: (01322) 343222
E-mail: building.control@dartford.gov.uk

Building Act 1984
Building Safety Act 2022
The Building Regulations 2010 (as amended)

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. Please use BLOCK CAPITALS.

1. Applicant details (see note 1)

Title	First name	Last name
House no/	Building name	
Street	Town	
Postcode	Phone	
Mobile	Email	

2. Agent details (where different from the applicant)

Title	First name	Last name
House no/	Building name	
Street	Town	
Postcode	Phone	
Mobile	Email	

3. Principal contractor/Sole Contractor details (where known, see note 15)

Title	First name	Last name
House no/	Building name	
Street	Town	
Postcode	Phone	
Mobile	Email	

4. Location of the building to which the work relates

House no/	Building name	
Street	Town	
Postcode	Phone	
Mobile	Email	

5. Proposed Works (Please provide details description below)

Date of commencement (if known, see note 6):	
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6. Intended use of the Building

If new building or extension please state proposed use (use of each storey if applicable, use separate sheet if necessary)

Height of building (after proposed work)	Number of storeys (after proposed work) (see note 6)
If Existing Building (state current use)	
Method of Drainage:	Foul Surface Water

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

7. 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 ²
If Table 3 work please state the estimated cost of work excluding VAT:					
Building Notice Fee	£		VAT	£	Total: £
8. Additional information					
Any encroachment of works on adjoining property?					
If the work is for the benefit of a disabled person, please give documentary evidence: (see note 11)					
9. Declaration					
This is an application is deposited in relation to the building works etc. as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee.					
I/we apply for building Notice Acceptance as described on this form and as detailed on any supplementary documents.					
Name:		Signature:		Date:	

DATA PROTECTION: For further details of how we process your personal information and for details on your additional rights, please refer to our [Corporate Privacy Notice](#) and [Building Control Services - Privacy Notice](#).

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 is 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 2010 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.

15. A principal contractor must have –
(a) where the person is an individual, the skills, knowledge, experience and behaviours necessary,
(b) where the person is not an individual, the organisational capability,
to fulfil the duties of a principal contractor under these Regulations in relation to the building work included in the project.

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