

DOMESTIC - BUILDING NOTICE

Building Regulation submission



Address: Building Control Section, Hartlepool Borough Council, Neighbourhoods and Regulatory Services, Level 1, Civic Centre, Victoria Road, Hartlepool, TS24 8AY
Tel: (01429) 523289
Email: building.control@hartlepool.gov.uk

Please note a Full Plans application will be required if the building is:

- to be carried out in a manner where paragraph H4 of schedule 1 imposes a requirement (building over a sewer);
- to be erected fronting on to a private street;
- a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005.

1. APPLICANT

2. AGENT

First name	<input type="text"/>	Title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>				<input type="text"/>
Company	<input type="text"/>				<input type="text"/>
Address	<input type="text"/>				<input type="text"/>
Postcode	<input type="text"/>				<input type="text"/>
Telephone	<input type="text"/>				<input type="text"/>
Email	<input type="text"/>				<input type="text"/>

Please note that a further charge may be payable (see charge guidance sheet). For this reason you must indicate who is to be responsible for this further payment. If other please provide full first name, surname and address.

Applicant Agent Other

3. LOCATION OF BUILDING TO WHICH WORK RELATES

Address Postcode

4. PROPOSED WORK

a. Description

b. If existing building please state present use

c. Electrical Installations are designed, installed, inspected and tested by a competent person Yes No

If you do not use a competent person an additional charge will be payable (see charges scheme)

5. CHARGES (Please see attached guidance note on charges)

Table A: Confirm the total number of different types of dwelling proposed (for plan appraisal charge)

Confirm the total number of dwellings proposed to be built on site (for inspection charge)

Table B: Please state the total internal floor area of the extension in m² m²

Table C: If neither A or B applies please provide the information relevant to your application

a. Cost of work £ b. Number of windows c. Electrical alterations d. Electrical re-wire

6. DATE OF COMMENCEMENT

Please provide start date for first inspection (if known)

If not known it is your responsibility to ensure inspections of the work are booked and carried out. You must give at least 48 hours notice for the first inspection then 24 hours thereafter.

7. STATEMENT - This notice is given in relation to the building work as described in accordance with Regulation 12 and is accompanied by the appropriate charge payment.

Name Signature Date

Guidance notes are given on the reverse of the form

Applicable from 16 January, 2023

Should you require this form in large print please telephone (01429)523289

DOMESTIC – BUILDING NOTICE SUBMISSION GUIDANCE NOTES

THE BUILDING ACT 1984 - THE BUILDING REGULATIONS 2010 (as amended)

If you or your builder is unsure about current Building Regulation legislation and standards then it would be advisable to have full plans drawn and submit a Full Plans application.

A Building Notice cannot be accepted and a Full Plans application must be made in the following situations:

- The building after the proposed work is or will be subject to the provisions of the Regulatory Reform (Fire Safety) Order 2005;
- The proposed building work is to be carried out fronting onto a private street. In the building Act “private street” means a street that is not a highway maintainable at the public expense
- The building or extension as proposed is over a sewer - Northumbrian Water should be consulted if it is thought that the building or extension is to be built over a public sewer. All applications submitted to this Authority will be checked for their proximity to public sewers.

Item numbers relate to items on the form

1. The applicant is the person on whose behalf the work is being carried out (usually the building’s owner);
2. The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. Location of building work – this is the address where the building work is being carried out. Please be as specific as possible and show on a suitable location plan to a scale of not less than 1:1250 the boundaries of the site in question. If the work is an extension or involves drainage please confirm the provision to be made for the drainage of the building or extension;
4. Please provide a detailed description of the work (e.g. kitchen extension with bedroom above) A competent person is registered with an electrical self-certification scheme authorised by the Secretary of State;
5. Charges – the Building Notice charge MUST accompany the deposit of the application. The appropriate charge is dependent upon the type of work proposed;
6. Please enter the commencement of work date (if it is known). If the start date is not known it is your responsibility to ensure inspections of the work are booked when required. You must give at least 48 hours notice for the first inspection then 24 hours thereafter;
7. Statement – Please sign and date this to confirm your submission.

Additional points to note

- A location plan to a scale of not less than 1:1250 showing the boundaries of the site in question should be submitted with the Building Notice;
- Trees adjacent to foundations can have an adverse effect on foundation depths and may require foundations to be excavated deeper or a special design to be provided;
- If structural calculations are required then these should be submitted with the application;
- Party Wall etc Act - The Act sets out rights and responsibilities of adjoining owners in respect of works affecting boundary situations and should be consulted for new walls, work to existing walls and adjacent excavations. It is your responsibility to obtain your neighbours consent;
- Persons that have carried out building work or have made a material change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts;
- Building over sewers – Northumbrian Water will be consulted if it is thought that the building or extension has been built over a public sewer. All applications submitted to this Authority will be checked for their proximity to public sewers and certificates will not be issued until Northumbrian Water have agreed to accept the proposals;
- Data Protection Act 1998: We will use the information you have given us on this form to manage and apply the building regulations. We may pass some of this information, including owner’s and occupier’s details, to other council departments and government agencies. We also share information on some applications with the Planning and Estates;
- A completion certificate will be issued after satisfactory completion of the proposed works. It will be sent to the applicants address unless otherwise requested. If an applicant changes address before completion then they should inform the office of their new address. Once a completion certificate has been produced and sent out any subsequent copies will be charged for.

The above notes are for guidance, reference should be made to Regulation 13 of the Building Regulations for full details.

