

# Building Notice Method

- A location/site plan is required but more details may be requested if needed. You must provide them by the date given.
- Structural calculations may still be required.
- A detailed check of the proposals is **not** carried out, therefore you do not have an approved plan to work from.
- You will be sent a letter informing you that your Building Notice has been registered together with the registration number.
- As with Full Plans, works can start after 2 days notice has been given.
- The work will be inspected as with the Full Plans method. You must remember that your building will not have an approved plan to work from.
- Building Notices are well suited to simple jobs such as installing a new bathroom or removing a load bearing wall. They should be used with care for more complex projects.
- As with a Full Plans application, we will issue a Completion Certificate. It is an important document so please keep it in a safe place.

## **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.**