

**Domestic—BUILDING NOTICE APPLICATION**  
**Building Regulation submission**

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

Form applicable from  
1st October 2023



**1 Client details (this is normally the building owner)**

Title .....

First name .....

Surname .....

Company .....

Address .....

Postcode .....

Phone .....

Email .....

*The duty to ensure that the work complies with all the relevant building regulations is on those procuring and undertaking the design and building work. The person making the appointment for design work or commissioning building work has a duty to appoint a competent person*

**2 Agent / applicant details (if someone is submitting on your behalf)**

Title .....

First name .....

Surname .....

Company .....

Address .....

Postcode .....

Phone .....

Email .....

**3 Principal Contractor (e.g. builder)**

Title .....

First name .....

Surname .....

Company .....

Address .....

Postcode .....

Phone .....

Email .....

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**4**

**Principal Designer (e.g. plan drawer / architect / engineer)**

Title .....

First name .....

Surname .....

Company .....

Address .....

Postcode .....

Phone .....

Email .....

**5**

**Location of site to which the building work relates**

.....

**6**

**Charges** (please see attached fee and guidance sheet)

Table A—Number of proposed dwellings .....

Table B— Internal Floor area of extension (m2) .....

Table C— Cost of work ..... Number of windows .....

**7**

**Existing buildings** (append additional information where necessary)

Where applicable, provide a description of the existing building, including:

(i) details of the current use of the building / each storey .....

(ii) the height of the building (m) .....

(iii) the number of storeys in the building .....

**8**

**Proposed works** (append additional information where necessary)

Provide a description of the proposed building work: .....

.....

(i) details of the use of the building & each storey .....

(ii) the height of the building (m) .....

(iii) the number of storeys in the building .....

(iv) the provision to be made for the drainage of the building .....

.....

(v) the precautions to be taken when building over a drain / sewer .....

.....

(vi) Are electrical installations to be undertaken by a registered competent person **Yes/No** (delete as appropriate)

If a **new dwelling** is being erected:

(vii) do any optional requirement apply to the building work, and if so which .....

.....

(if planning has not been granted, this statement is to be submitted within 28 days from the day planning permission is granted)

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In the case of the erection of a **new dwelling** only:

A) Particulars of any public electronic communications network in relation to which a connection is to be provided are supplied:

**Yes/No** (delete as appropriate)

A) If an exemption to the provision of public electronic communications network is required due to a cost cap situation evidence of this is supplied:

**Yes/No** (delete as appropriate)

**9**

**Commencement (append additional information where necessary)**

A) If the work consists of a ground floor extension or new build please state the approximate date that the work will have the foundations and structural ground floor in position: .....

B) If the work consists of any other type of building work not described in A above please state the approximate date that 15% of the building work will be commenced:

.....

**10**

**Declaration**

This application for Building Control is in relation to the building work etc. as described above. It is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate charge.

Printed name of the client .....

Signature of the client .....

Date .....

*OR*

Printed name of the applicant .....

Signature of the applicant .....

Date .....

**I understand that further charges may be payable following the first inspection by the Authority. These fees should be sent to the following:**

**Client / Agent** (delete as appropriate)

*Anyone undertaking design work or building work will need to plan, manage and monitor the work to ensure that it complies with all relevant requirements. When carrying out design work the designer or principal designer will be required to take all reasonable steps to ensure that the design is compliant with all relevant requirements. When carrying out building work, the contractor or principal contractor will need to ensure the building work they carry out is compliant with all relevant requirements. The requirements placed upon clients, designers and contractors are listed in regulations 11A to 11O of the Building Regulations 2010 (as amended)*

# Domestic—BUILDING NOTICE APPLICATION

## Building Regulation submission

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

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.
- 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 number relates to items on the form:**

