

Building Notice



The Building Act 1984
The Building Regulations 2010

Building Control Unit
Carmarthenshire County Council

PLEASE TYPE OR USE BLOCK CAPITALS		Application No: <i>(Office use only)</i>	
1. Applicant's Details		2. Agents Details (if applicable)	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Email:		Email:	
3. Location of Building to which work relates:			
Address:			
Postcode:		Grid Ref: _____	
This application must be accompanied by a Location Plan to a scale of 1:1250 or 1:2500 and a Block Plan to a scale of 1:500 both clearly marking the boundaries in red.			
4. Proposed Work:			
5. Commencement Date: <i>(if known)</i>		6. Disabled Persons: Yes <input type="checkbox"/> No <input type="checkbox"/>	
_____		<i>Do these works fall into any of the categories set out in Note 6</i>	
7. Use of Building:			
(a) If new building or extension, please state proposed use: -			
(b) If existing building, state present use: -			
8. Total floor area of new building/extension:		9. Total number of Bedrooms:	
_____		_____	
10. Town & County Planning Acts:		11. Drainage:	
(a) Has an application been submitted or determined for the proposed work under the Planning Acts Yes <input type="checkbox"/> No <input type="checkbox"/>		(a) Means of Water Disposal: _____	
(b) If Yes, please give reference Number:		(b) Means of Surface Water Disposal: _____	
_____		(c) Means of Water Supply: _____	

12. Domestic Electrical Work (To be completed for ALL Domestic Applications that include Electrical Work)

Will the Electrical work be carried out by a contractor who is registered with a Part P Self-certifying Scheme?
Yes ☐ No ☐

If YES please supply the name of the body operating the scheme: _____

If NO, Please submit our *Building Notice Electrical Work Application Form* and it is important you read Note 12 – There is an additional Charge for this work.

13. Charges: Total estimated cost of work £_____

Fee: £_____

Vat: £_____

Total Fee: £_____

14. Statement:

This Notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12 (2) (a)

Please be aware that this is a Building Notice Application and there is only a Building Notice Plan Fee applicable.

Neither a building notice nor plans which accompany it are treated as having been formally deposited under the Building Regulations and **no decision** will be issued.

If work is not commenced within three years of submitting the Building Notice application, that application is considered as having lapsed under provisions of Section 32, the Building Act 1984, and a further application will be required.

Name: _____

Signed: _____

Date: _____

If you have any queries please contact us below or alternatively please visit our extensive website at the following address:- www.carmarthenshire.gov.uk/buildingcontrol

Please return the form and relevant Fee to:

Carmarthenshire County Council
Place & Sustainability
Building Control Unit
3 Spilman Street
Carmarthen
SA31 1LE

Tel: 01267 246044

Email: building.control@carmarthenshire.gov.uk



1. The applicant is the person on whose behalf the work is being carried out, i.e. the building's owner.

2. Two copies of this notice should be completed and submitted along with a location plan to a scale of 1:1250 or 1:2500 clearly marking the boundary in red.

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/SITE PLAN to a scale usually 1:500 or 1:200 clearly marking the boundary in red 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;

4. Please describe what the proposed work involves.

5. The person carrying out building work must give written notice of the commencement of the work at least 48 hours beforehand.

6. Applications for work which is exclusively for people with disabilities.

In order for works to be exempt from charges they must comprise of;

6.1 Alterations which are:-

(i) solely for the purpose of providing **means of access** to enable disabled persons **to get into or out of an** existing building and **to or from any part of it** or from any part of it or of providing **facilities** designed to secure the greater health, safety, welfare or convenience of such persons; and

(ii) is to be carried out in relation to:

(a) An existing building to which members of the **public** are admitted. or;

(b) An existing dwelling which is, or is to be, occupied by a disabled person

6.2 Extensions to a dwelling, which the sole use of the room is:-

(i) for the carrying out of medical treatment of a disabled person which cannot reasonably be carried out in any other room in the dwelling; or

(ii) for the storage of medical equipment for the use of a disabled person; or

(iii) to provide **necessary accommodation** or a **necessary facility** by **adapting or replacing accommodation** or a **facility which already existed** within the building which was **incapable** of being used, or **used without assistance**, by the disabled person.

7. These notes are for general guidance only, particulars regarding the deposit of plans are contained in the Building Regulations 2010 Regulations 13 and in respect of fees in the Building (Local Authority Charges) Regulations 2010.

8. Please indicate the total internal floor area of the new building.

9. Please indicate the total number of NEW bedrooms in the new building.

10. 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.

11. Where it is proposed to erect the building or extension over the sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.

12. 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 to the applicant 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 NICEIC or ECA must provide an installation certificate, together with a test certificate prepared by a member of NICEIC or ECA.

BS 7671 Electrical Certificates for new installations, rewires and adding new circuits to an existing installation

If the electrical contractor **is** a member of NICEIC or ECA, they must complete an **Installation Certificate (Form 1)**

If the electrical contractor **is not** a member of NICEIC or ECA, they must complete the **Design and Construction parts of the Installation Certificate (Form 2)** (as amended) **and** you are required to arrange for an electrical contractor who is a member of the NICEIC, ECA or Competent Persons Scheme to inspect and test the installation to enable them to complete the **Inspection and Testing** part of the form.

In both instances the electrical contractor is required to complete **Schedule of Inspection (Form 3)** and **Schedule of Test Results (Form 4)** **Additional Sockets or Lighting points to all existing installation in a kitchen or special location.**

If the electrical contractor is a member of NICEIC, ECA or is qualified with City and Guilds Certificate 2391, they must complete the **Minor Works Certificate (Form 5).**

Completed copies of the appropriate forms must be deposited with the Authority upon Completion of the work; failure to do so will prevent the Authority from issuing a Completion Certificate and may lead to Enforcement action taken against you and/or your electrical contractor. Homeowners would be advised not to pay contractors until these electrical work certificates have been provided and the building work complies with the Building Regulations.

You are advised that the preferred route to approval is for you to use an electrical contractor who is registered under a Competent Persons Self Certification Scheme.

This Building Notice shall cease to have effect three years after the date it is given to the Local Authority unless the work has been commenced or the material change of use has been made prior to the expiry of that period.