


BUILDING NOTICE SUBMISSION

Date Rec:	Date Rec: BC	Fee	VAT	Receipt No.	

Form BBN2-v06

The Building Act 1984. The Building Regulations 2010

NOTE : If you are intending to e-mail this form back to us please send it to : building.control@rotherham.gov.uk

If you are providing any additional information, **please do so in PDF format.**

This form is to be completed by the person who intends to carry out building work, or their agent. If the form is unfamiliar please read the attached guidance notes or contact this office. Please type or use BLOCK CAPITALS.

1

Applicant or Owner

Title First Name Surname
Address
Post Code Tel Email

2

Agent or Architect (if applicable)

Name
Address
Post Code Tel Email

3

Location of building to which work relates

Address
Post Code

4

Proposed Work

Description (include: front; side, rear)

5

Use of Building

1. If new building or extension please state use.
2. If existing building state present use.
3. Number of storeys in the building to which the proposal relates.

6

Internal Floor Area

Internal floor area of each proposed building/extension. (m²)

7

Will you be undertaking Notifiable Electrical Work (see guidance note 9) Yes No

8

Charges

State estimated cost of works (excluding VAT) £
State amount of deposit fee enclosed (including VAT) (See notes 4 & 14) £

Have you requested a quotation from Rotherham Building Control Consultancy Yes No Ref:

9

Statement

This notice is given in relation to the building work as described, is submitted in accordance with the Building Regulation 12(2)(a) and is accompanied by the appropriate charge. The Building Notice Fee is the aggregate of the Plan Fee and Inspection Fee that would have been payable had a Full Plans submission been made in respect of the works.

Name
Address
Post Code

Name / Signature

or On Behalf Of

Date

The information you provide is necessary for the processing of your Building Regulation application.

It will be retained on a secure database and not disclosed to other parties.

For further information please contact us on 01709 823847

FOR 'NOTES' PLEASE SEE OVER

Guidance Notes For BUILDING NOTICE SUBMISSION

1. The Building Notice procedure is not appropriate if the proposal relates to a building which, after completion, will contain an office or shop, when the Full Plans procedure must be followed.
2. The site plan required to accompany this notice shall be to a scale of not less than 1:1250 and shall show the siting of buildings within the site boundary and the location of the site in relation to surrounding properties. Where the notice relates solely to internal works at a numbered property on a regularly numbered street no site plan is required.
3. Where it is proposal is to erect the building or extension over a sewer or drain, or connect to one which is identified as a public sewer, the applicant may be required to enter into a "Building Over" agreement with the appropriate Water Authority.
4. The Building Notice Fee is the aggregate of the Plan Fee and Inspection Fee that would have been payable had a Full Plans submission been made in respect of the works. Notes for guidance regarding the fees payable in respect of a Full Plans submission are available from the Rotherham MBC web site within Building Control pages. (form BRCS).
5. It is important to remember that the application fee should be submitted either by Debit Card or Cheque, otherwise processing the application may be delayed. Please Contact our Office on 01709 823847 to make a debit payment. If the fees are to be calculated under Category 3 they should be based upon the cost of the proposed work (excluding professional fees and Value Added Tax), and each submission must be accompanied by a reasonable written estimate of the total cost of the work.
If submitting by post, address to **Riverside House, Building Control, Main Street, Rotherham S60 1AE**.
Alternatively, you can make your application by submitting your details online via www.submitaplan.com or emailing to building.control@rotherham.gov.uk
6. Any plans / details submitted with the notice, or requested (by the Building Control Section) in connection with the proposed building work should be dimensioned in 'metric'.
7. A Completion Certificate will be issued only when the Local Authority considers that the building work has been satisfactorily completed.
8. In respect of work involving Replacement Windows/Doors, details are required of the existing and proposed windows/doors 'types'. To assist with this you should complete the form 'Replacement Windows/Doors Details'
9. To comply with Part P, you must either – (i) use an electrician who is registered with a Competent Person's scheme (ask your electrician for details), in which case a Building Regulations application will not be required for the electrical work; or, (ii) use an electrician who is registered with a recognised trade body such as NCEIC, ECA & NAPIT, etc., and who will issue a 'design, installation and test' certificate under BS 7671 – Building Control will then accept this as evidence of compliance but may also carry out additional inspections for verification.
Please Telephone 01709 823847 if further assistance is required.
10. You should check whether or not the proposed work requires Planning permission under the Town and Country Planning Act 1990. This is different to Building Regulations and is administered by Rotherham MBC – Development Control section.
For details please visit our website www.rotherham.gov.uk or contact 01709 382121
11. A Building Notice Application shall cease to have effect three years after deposit to the Local Authority unless the works have been commenced before the expiry of that period, in accordance with Section 32 of the Building Act 1984
12. Any building works within 6 metres of a neighbouring home's foundation or, to an existing Party Wall may require you to notify the owner of that property of your intentions. (Party Wall etc. Act 1996).
13. You should be absolutely sure you are going to build your project as no refund or part refund is permitted once your Building Notice submission has been made.