

Building Regulations **BUILDING NOTICE** Application Form

This form should be completed by the owner (applicant) or agent and sent to the address on the back of this form. Please type or use block capitals. If you are unfamiliar with this form please refer to the 'Building Regulation Application Form Notes' leaflet which can be downloaded as a PDF from our website or collected from the Horsham District Council or Crawley Borough Council offices.

1	<p>Applicant's Details <i>(see note 1)</i></p> <p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>..... Postcode:</p> <p>Phone: Email:</p>
2	<p>Agent's Details <i>(if applicable)</i></p> <p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>..... Postcode:</p> <p>Phone: Email:</p>
3	<p>Location of building to which work relates</p> <p>Address:</p> <p>..... Postcode:</p>
4	<p>Proposed Work</p> <p>Description of the work:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Is this a re-submission? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what was the original Building Regulations Application Number?</p> <p>Has Planning Permission been applied for? Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/></p> <p>If yes, what is your Planning Reference Number?</p>
5	<p>Use of Building</p> <p>Does this application concern a new building? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Present Use:</p> <p>Proposed Use:</p> <p>When the building is in use, will it be subject to the Fire Safety Order? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p> <p><i>(see note 4 for an explanation)</i></p> <p>If the answer is YES, then you cannot use a Building Notice for this work. Please submit a Full Plans application instead.</p>

6	<p>Charges <i>(see note 5)</i></p> <p>Table A – New Dwellings Total Fee £ No. of Dwellings:</p> <p>Table B – Domestic extensions / Alterations Total Fee £ Floor Area: Estimated Cost:</p> <p>Table C – Non-domestic work Total Fee £ Floor Area: Estimated Cost:</p> <p>Does the application cover multiple works? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Works must be undertaken at the same time to claim any fee reduction)</i></p> <p>What is the total value of this work?</p> <p>How are fees for this application to be paid? Cheque <input type="checkbox"/> Card <input type="checkbox"/> Other <input type="checkbox"/> <i>(Please make cheques payable to Horsham District Council)</i></p>
7	<p>Domestic Electrical Work <i>(to be completed for all domestic applications that include electrical work)</i></p> <p>Will a competent electrician, who is registered with a Part P self-certification scheme, carry out the electrical installation work? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(If NO, see note 6)</i></p>
8	<p>Commencement</p> <p>The proposed work is due to commence on <i>(A minimum of 2 days notice must be given)</i></p> <p>The person undertaking the work is: Name Tel No</p>
9	<p>Additional Information</p> <p>Are you claiming an exemption from charges on behalf of a disabled person? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES please complete the Disability Eligibility Declaration which can be downloaded from our website or collected from reception at Horsham District Council or Crawley Borough Council. If you would like us to post you a copy please call the Building Control Team on 01403 215151 or email info@sussexbuildingcontrol.org</p>
10	<p>Statement</p> <p>This notice is given in relation to the building work as described, it is submitted in accordance with Regulation 12(2) a and is accompanied by the appropriate charge. I accept that a supplementary charge may be payable if the work undertaken by the local authority exceeds the amount of work quoted for within the determined charge.</p> <p>I hereby consent to the Council using any of the information given in accordance with the Data Protection Act 1998.</p>
11	<p>Signature</p> <p>Name: Date:</p>

**If you would like this form in an alternative format please contact
Sussex Building Control on 01403 215151**

Sussex Building Control provides
building control services on behalf of:



**Horsham
District
Council**

A member of



Sussex Building Control
c/o Horsham District Council
Park North, North Street, Horsham
West Sussex, RH12 1RL
www.sussexbuildingcontrol.org
email: info@sussexbuildingcontrol.org
Tel: 01403 215151 Fax: 01403 215599