For further information and advice concerning the Building Regulations: Tel (01429) 52 3289

For further information and advice concerning Planning: Tel (01429) 52 3741

Office use only				Charge Code 13007 0000 7004				
BN Charge	<input type="text"/>	+VAT	<input type="text"/>	Total	<input type="text"/>			
Charge Type	<input type="text"/>	Receipt	<input type="text"/>	Site surveyor / area	<input type="text"/>			
Valid date	<input type="text"/>	Officer	<input type="text"/>	Consultations	S. 38 <input type="checkbox"/>	NWL <input type="checkbox"/>	DC <input type="checkbox"/>	SC <input type="checkbox"/>

DOMESTIC - BUILDING NOTICE SUBMISSION

GUIDANCE NOTE ON CHARGES EFFECTIVE FROM 1 January, 2023



THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

It should be noted that any plans submitted will not be appraised, only the work as it progresses on site is checked against the Building Regulations. You or your builder should be sure that you are aware of all the necessary Building Regulations and construction details required for the work and if you are not it is advisable to have full plans drawn and submit a full plans application.

Before you carry out building work to which the Building Regulations apply, you or your agent must submit a Building Regulation application together with the appropriate charge. This charge is dependent on the type of work proposed and should be calculated by reference to the following notes and tables.

Building Notice Charge - you will need to pay a Building Notice charge when you submit the application under the Building Regulations. This charge covers office administration and all necessary site visits.

Payment can be made via:

- cheque made payable to 'Hartlepool Borough Council' or;
- debit or credit card online using "pay for it" on the Council webpage <https://www.hartlepool.gov.uk/> choose "building control" from the drop down menu and then "deposit fee" from the next drop down then enter the amount to pay and then follow the instructions for credit / debit card payment.
- BACS (please ring for further information).

Exemptions/Reductions of Charges - Works to provide facilities or access for disabled people to existing dwellings (not the construction of a new building) may be exempt from charges providing that the disabled person is or will be a permanent resident of the building.

If you are unsure of the charge or require an **individual charge** as your particular work is not covered in tables A, B or C please telephone direct **01429 523289** or email building.control@hartlepool.gov.uk
More detailed information on charges is contained in the Council's Building Control Charges Scheme.

TABLE A - CHARGES FOR THE CREATION OR CONVERSION TO NEW DWELLING

NUMBER OF DWELLING TYPES	Plan Charge £ (including VAT)	NUMBER OF DWELLINGS	Inspection charge £ (including VAT)
1	240	1	585
2	310	2	815
3	430	3	1,050
4	550	4	1,325
5	630	5	1,395
6	700	6	1,635
7	740	7	1,750
8	820	8	1,980
9	900	9	2,050
10	960	10	2,285

Additional notes

- For more than 10 dwellings, or if the floor area of a dwelling exceeds 300m² the charge will be individually determined
- The number of dwelling types should be used for the plan appraisal element of the charge and not the total number of dwellings on site. The total number of dwellings on site should be used for the inspection element of the charge – from this the two are added together to give the Building Notice charge.
- An additional charge may be charged for work when relevant building work, or part thereof has not been carried out by a competent person, or for complex structural calculations. This charge is additional to the Building Notice charge. Additional charges are explained in the Council's charges scheme.
- If your work does not match any of the description an individually determined charge will be required please contact Hartlepool Building Control.

TABLE B – DOMESTIC EXTENSIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Building Notice Charge £ (Including VAT)
Single storey extension with an internal floor area:	
1. not exceeding 3m ²	345
2. exceeding 3m ² but not exceeding 10m ²	450
3. exceeding 10m ² but not exceeding 40m ²	655
4. exceeding 40m ² but not exceeding 100m ²	805
Two storey extension with an internal floor area:	
5. not exceeding 40m ²	690
6. exceeding 40m ² but not exceeding 200m ²	840
7. Loft conversion (not including a dormer construction)	610
8. Loft conversion (including a dormer construction)	680
9. Erection or extension of a single storey non-exempt domestic garage or carport floor area up to 40m ²	240
10. Erection or extension of a single storey domestic garage or carport over 40m ² up to 100m ²	290
11. Conversion (or part) of a garage to a dwelling to form habitable	310
12. Extend or create a basement up to 100m ² floor area	610
Additional notes	
<ul style="list-style-type: none"> An additional charge may be charged for work when relevant building work, or part thereof has <u>not</u> been carried out by a registered competent person. This is given in the charges scheme; An additional charge may be payable where complex structural calculations have or need to be submitted. 	

TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING

Category / Description	Building Notice Charge £ (Including VAT)
1. Underpinning, up to 40m in length	300
2. Renovation of thermal element(s)	180
Internal/external alterations, installation of fittings (not electric or windows/doors) and / or structural alterations with an estimated cost of work:	
3a. up to £500	115
3b. over £500 up to £1,000	175
3c. over £1,000 up to £5,000	210
3d. over £5,000 up to £15,000	460
3e. over £15,000 up to £25,000	555
3f. over £25,000 up to £50,000	720
Window / door replacement:	
4a. up to 5	115
4b. from 6 to 20	230
4c. from 21 to 50	325
Electrical work (not competent persons scheme):	
5a. new circuit(s) (not a re-wire or full installation)	415
5b. re-wiring or a full new installation in a dwelling	495
6. Lightweight replacement conservatory roof up to 30m ² floor area	230
7. Installation of a small sewerage treatment facility	230
8. Installation of a heat producing appliance (this does not include the erection of a chimney or fire place extension)	250

Please note:

If your work does not match any of the description an individually determined charge will be required please contact Hartlepool Building Control.