

NOTIFICATION TO CARRY OUT BUILDING WORK



Please complete the form in BLOCK LETTERS

1. Fair Processing Notice

NMD Building Control will hold the data supplied securely and administer it in accordance with data protection law. We may share information with other Local Authority departments and associated organisations in order to process your application. Full details are available in our Privacy Notice.

2. Type of Building Regulation Application *(please tick the appropriate box)*

- Building Notice** *(Cannot be used if the Regulatory Reform (Fire Safety) Order 2005 applies or if the building work is over or within 3m of a public sewer)*
- Application for building control approval with full plans**
in accordance with regulation 12(2)(b) of the Building Regulations.
Tick if the Regulatory Reform Order 2005 applies or will apply when work is completed
- Application for a Regularisation Certificate** *(date work completed)* _____
- Application for Reversion to Local Authority control**
- Resubmission** *Original App Number:* _____

3. Description of proposed work

4. Address of proposed work

Post Code:

5. Please tick the appropriate box to confirm the proposed construction

Traditional Masonry or small timber frame/timber/block (common)

Poor Ground

Contaminated Ground

Systems Builds

Large Timber Frame

| |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

OTHER:

6. Applicant's name and address

| | | | |
|--------|--|-----------|--|
| Name: | | Address: | |
| Tel: | | | |
| Email: | | | |
| | | Postcode: | |

7. Agent Details (all correspondence will go to this address)

| | | | |
|--------|--|-----------|--|
| Name: | | Address: | |
| Tel: | | | |
| Email: | | | |
| | | Postcode: | |

8. Principal Designer (If Full Plans this must be completed)

| | | | |
|--------|--|-----------|--|
| Name: | | Address: | |
| Tel: | | | |
| Email: | | | |
| | | Postcode: | |

9. Principal Contractor (if known)

| | | | |
|--------|--|-----------|--|
| Name: | | Address: | |
| Tel: | | | |
| Email: | | | |
| | | Postcode: | |

10. Structural Engineer Details (If applicable)

| | | | |
|--------|--|-----------|--|
| Name: | | Address: | |
| Tel: | | | |
| Email: | | | |
| | | Postcode: | |

11. Building Use

Existing: _____

Proposed: _____

Number of Storeys, including basements: Existing: Proposed:

12. Heights *The relevant box must be ticked for ALL BUILDING REGULATION APPLICATIONS*

| | | | | | |
|------------------------------------|--|--|--|-------------------------------|--|
| Building less than 11m tall | | Building between 11m & 18m tall | | Building over 18m tall | |
|------------------------------------|--|--|--|-------------------------------|--|

13. Commencement

In the box please add the approximate date when you believe works will be deemed commenced under Regulation 46A or for Regularisation applications, the date when the work was carried out :

14. Full Plans Only

A - Do you agree to an extension of consideration to 2 months?

Yes:

No:

B - If appropriate, do you agree to a Conditional Approval?

Yes:

No:

15. Applies to Full Plans Application Only

How many Residential/Commercial units does this application apply to?

Residential

Commercial

16. Electrical info *Where work includes notifiable electrical installations, how will you comply?*

Work will be registered with an appropriate competent person's scheme

Other (please state) _____

17. Charges Enclosed (*Cheques payable to North Devon Council*)

Please tick the appropriate box (*refer to charge tables*)

For the use of a disabled person (*Sole use in a dwelling – refer to Building Control on 01884 234974*) - Tick if applicable

Internal floor area (m²)

m²

Estimated cost of work (if known)

£

Quotation Reference (if applicable)

Building Regulation fee (payment enclosed)

£

Method of Payment: BACS

Credit/Debit Card

Other: _____

If you require an inspection fee invoice to be sent to anyone other than the applicant (see Section 5 of this form) please notify us.

18. Please complete and return to: (*please include a site location plan*)

NMD Building Control
Woodlands Enterprise Centre
Pathfields Business Park
South Molton
Devon
EX36 3BY

Tel: 01884 234974

E-Mail: mail@nmdbuildingcontrol.co.uk

I understand that further fees may be payable following the first inspection by the Building Control Surveyor

Signed _____

(Applicant/Agent – delete as appropriate)

Date _____

Guidance Notes



1. **The applicant** is the person on whose behalf the work is being carried out, e.g. the land and/or the building's owner. **The agent** (if used) is the person who is submitting the application on behalf of the applicant and is the person who all correspondence will be sent to.
2. **One copy** of this notice should be completed and submitted with a copy of the plans and particulars in accordance with the provisions of Building Regulation 14 to the address below.
Please note – where provided **all plans should be marked** with a unique reference number and clearly indicate different revisions.
3. Subject to certain exceptions an application attracts a charge payable by the person whom or on whose behalf the work is to be carried out.
However, supplementary fees may apply in the event of:
 - a) Resubmission of plans e.g. where amended designs require significant further detailed re-checking.
 - b) Where Structural Calculations submitted are not prepared by a Chartered Structural Engineer.
 - c) Where due to the complexity of the project NMD building control require specialist advice from an external consultant.
 - d) Abortive pre-arranged site visits or additional visits made for works which need to be re-inspected e.g. where a stage of works was not completed satisfactorily or where remedial works are required.
 - e) Significant changes in the scope and/or program of work for example where the project duration exceeds 12 months.
 - f) Where building work included the installation of controlled fitting or services and where they are not being fitted by a member of competent person scheme e.g. Part P, HETAS, OFTEC, Gas Safe Register etc.

The amount of charge payable is determined on a case specific risk assessment basis. To get a free quote please contact us to discuss the project. A detailed description of the works together with a copy of the plans is usually needed to confirm the fees.

Cheques should be made payable to North Devon Council. Please contact building control on 01884 234974 if you require a copy of the **charges schedule**.
4. 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**. Call 01271 327711 for North Devon or call 01884 255255 for Mid Devon.
5. Details are required that show compliance with Reg 14 (3) (b) e.g. how the foundations will be constructed in a way that will not damage the **sewer or lateral drain**. (*Note: It is the responsibility of the property owners to make diligent enquiries to determine whether the drainage in the vicinity of any proposed development is a public sewer or lateral drain under the control of the Water Authority and seek their consent to the 'build over' prior to construction. Call South West Water on 0800 1691144.*)
6. The **Fire Authority will be consulted** where the works relate to premises covered by the Regulatory Reform (Fire Safety) Order 2005. These include;
 - Offices & Shops
 - Premises providing Sleeping Accommodation (not private dwellings)
 - Residential Care
 - Small & Medium Places of Assembly
 - Large Places of Assembly
 - Factories & Warehouses
 - Theatres & Cinemas
 - Educational Premises
 - Healthcare Premises (responsibility of the Department of Health)
 - Transport Premises & Facilities

Note: Single private dwellings are outside the scope of the RRO.
7. **These notes** are for general guidance only, particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
8. **New dwellings** – in relation to the erection of a dwelling, a statement is required to be provided relating to any Optional Requirement imposed under Planning Permission.
9. Any **personal information** which you provide will be held and used by NMD Building Control for the purpose of processing your Building Regulations application. Your information may be provided to a third party acting on our behalf to process your Building Regulations application. Your information may also be shared within the relevant authority for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside NMD Building Control without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.
10. The plans may be passed subject to conditions, unless that applicant withdraws their consent. The period for dealing with this application may be extended to **2 months** from the date of deposit, unless the applicant withdraws their consent.
11. A **demolition notice** should be given as prescribed in section 81 of the Building Act 1984.

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