

# Building Notice

**Building Control**  
**Environment Directorate**  
**London Borough of Richmond upon Thames**  
**Civic Centre, 44 York Street, Twickenham TW1 3BZ**  
 Please read the notes on the reverse **BEFORE** completing this form

**The Building Act 1984**  
**The Building Regulations 2010**

Fee Cheque/Cash: £
Receipt No. issued:
Payee:

**1 APPLICANT'S / OWNER'S DETAILS**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_ Tel: \_\_\_\_\_

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

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

**2 AGENT'S DETAILS**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_ Tel: \_\_\_\_\_

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

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

**3 BUILDER'S DETAILS**

Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Surname: \_\_\_\_\_ Tel: \_\_\_\_\_

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

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

**4 LOCATION OF BUILDING TO WHICH WORK RELATES**

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

**5 PROPOSED WORK**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6 USE OF BUILDING**

1. If existing building state present use \_\_\_\_\_

2. Is the building a premises to which the Regulatory Reform (Fire Safety) Order 2005 applies? If yes, a Full Plans application is required **YES / NO**

**7** Please note that you are advised that this form cannot be used if your proposal involves building over or within 3m of a public sewer. In the event a public sewer is identified do you agree to the application being transferred to a Full Plans submission? **YES / NO**

8

**New build dwellings and newly created dwellings ONLY**

Do you have planning permission?	YES / NO / WAITING PERMISSION	
Have planning specified any optional requirements?	YES / NO / WAITING PERMISSION	
<b>Please specify the number of units required under the following categories:</b>		
Part M4 (2) Accessible and Adaptable Dwellings		
Part M4 (3) Wheelchair User Dwellings	2(a) Adaptable	2(b) Accessible
Please specify how many litres is the requirement for Part G Water Efficiency		
<b>Please note the above information is necessary to progress your application. If you do not yet have planning permission this must be provided within 28days of that consent.</b>		

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**DATE OF COMMENCEMENT** \_\_\_\_\_

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**Do works relate to a facility for a disabled person? (Please provide details)**


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**CHARGES (Please read note 5 overleaf and separate Guidance Notes on Building Control charges to stipulate the Work Codes applicable to the works being carried out and state the floor area or total estimated cost underneath the Work Code as applicable)**

(i) (a) Work Code

(b) Total floor area / Est of Costs

(ii) Payment enclosed with this submission incl VAT (**Cheques made payable to London Borough of Richmond upon Thames**) £

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**STATEMENTS**

- (i) Does the proposal involve home electrical installation work to which Part P of the Building Regulations applies? **YES / NO**
- (ii) If YES, do you intend to use an electrician who is registered with a Competent Persons Self-Certification Scheme? (see note 7 overleaf) **YES / NO**
- (iii) I hereby give notice of intention to carry out the work set out herein. I enclose a Building Notice in accordance with Regulation 12(2)(a) of the Building Regulations 2010 and in case of query would prefer you contact me by:



Letter  Telephone  Mobile  Email

Name

Signature

Date

1. One copy only of this notice should be completed and submitted.
2. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
  - 2.1 A block plan to scale of not less than 1:1250 showing:
    - 2.1.1 The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
    - 2.1.2 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.
    - 2.1.3 The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
    - 2.1.4 The provision to be made for the drainage of the building or extension.
  - 2.2 Where it is proposed to erect the building or extension over a sewer or drainage shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
3. Where the proposed work involves the insertion of insulating material into the cavity walls of a building this Building Notice shall be accompanied by a statement as to:
  - 3.1 The name and type of insulating material to be used;
  - 3.2 Whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification.
  - 3.3 Whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
4. Where the proposed work involves the provision of an unvented hot water storage system this Building Notice shall be accompanied by a statement as to:
  - 4.1 The name, make, model and type of hot water storage system to be provided.
  - 4.2 The name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2000 (as amended).
  - 4.3 The name of the body, if any, which has issued any current registered operative identity card to the installer or proposed installer of the system.
5. **Charges** – Cheques should be made payable to London Borough of Richmond upon Thames.

