

Public Protection, Building Control

E-Mail: buildingcontrol@northumberland.gov.uk Website: www.northumberland.gov.uk

This Building notice conforms to the Building 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 which follow or consult your local Building Control office. Please submit completed form to the Building Control Office dealing with your Building Notice application. Information regarding fees may be obtained from your Building Control Office.

1 Applicant's details
 First Name: _____ Surname: _____
 Address: _____

 Postcode: _____ Tel: . _____ email: _____

2 Agent's details (if applicable)
 Name: _____
 Address: _____

 Postcode: _____ Tel: _____ email: _____

3 Location of building to which work relates
 Address: _____

 Postcode: _____

4 Proposed Work
 Description: _____

 Number of storeys in building: _____
 Anticipated date of commencement _____
 I acknowledge that I have read my cancellation rights and I agree to works commencing on my application within the 14 days cancellation period

5 Use of building
 1. If new building or extension please state proposed use: _____
 2. If existing building state present use: _____

6 Fees (see Guidance Note of Fees for information) Please indicate fee table and category of work

Table - _____	Category - _____	Cost of Work £	<i>please state the estimated cost of works</i>
Building notice fee £ _____	plus VAT at the current rate	Total £ _____	

 Total floor area of any new building or extension; _____
N.B. The appropriate fee should be submitted with this notice.

7 Additional Information:

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



Name: _____ Signature: _____ Date: _____

Notes

1. Your application should include:-

(a) One completed copy of this form

(b) The appropriate Building Notice fee

(c) A location plan to a scale of not less than 1:1250

Extra information required if an extension of a building or new dwelling/s are proposed –

(i) A site plan to not less than 1:1250 showing the size and position of the building

(ii) Details of the provision for the drainage of the building or extension

2. Where the proposed work is a repair of more than 25% of a wall/roof/floor or change of the building's energy status or a material change of use, then the works need to comply with the Building Regulations. So please call the Building Control Office for guidance.

3. Persons proposing to carry out building work or make a material change of use are reminded that permission may be required under the Town & Country Planning Acts

4. The discharge from a septic tank installation may require approval from the Environment Agency. For further information please contact:-
Environment Agency, Tyneside House, Newcastle Business Park, Skinnerburn Road, Newcastle upon Tyne, NE4 7AR Tel: 0191 203 4000

5. Please note that in order to determine compliance with the Regulations, additional information or plans may be required as the works proceed.

6. You will normally be notified within 5 working days as to whether or not you may proceed with the proposed works.

7. If you require any further information or assistance, the Building Control staff will be pleased to help. Contact information is available on the following page.

Contact Details;

E mail; buildingcontrol@northumberland.gov.uk;

Website; www.northumberland.gov.uk

North Northumberland

Berwick & Alnwick areas

Alnwick Community Fire Station/Depot, Blackthorn Close, Lionheart Ent Pk,

Alnwick, Northumberland NE66 2ER

Phone 01670 623838

South East Northumberland

Blyth, Cramlington, Bedlington, Ashington, Morpeth, Lynemouth, Ellington and Linton areas

Alnwick Community Fire Station/Depot, Blackthorn Close, Lionheart Ent Pk,

Alnwick, Northumberland NE66 2ER

Phone 01670 623729

West Northumberland

Hexham, Prudhoe and Ponteland areas

Hexham Community Fire Station, Maidens Walk, Hexham, Northumberland, NE46 1DR

Phone 01670 623820

Please Note - Fees can be made by ringing the appropriate office and making a card payment over the phone.



Northumberland
County Council
Building Control

Your Right to Cancel

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the date of your acknowledgment letter.

To exercise the right to cancel, you must inform us of your decision to cancel, by telephone, email or by using the attached form.

Effects of Cancellation

If you cancel this contract, we will reimburse all payment received from you, without undue delay We will make the reimbursement using the same means of payment for the initial transaction, unless you have expressly agreed otherwise.

If you have requested us to commence the service during the cancellation period, you shall pay us an amount which is in proportion to the work that has been carried out to that date.

Cancellation Form

To: Northumberland County Council Building Control, Alnwick Community Fire Station, Blackthorn Close, Lionheart Enterprise Park, Alnwick NE66 2ER , or by emailing us at buildingcontrol@northumberland.gov.uk or by ringing us on 01670 623838 or 01670 623820

I/We give notice that I/We cancel my/our application for a Building Regulations service:

Please provide application reference or address to which the works relates to

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Name:

Address:

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Signature:

Date: