

**general notes:**

1. The applicant is the person on whose behalf the work is being carried out, i.e. the building owner.
2. You must provide a site location plan drawn to a scale of 1:1250 or 1:500 showing the position of the building and/or extension on the site and the site boundaries and location of site on an Ordnance Survey map .
3. The charge is dependent on the type of work that is carried out. Please see separate charges guidance. You may be eligible for a 'disabled persons' exemption.
4. Planning Permission maybe required for your project. Please confirm with Development Control prior to commencement.
5. Prior to starting work on site, two working days notice of commencement must be provided to the council.
6. Notice must be given to Norfolk County Council before any opening is made in the highway.

**data protection act 1988:**

We will keep any information you give us, in our records, including on computer. We will only use it for the purposes for which you gave it to us and to provide other council services. We will not sell or give the information to a third party, unless it is for anonymous survey, or in connection with government anti-fraud investigations. Please go to the Breckland Council web site for the Building Control Privacy Notice.

**checklist**

Have you...

1. Filled in all parts of the form?
2. Signed the form?
3. Provided a site location plan, including boundaries?
4. Submitted payment with the application?

**How to contact us:**

For further information about building regulations charges, or the services Building Control can provide, please contact us.

Phone 01362 656246 or 01362 656228

E-mail: [building.control@breckland.gov.uk](mailto:building.control@breckland.gov.uk)

[www.breckland.gov.uk](http://www.breckland.gov.uk)



# Building Notice

The Building Act 1984  
The Building Regulations 2010



**Breckland Council, Elizabeth House, Walpole Loke, Dereham, Norfolk NR19 1EE**

**1. applicant's details - the person for whom the work is being carried out, i.e. the building owner**

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Email: \_\_\_\_\_

**2. agent's details - if applicable**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_ Your ref: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Email: \_\_\_\_\_

**3. location of building**

Address \_\_\_\_\_  
\_\_\_\_\_

**4. work to be carried out and use of building**

Description: \_\_\_\_\_  
Existing use: \_\_\_\_\_ Proposed use: \_\_\_\_\_

**5. charges (see our scale of charges)**

1. If these are new dwellings please state the number  and the number of  types
2. Domestic extensions—please state the total internal floor area  m<sup>2</sup>
3. Please state the total estimated cost of work (not including VAT): £  
Building Notice charge £

**6. drainage**

|  |   |
|--|---|
| How is drinking water supplied?          | <b>Mains / Borehole / Spring / Other</b>        |
| Proposed foul drainage?                  | <b>Sewer / Septic / Tank / Cesspool / Other</b> |
| What sort of storm drainage is proposed? | <b>Sewer / Soakaway / Watercourse / Other</b>   |

**7. additional information**

Planning application reference number (if this applies): \_\_\_\_\_  
Proposed date of commencement of work (if known): \_\_\_\_\_

**8. electrical installations**

- Will any electrical installation be carried out by:
1. An electrician registered with a competent persons self certification scheme **YES / NO**
  2. An electrician qualified to sign a BS7671 design, installation and testing certificate **YES / NO**
- Additional charges may be payable unless competent electricians are used

**9. statement**

This notice applies to the building work described above and the requirement of regulation 12(2)(a). I enclose the correct charge, I request a completion certificate upon satisfactory completion.

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