The appropriate charge is usually payable on submission of the Building Notice to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. A Guidance Note on Fees is available on request. Fees are not applicable to works of certain alterations or extensions solely for the benefit of disabled people. (Section 29, National Assistance Act 1948, as extended).
6. **Refunds** – Where a charge is paid but work does not proceed, any request for a refund will be considered on the basis of costs incurred by the Council subject to a minimum administration charge of £50.00.
7. **Part P – Electrical Safety in Dwellings** – From 1<sup>st</sup> January 2005 new electrical wiring or electrical components for a house, flat or building/land that receives its electricity from a source associated with a dwelling must be designed and installed in accordance with Part P of the Building Regulations. The simplest and quickest method of ensuring compliance is to have the electrical work carried out by a person (or firm) which is registered with an electrical Competent Persons Self-Certification Scheme approved by the Secretary of State. On completion of the work the ‘approved person’ will issue certificates of compliance to the owner and forward details to the Local Authority. If electrical work is carried out by a person who is not registered with a self-certification scheme then the work will need to be checked by Building Control who will require, on completion, an Electrical Installation Certificate signed by a competent electrician. Further details can be found on our separate ‘Part P’ Guidance Note (available on our website) or by visiting the website [www.communities.gov.uk](http://www.communities.gov.uk)

**Note:** Where applicable, failure to provide appropriate certification for electrical installation work will prevent the issue of a Building Regulations Completion Certificate.
8. **Works to drainage** - Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public

sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority. Building Regulations require separate provision for foul water and rain water drainage.

If your proposals involve building over or near to public sewers, the agreement of Thames Water Utilities Limited must be sought before work is undertaken. Where a formal agreement and/or CCTV survey are requested, a fee (not part of The Building (Local Authority Charges) Regulations 2010) is payable. For further information telephone: 0845 850 2777.

Buildings or extensions should not be constructed over a manhole or inspection chamber or other access fitting on any sewer serving more than one property.

9. **Town and Country Planning** - Persons proposing to carry out 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. If this has not already been obtained or if you are in doubt as to whether or not planning permission is necessary, you should seek advice from

The Planning Officer  
Environment Directorate  
Civic Centre  
44 York Street  
Twickenham TW1 3BZ

Visit our website – [www.richmond.gov.uk](http://www.richmond.gov.uk)

It is most important that any necessary planning permission is obtained before any building works are commenced or change of use is implemented. If this is not done, the Council has the power of enforcement with a view to requiring the removal of unauthorised building work or the discontinuance of unauthorised changes of use.

- 10 **Notification of commencement** - Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
11. **Completion Certificates** - Please note the Council automatically issue a Completion Certificate where site works are completed satisfactorily and there are no outstanding fees.
12. Further information and advice concerning the Building Regulations can be obtained from:

Building Control  
Environment Directorate  
Civic Centre  
44 York Street  
Twickenham  
Middlesex TW1 3BZ

Visit our website – [www.richmond.gov.uk](http://www.richmond.gov.uk)

**These notes are for general guidance only. Particulars regarding the deposit of plans are contained in Regulation 14 of the Building Regulations 2010 (as amended) and in respect of charges, in the Building (Local Authority Charges) Regulations 1998, and the current Scheme of Charges contained in the Guidance Note on Building Control Charges which is available on request.**

#### **PERSONAL INFORMATION POLICY**

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

- Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research
- Contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

**The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.**

**The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.**

**N.B.** All applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.

**General Data Protection Regulation (GDPR) notes for Building Regulations Applicants.** The Building Control department is required by the Building Act and Building Regulations to use the information you provide for the following:

1. Statutory compliance and enforcement of the Building Act and related acts e.g. Regulatory Reform (fire safety) Order.
2. To enable provision of the building control process including plan assessments, consultations, approval processes and site inspections.
3. Processing documents, inspection records, related certificates including Competent Persons Schemes in accordance with statutory requirements and ministerial directives.
4. Property and owner address information is required to enable the service to be provided and may be shared with statutory consultees e.g. the fire and rescue service and water/waste utility organisations. Information is shared with other departments within the local authority to enable the invoicing of Building Control and other related statutory, service or enforcement processes e.g. Council Tax and Planning for extensions; Land Charges and Waste Management for new buildings.
5. We seek to minimise the personal data we hold to a functional minimum. This data can be seen on request by the data subject.
6. Records relating to building projects are archived. All data is kept secure and can be requested for view by data subjects and is subject to Freedom of Information Requests. The purpose of retaining records is to maintain historical building records and for insurance and legal records in the event of claims, construction failures, future developments and information to support public safety and protection in the event of 'disasters' and dangerous structure events.
7. Aggregated data (minus personal data) is produced to support departmental work management during projects and productivity records for management information only.

All the above is standard practice for processing applicant's projects, enabling compliance, processing payments and keeping archived historical records of construction work to ensure public protection, practical construction help and public safety. No information is used for commercial gain or shared or sold with third parties for commercial gain.

For further information, please view our full privacy policy at [https://richmond.gov.uk/data\\_protection](https://richmond.gov.uk/data_protection).