

OFFICE USE ONLY	
Application Number	
Building Notice Fee	
Checked by	Agreed by

This form is to be filled in by the person who intends to carry out building work or agent. PLEASE TYPE or USE BLOCK CAPITALS. If the form is unfamiliar please read the separate guidance notes or consult the office indicated above

**1 Applicant's details** (see note 1)

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**2 Agent's details** (if applicable)

Name: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**3 Location of building to which work relates**

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

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

**4 Proposed work**

Number of storeys: \_\_\_\_\_

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

Date of commencement (if known see note 6): \_\_\_\_\_

Would you prefer to receive correspondence electronically?  Yes  No

**5 Use of building**

1 If a new building or extension please state proposed use: \_\_\_\_\_

2 If existing building please state present use: \_\_\_\_\_

**6 Domestic Electrical Work** (to be completed for all domestic applications that include electrical work)  
 Will a competent electrician who is registered with a Part P self-certifying scheme be carrying out the electrical installations? (if No, please see Note 9 on guidance notes)  
 Yes  No  
 If Yes, please supply the Electrician's name. Trade Association (e.g. NICEIC/ECA, etc) and Reg. number:

**7 Plan fee** (see note 7 and separate Guidance Note on Fees for information)

	£	p
a) No. of new dwellings (Schedule 1) <input type="checkbox"/> No. of types <input type="checkbox"/>	Fee (Schedule 1)	
b) Floor area of extension etc. (Schedule 2) <input type="text"/> Sq.m	Fee (Schedule 2)	
c) Total estimated cost of other work (Schedule 3) £ <input type="text"/>	Fee (Schedule 3)	
<b>Total plan fee</b>		
Add VAT		
<b>Amount enclosed</b>		

Payment should be preferably be made by cheque to 'Carlisle City Council.'  
 Alternative arrangements for payment by debit/credit card can be made; details are available from the Building Control office.

**8 Additional Information**

a) Has an application been made for planning permission and/or listed building consent?  
 Yes  No  
 Application No. (if known) \_\_\_\_\_

b) Means of water supply i.e. Mains, private supply \_\_\_\_\_

c) Mode of drainage: (i) Foul water \_\_\_\_\_ (ii) Surface water \_\_\_\_\_

**9 Statement**

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee. I understand that further fees may be payable following the first inspection by the local authority. Additional fees may be payable in accordance with The Building (Local Authority Charges) Regulations 2010 11(4). I have read and understood the guidance notes.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR COUNCIL USE ONLY**

Initial Payment		Additional Payment
Fee Required		
Fee Received		
Date Received		
Paid By	Cheque/Credit/Debit/Cash/BACS/Internal transfer/Invoice	
Cheque No		
Name of Payee		
Purchase Order No		
Invoice No		
Internal Transfer Fund Code		
Receipt No		
Paying In Slip/Authorisation Code		
Payment Taken By		
Hours Allocated		
Rate Applied		

# Building Notice Guidance Notes

## Building Control

Economic Development, Civic Centre, Carlisle, Cumbria, CA3 8QG

Telephone: **01228 817184** Fax: **01228 817115**

Email: **bc@carlisle.gov.uk**

Out of hours: answerphone: **01228 817197**

BT Typetalk: **18001 (01228) 817184**

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- 1** The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
- 2** One copy of this notice should be completed and submitted.
- 3** Where the proposed work includes the erection of a new building or extension, this notice should be accompanied by the following:
  - 3.1** a block plan to a scale of not less than 1:1250 showing:-
    - 3.1.1** the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries.
    - 3.1.2** 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.
    - 3.1.3** the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
    - 3.1.4** the provision to be made for the drainage of the building or extension.
  - 3.2** Building notices are not acceptable and a full plans application is needed when a proposed building or extension is within 3m of a drain or sewer shown on the 'Map of Sewers' provided by the sewage undertaker (This can be viewed at the Civic Centre).

**4** 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:

**4.1** the name and type of insulating material to be used;

**4.2** whether or not the insulating material is approved by the British Board of Agrément or conforms to a British Standard specification;

**4.3** 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 Agrément for the insertion of that material.

**5** 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:

**5.1** the name and type of system to be provided;

**5.2** whether or not the system is approved by the British Board of Agrément;

**6** Persons carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand.

A Building Notice fee is usually payable 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. This fee is payable on the deposit of this notice.

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**7** The Building Notice fee is calculated in accordance with current fees regulations. A Guidance Note on Fees is available on request.

Schedule 1 prescribes the plans and inspection fees payable for new dwellings.

Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling house, and the addition of a small garage or carport.

Schedule 3 prescribes the fees payable for all other cases.

**8** 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 Local Authority.

**9** The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost of the application (see 'Building Control Charges' document for additional inspection charges) and may cause a delay (arranging for another electrician to carry out an inspection and test).

Any electrical installation undertaken by someone who is not registered with a competent Persons Scheme Provider must provide an installation certificate, together with a test certificate prepared by that person.

**10** Where a building is erected a "design" CO<sub>2</sub> emission rate calculation must be submitted at least a day before commencement. An "as-built" CO<sub>2</sub> emission rate calculation must also be provided within 5 days of completion.

**11** These notes are for general guidance only. Particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010.

**12** 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 Act.

**13** Further information and advice concerning the Building Regulations may be obtained from Building Control, Economic Development Directorate, Carlisle City Council, Civic Centre, Carlisle CA3 8QG. Telephone: **01228 817184**. Email: **bc@carlisle.gov.uk**. BT Typetalk **18001 (01228) 817184**

**14** In cases where the work involves the provision of a septic tank or other non mains sewage disposal options, the Environment Agency should be contacted in order to ascertain if a formal consent to discharge is required.

Contact:

The Environment Agency, Ghyll Mount, Gillian Way, Penrith 40 Business Park, Penrith, Cumbria CA11 9BP.

Tel: **01768 866666**, Fax: **01768 865606**

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