

# Building Notice

To: Chichester District Council, East Pallant House,  
1 East Pallant, Chichester, West Sussex PO19 1TY  
[www.chichester.gov.uk](http://www.chichester.gov.uk)



## CHICHESTER DISTRICT COUNCIL

**BUILDING ACT 1984**  
**THE BUILDING REGULATIONS 2010**  
**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010**



*This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please type or use block capitals.*

For Office Use only			
Application Number		Date Received	
Amount Received		Receipt No.	

### 1 Applicant's Details (See Note 1)

Title: \_\_\_\_\_ First Name (or initials): \_\_\_\_\_ Surname: \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### 2 Agent's Details (if applicable)

Title: \_\_\_\_\_ First Name (or initials): \_\_\_\_\_ Surname: \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3 For extensions and new buildings a site plan to a scale of not less than 1:1250, and a block plan, showing the size and the position of the building or extension, and its relationship to adjoining boundaries should be provided.

Address: Building Number and/or Name: \_\_\_\_\_ Street: \_\_\_\_\_

Town/Village: \_\_\_\_\_ County: \_\_\_\_\_ Post Code: \_\_\_\_\_

### 4 Proposed Work

Number of storeys: \_\_\_\_\_ Description of work: \_\_\_\_\_

### 5 Use of building

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

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

### 6 Standard Charges (see separate Guidance Note for information)

1. Table A: Number of dwellings: \_\_\_\_\_ Number of flats: \_\_\_\_\_  
or description of conversion works: \_\_\_\_\_

2. Table B: Category (eg 15): \_\_\_\_\_ Area m<sup>2</sup> (if applicable): \_\_\_\_\_

Building Notice charge: £ \_\_\_\_\_ plus VAT: £ \_\_\_\_\_ Total: £ \_\_\_\_\_

3. Is the work for the benefit of disabled persons? Yes  No  (Cross whichever box is applicable)

### 7 Mode of Drainage (see note 3.2 over)

Foul \_\_\_\_\_ Surface Water \_\_\_\_\_

### 8 Statement

This notice is given in relation to the building work as described, is submitted in accordance with Regulations 12(2)(a) and is accompanied by the appropriate charge. **I also declare that the submitted plans are the same as those deposited for planning approval (if applicable).**

Planning Ref: \_\_\_\_\_

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

# Notes

1. The applicant is the person on whose behalf the work is being carried out e.g. the building's owner.
2. One copy of this notice should be completed and submitted. **(Building Notices can only be submitted in respect of domestic works).**
3. This notice shall be accompanied by the following:
  - 3.1 a site plan to a scale of not less than 1:1250, and a block plan, 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 where it is proposed to erect the building or extension over or within 3m of a sewer or drain shown on the relative map of public sewers, **a Full Plans Application must be deposited.**
4. Persons carrying out building work must give notice of the commencement of the work at least two working days beforehand.
5. A Building Notice Charge is payable to cover the cost of all necessary site inspections. This consists of a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
6. The Building Notice Charge is calculated in accordance with current charges regulations and is payable at the time of submission. A separate Guidance Note on charges is available on request if you call our office on **01243 534734** or email **building control@chichester.gov.uk** or may be downloaded from **www.chichester.gov.uk**

Tables A and B prescribe the plan and inspection charges payable for domestic works.
7. Subject to certain provisions of the Building Act 1984 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 appropriate authority.
8. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
9. 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. Where planning permission has been obtained applicants are reminded of their responsibility to comply with those plans.
10. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.
11. This Building Notice shall **cease to have effect from three years** after it is given to the local authority unless the work has been commenced before the expiry of that period.
12. Applicants should be aware of the Party Wall Act 1996 and all relevant Health and Safety legislation.