

When a Building Notice is not an option

The Building Notice option is not available for works where;

- the building falls under the scope of the Regulatory Reform (Fire Safety) Order 2005
- when a building or extension is to be built over or within 3m of a public sewer
- for new dwellings that are fronting an adoptable highway

If you are in any doubt about this, the building control surveyor will be pleased to explain the criteria involved. Under these special circumstances the only option is the Full Plans procedure.

The Party Wall Etc Act 1996

Although separate from the Building Regulations, this Act provides owners of buildings with new rights and obligations to other property owners in relation to party walls and similar structures. It is designed to protect the interests of all parties sharing walls or boundaries. You are advised to check whether the provisions of this Act apply to your proposed building work.



More information is available from:

✉ Building Control, South Somerset District Council, Brympton Way, Yeovil, Somerset, BA20 2HT

🌐 www.southsomerset.gov.uk/buildingcontrol

☎ 01935 462462
(8.45am to 5.15pm Monday to Thursday)
(8.45am to 4.45pm Friday)

📧 building_control@southsomerset.gov.uk



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If you would like this document translated into other languages or into Braille, large print, audio tape or CD, please contact:

☎ **01935 462462**

Dokument ten jest na życzenie udostępniany w językowych polskim.

Este documento encontra-se disponível em Português, a pedido.

Building Control Services

Building Notice Procedure



Guidance Leaflet - 3



Introduction

Anyone intending to carry out building works controlled by the Building Regulations must first either;

- give the local authority a Building Notice, or
- deposit a Full Plans Application.

This leaflet explains the Building Notice option.

The council is required to set charges for checking plans and work under the Building Regulations. Charges in respect of Building Notices MUST be submitted in full at the time the Notice is submitted. A separate leaflet explaining the charges to be paid is available on request.

Giving a Building Notice

The Building Notice procedure is intended for minor building works where fully-detailed plans are not necessarily required by the person undertaking the work. It saves the expense of producing plans solely for submission to the council.

A further advantage is that time is saved by not having to wait for plans to be checked before notice of acceptance can be given. If you provide all the required information the council will normally reply within a few days accepting the Notice.

A Building Notice form must be submitted not less than 48 hours before the works are due to commence.

The information required

The information should include a site or location plan showing the size of the existing building and (if applicable) extension and distances to site boundaries. Plans submitted in support of planning permission are acceptable for submission in support of a building notice. To help in establishing what requirements of the Regulations will apply to your proposed works, or to determine whether a particular method of construction will comply with the Regulations, the building control surveyor may ask for further information or plans.

Please remember to indicate any drains or sewers, especially those that will be built over.

Naturally such requests are kept to a minimum so that the advantages of the Building Notice option are retained, but you are obliged to comply. Any plans submitted to assist the building control surveyor will not be checked formally; hence a Plans Approval Notice cannot be given.

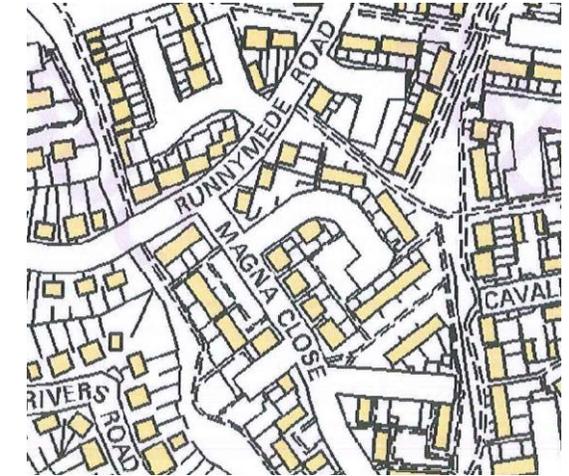
For this reason the Building Notice procedure has three disadvantages:

- Approved plans are not available for the builder to follow. This introduces the risk of costly alterations if the building control surveyor, while making the necessary inspections as work proceeds, finds that the work does not conform to the requirements of the Building Regulations.
- A Plans Approval Notice cannot be issued for passing to a bank, building society or loan company from which assistance is being sought to fund your project.
- Completion certificates may not be received as of right on request.

Location and block plans

Where new buildings or extensions are proposed, location and block plans must be submitted. Typical examples of such plans are shown below.

Location Plan



Block Plan

