

Oldham Building Control Services,  
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# BUILDING NOTICE

NB: This is Building Regulations, *not* Planning Approval  
The Building Act 1984      The Building Regulations 2000

Building Regulations Plan Number  
(office use only):

Date Received:

NOTE: SEPARATE CHEQUES ARE REQUIRED FOR BUILDING REGULATION AND PLANNING APPLICATIONS,  
PAYABLE TO OLDHAM MBC PLEASE

NOTICE OF INTENTION TO ERECT, EXTEND OR ALTER A BUILDING, EXECUTE WORKS OR INSTALL FITTINGS  
OR MAKE A MATERIAL CHANGE OF USE OF AN EXISTING BUILDING

If this form is unfamiliar please read the notes which follow, or consult the Building Control office for assistance.

## 1 Planning Permission

Have you applied for, or obtained Planning consent for your proposal? YES / NO / N/A  
If so, please quote the reference number: REF:

## 2 Applicant's details (IMPORTANT - The completion of this section in full is essential)

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

## 3 Agent's/Architect's details (where applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

## 4 Please provide a description of the proposed works

\_\_\_\_\_  
\_\_\_\_\_

## 5 Where is the work to take place? (Where an extension or new build, a location plan must accompany the application)

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

## 6 Domestic Electrical Work (to be completed for all applications that may include electrical work)

Please provide a description of the proposed electrical alterations/installation:

\_\_\_\_\_  
\_\_\_\_\_

Will a competent electrician who is registered with an approved self-certifying scheme carry out the electrical adaptations?  
**YES / NO** \* If no, please see note overleaf\*

Note: If the electrician is not qualified to 'self-certify' their work, please be aware that we may request a specification

## 7 Further Information

Are the works solely to provide unaided access into/within an existing building, or to secure the greater health, safety and welfare of a disabled person? (N.B. Documentation may be required to confirm exemption) **YES / NO**

Where the application is for an extension or new build, have you checked where the public sewers are in relation to the property? **YES/NO** (A Building Notice cannot be used if it is proposed to build within 3 metres of the centre line of a public sewer – you must use the 'Full Plans' application. If you would like a copy of a sewer map, please contact United Utilities Mapping Services on 0870 751 0101. We can only tell you whether your proposal will be close to a sewer).

## 8 Use of building (N.B. A Building Notice may not be used for non-domestic work – you must use the Full Plans application)

Please state proposed use: \_\_\_\_\_ Please state present use: \_\_\_\_\_

CHARGES	Fee – payable upon submission	
	Net	Vat
New dwellings		
Domestic Extensions/garages Internal floor area: _____ m <sup>2</sup> (please add together where more than one extension)		
All other work (inc. loft conversions/electrical adaptations) Est. cost = £ _____		
TOTAL		
FOR OFFICE USE ONLY – FEE CHECK	Officers Initials: _____	

## Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(b) and is accompanied by the appropriate fee.

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

**Please make cheques payable to Oldham MBC.**

### NOTES

1. The applicant is the person on whose behalf the work is being carried out, e.g. the building's owner.
2. Two copies of this notice should be completed and submitted.
3. Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by the following:
  - 3.1. a block plan to scale of 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, positions 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(s) as extended.
    - 3.1.4. the provision to be made for the drainage of the building or extension.
4. Persons carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand.
5. For details of the charges, please refer to the separate advice notes.
6. These notes are for general guidance only, particulars regarding the submission of building notices are contained in Regulation 12 of the Building Regulations 2000 (as amended), and in respect of the charges, in The Building (Local Authority Charges) Regulations 1998, and the Council's published scheme of charges.
7. 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 Acts.
8. Further information and advice concerning the Building Regulations and Planning matters may be obtained from your local authority.
9. Completion certificates will be issued upon successful completion of the proposals to the satisfaction of the local authority.
10. A Building Notice may not be used relating to works on non-domestic buildings (please telephone for further advice) or where any wall of a new building or extension is within 3 metres of the centre line of a public sewer.
11. In order to assist us to expedite your application quickly, please be sure to sign the forms and cheque
12. PLEASE NOTE: Any cheques should be made payable to Oldham MBC. Should planning permission be also required, separate cheques are necessary.

#### IMPORTANT NOTE REGARDING ELECTRICAL WORKS WITH EFFECT FROM 1<sup>ST</sup> JANUARY 2005

Further to question 7 overleaf, if your electrician is not registered with an approved self-certifying scheme, you will need to have the work inspected prior to plastering and at completion by the Building Control Officers. If your electrician is not registered with a recognised body, you will also be required to arrange for a competent electrician who is registered with either NICEIC or ECA to inspect and test the installation prior to the electrics being covered over. They must provide a test report (identified in BS7671:2001 as amended) to Building Control which has no limitations. You will need to pay the competent electrician for this additional check and test.

Please note that Building Control may require an additional fee for the electrical works, where they are not being undertaken directly as a result of the main works described on this form.

Building Control will not issue Completion Certificates until they are satisfied that the relevant installation and test certificates have been received.