

# BUILDING NOTICE

The Building Act 1984 and The Building Regulations 2010 (as amended)

**IMPORTANT: THIS NOTICE CANNOT BE USED IF THE WORK INVOLVES BUILDING NEAR TO OR OVER A PUBLIC SEWER ABOVE 150MM DIAMETER, OR IF THE BUILDING IS SUBJECT TO THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005.**



Building Regulation Application No

If you need any help with preparing your application, please read the notes with this form or contact the Building Control Office at Solihull

Building Control  
Development and Regulatory Management  
Solihull MBC, Council House, Manor Square, Solihull, B91 3QB  
Tel: 0121-704 8008  
[Email: buildingcontrol@solihull.gov.uk](mailto:buildingcontrol@solihull.gov.uk)

(Office use only)

Please type or use block capitals

<b>1. Applicant's details to be completed in Full (see note 1)</b> Name: ..... Address: ..... ..... Post code: ..... Tel: ..... E-mail: .....	<b>2. Agent's details (if applicable)</b> Name: ..... Address: ..... ..... Post code: ..... Tel: ..... E-mail: .....
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<b>3. Address/Location of building to which work relates</b>  
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<b>4. Description of Proposed work</b>  No of storeys in the building
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<b>5. (a) If new building or extension please state proposed use</b>	
<b>(b) If existing building state present use</b>	

<b>6. Domestic electrical work</b> (to be completed for all domestic applications that include electrical work) Will a competent electrician who is registered with a Part P (Electrical Safety) Competent Persons Scheme carry out the electrical installation work? If the answer to this question is no, then please refer to notes overleaf.	<input type="checkbox"/> YES
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<b>7. Completion Certificate</b> Do you require a completion certificate following satisfactory completion of the building work?	<input type="checkbox"/> YES
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<b>8. Building Notice fee: £</b> Where charges are based on estimated cost of the work, a written estimate should be provided. <b>Estimated cost of work: £</b> <b>11. Statement</b> This notice is given in relation to the building work described above and Regulation 12 (2)(a) and is accompanied by the appropriate fee. Name:   Signature:   Date
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Please note that this is not a planning application. If planning permission is required for the proposed work, a separate application must be made. Information on the need for planning permission can be found on the Council's web site at [www.solihull.gov.uk/planning](http://www.solihull.gov.uk/planning). Alternatively, please call our Contact Centre on telephone No 0121 704 8008.

### 9. EXEMPTION FORM BUILDING REGULATIONS CHARGES

Exemption from charges is only applicable where the work connected to an existing building and is of direct benefit to a person(s) with the disability. (Please complete section below. NB: The building work proposed must have a clear link to the person's condition, e.g. a downstairs wet room for a person with limited mobility)

Name of person(s) with the disability (if different from overleaf) \* .....  
..... (Please continue on a separate sheet).

How will the work be of direct benefit to the individual(s) concerned?\* .....  
.....  
..... (Please continue on a separate sheet).

Section A – please identify the element of work that is being undertaken under the exemption criteria above

- A. extension (or conversion of an existing room) to form a downstairs wet room or bedroom.
- B. installation of a through floor or stair lift facility.
- C. extension (or conversion of an existing room ) to form a facility for the sole purpose of storing medical equipment in support of medical condition

I confirm that the above information is correct and wish to claim exemption from the building regulation charges. Where the work involves an extension, please ensure that the relevant section on page 4 is completed.

Name:

Signature:

Date:

### Payment

Credit/Debit card payments can be made over the telephone (0121 704 8008). Cheques should be made payable to SMBC and crossed A/C payee. You can make payment (including cash) at any of the following Solihull Connect Walk-in Centers:

- Solihull Connect, Ground Floor, Library Square, Solihull, West Midlands, B91 3RG
- Solihull Connect at The Bluebell Centre, Ground Floor West Mall, Chelmsley Wood, Solihull , B37 5TN

### Guidance notes

Where the work involves the erection of a new building or extension, this notice must be accompanied by a **block plan to a scale of note less than 1:1250** showing:

- i. The size and position of the building or extension and its relationship to the adjoining boundaries
- ii. The boundaries of the site curtilage and the size and position of every other building with that curtilage
- iii. The width and position of any street alongside the property
- iv. The provision to be made for drainage of the building or extension

Where the work involves the installation of an **unvented hot water storage vessel**, you must provide a statement as to:

- i. The manufacturer, model and type of system to be installed
- ii. The name of the body, if any, which has approved/certified that the system meets the performance requirements of Part G of the building regulations
- iii. The name of the body, if any, which has issued the installer of the system with a current registered operative identity card

Where it is proposed to erect a building or extension over existing underground services, e.g. gas, water, telecoms, the building owner or his contractor must contact the relevant statutory undertaker and obtain their consent.

The person carrying out building work must give at least two days notice before starting work.

The Building Notice fee is payable at the time of submission

Estimated cost of work means the cost charged by person in business to carry out such building work (i.e. a registered building contractor)