



# BUILDING NOTICE

The Building Act 1984  
The Building Regulations 2010

## TENDRING DISTRICT COUNCIL

PLANNING SERVICES  
COUNCIL OFFICES,

WEELEY,  
CLACTON ON SEA,  
ESSEX, CO16 9AJ.

TEL. 01255 686111 FAX. 01255 686425

### Office use Only

Checked by	Code	V =
Officer	Est. Cost	FA =
CHEQUE No.	AMOUNT	
DATE REC'D IN:	REC'T NO.	
a) Registry	b) B.C.	

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 on the reverse side or consult the office indicated above. Please type or use block capitals.

### 1 Applicant's details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 2 Agent's details (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 3 Location of building to which work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 4 Proposed work

Number of storeys: \_\_\_\_\_

Description: \_\_\_\_\_

Date of commencement (if known): \_\_\_\_\_

### 5 Use of building

1 If new building or extension please state proposed use: \_\_\_\_\_

2 If existing building state present use: \_\_\_\_\_

### 6 Fees (see separate Guidance Note on Fees for information)

Schedule A (Dwellings) state the total number of dwellings and types - Total: \_\_\_\_\_

Schedule B (Domestic extensions, detached garages) state floor area: \_\_\_\_\_ m<sup>2</sup>

or state the estimated cost of work excluding VAT: £ \_\_\_\_\_

Requisite fee(to be paid on deposit): £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

### 7 Additional information:-

Are there any trees within 20m of the proposals? \_\_\_\_\_ YES/NO

### 8 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTES

### GENERAL

One copy of the Notice and other associated documents as detailed below must be submitted.

### NEW BUILDING OR EXTENSION TO BUILDING

A plan to a scale of not less than 1:1250 showing :-

- [a] the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
- [b] 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;
- [c] the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

**Please note that a Building Notice must not be used if any of the following apply:**

- [a] The building is covered by the Regulatory Reform (Fire Safety) Order 2005 (k). Premises where the Fire Safety Order applies include all non domestic buildings, common parts of apartment buildings and shared parts of houses in multiple occupation. There are some exclusions such as certain mines, vehicles and land forming part of an agricultural or forestry undertaking.
- [b] The work includes the erection of a new building fronting onto a private street
- [c] If the works involve the building over, or within 3m of a sewer shown on the relative map of public sewers. **PLEASE NOTE: After the 1<sup>st</sup> October 2011 many private drains that are shared between two or more properties will be adopted by sewage and water companies. They will therefore be considered as public sewers and in these instances a Building Notice will not be acceptable. Please check before submitting your application.**

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**N.B.** In certain circumstances it may be necessary for consent to be obtained under additional legislation (eg Town and Country Planning Acts, Housing Acts, Offices, Shops and Railway Premises Act, Clean Air Acts, etc) and in this respect the applicant is advised to seek guidance from the appropriate department of the Council.

Prior to submitting a Building Notice in respect of a new building or extension to a building, the person giving the notice is strongly advised to check in the office of the Local Authority;

- a] the map of sewers to establish the line of any sewer affecting the work, and
- b] any Local Acts that may be relevant.

**IMPORTANT** - This notice shall be of no effect if the work is not commenced within 3 years from the date of deposit. ( Section 7 Essex Act 1987)