1. The client is the person on whose behalf the work is being carried out (usually the buildings owner);
2. The agent is the person acting on behalf of the applicant (this may be a builder or plan drawer / architect);
3. The principal contractor is the builder you employ to oversee the project;
4. The principal designer is the person you have employed to design and / or provide drawings for your project;
5. Location of building work – this is the address where the building work is being carried out. Please be as specific as possible and to assist please show on a suitable location plan to a scale of not less than 1:1250 the boundaries of the site in question;
6. Charges – the building notice charge MUST accompany the deposit of the application. The appropriate charge is dependent upon the type of work proposed see attached tables;
7. Existing building details, use of building can be for example, “domestic”
8. Please provide a detailed description of the work (e.g. kitchen extension with bedroom above). A competent electrician is someone who is on an accepted register to undertake notifiable electrical works. If a non-registered person undertakes the electrical work an additional charge which is given in Table C of the charges notes will be applicable
9. Commencement is defined by the Building Safety Act 2022 (Commencement No.5 and Transitional Provisions Regulations 2023)
10. Declaration – 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 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;
- Please note if your project is or is part of a building that is over 18m in height or 7+ storeys while containing at least 2 dwellings an application to the Local Authority is not acceptable, this would have to be submitted to the Building Safety Regulator
- It is assumed that as this is a domestic application that the Regulatory Reform Order (Fire Safety) act will not be applicable, if this is not the case a non-domestic application would be required.

**The above notes are for guidance, reference should be made to:**

**The Building Safety Act 2022,  
The Building Act 1984 (as amended),  
The Building Regulations 2010 (as amended),  
Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023**

**For further information and advice concerning the Building Regulations:**

**Tel: (01429 523289)**

**Email: [building.control@hartlepool.gov.uk](mailto:building.control@hartlepool.gov.uk)**



# DOMESTIC - BUILDING NOTICE SUBMISSION

## THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010

***It should be noted that any plans submitted will not be appraised as per The Building Regulations 2010 (as amended) requirements. 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 solely 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](mailto: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 300m<sup>2</sup> 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.

<b>TABLE B – DOMESTIC EXTENSIONS TO A SINGLE DOMESTIC BUILDING</b>	
Category / Description	<b>Building Notice Charge</b> £ (Including VAT)
Single storey extension with an internal floor area:	
1. not exceeding 3m <sup>2</sup>	<b>345</b>
2. exceeding 3m <sup>2</sup> but not exceeding 10m <sup>2</sup>	<b>450</b>
3. exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	<b>655</b>
4. exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	<b>805</b>
Two storey extension with an internal floor area:	
5. not exceeding 40m <sup>2</sup>	<b>690</b>
6. exceeding 40m <sup>2</sup> but not exceeding 200m <sup>2</sup>	<b>840</b>
7. Loft conversion (not including a dormer construction)	<b>610</b>
8. Loft conversion (including a dormer construction)	<b>680</b>
9. Erection or extension of a single storey non-exempt domestic garage or car-port floor area up to 40m <sup>2</sup>	<b>240</b>
10. Erection or extension of a single storey domestic garage or carport over	<b>290</b>
11. Conversion (or part) of a garage to a dwelling to form habitable room(s)	<b>310</b>
12. Extend or create a basement up to 100m <sup>2</sup> floor area	<b>610</b>
Additional notes	
<ul style="list-style-type: none"> <li>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;</li> </ul>	

<b>TABLE C - DOMESTIC ALTERATIONS TO A SINGLE DOMESTIC BUILDING</b>	
Category / Description	<b>Building Notice Charge</b> £ (Including VAT)
1. Underpinning, up to 40m in length	<b>300</b>
2. Renovation of thermal element(s)	<b>180</b>
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	<b>115</b>
3b. over £500 up to £1,000	<b>175</b>
3c. over £1,000 up to £5,000	<b>210</b>
3d. over £5,000 up to £15,000	<b>460</b>
3e. over £15,000 up to £25,000	<b>555</b>
3f. over £25,000 up to £50,000	<b>720</b>
Window / door replacement:	
4a. up to 5	<b>115</b>
4b. from 6 to 20	<b>230</b>
4c. from 21 to 50	<b>325</b>
Electrical work (not competent persons scheme):	
5a. new circuit(s) (not a re-wire or full installation)	<b>415</b>
5b. re-wiring or a full new installation in a dwelling	<b>495</b>
6. Lightweight replacement conservatory roof up to 30m <sup>2</sup> floor area (Approved lightweight system types only)	<b>230</b>
7. Installation of a small sewerage treatment facility	<b>230</b>
8. Installation of a heat producing appliance (this does not include the erection of a chimney or fire place extension)	<b>250</b>

**Please note: If your work does not match any of the description an individually determined charge will be required please contact Building Control so we can assist you.**