



# NORTH YORKSHIRE BUILDING CONTROL

(incorporating Hambleton, Ryedale, Scarborough and Selby Councils)

Suite 2, Coxwold House, Easingwold Business Park,  
 Easingwold, YORK. YO61 3FB  
 Telephone: 01347 822703  
 Fax No: 01347 824279  
 E-mail: enquiries@nybcp.org  
 www.hambleton.gov.uk - www.selby.gov.uk  
 www.ryedale.gov.uk - www.scarborough.gov.uk

## BUILDING NOTICE

The Building Act 1984  
 The Building Regulations 2000

Plan Number
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*This form is to be filled in by the person carrying out building work or their agent.  
 Please type or use block capitals.  
 If the form is unfamiliar please read the notes attached or consult the office indicated above.*

**FOR OFFICE USE ONLY**

### Applicant's details

Name .....

Address .....

..... Postcode ..... Tel..... Fax.....

WORK TYPE

PURPOSE GROUP

### Agent's details (if applicable)

Name .....

Address .....

..... Postcode ..... Tel..... Fax.....

H/ways

ACCESS

MINING

WATER

### Location of building to which work relates

Name .....

Address .....

..... Postcode ..... Tel..... Fax.....

AREA TEAM

FEE TYPE

FEE DUE

### Description of proposed work

.....

.....

Date of Commencement (if known): .....

FEE PAID

REC NO

### Use of building

- 1 If new building or extension please state use:
- 2 If existing building state previous use:

OVER/UNDER PAID

DATE REC

Fees (see Guidance Note for information)

Estimate of full cost of work exc VAT

Plan Fee £ ..... plus VAT £ ..... Total £ ..... £.....

### Electrical Installation

- 1 Does the work involve installation of an electrical circuit? **YES / NO**
- 2 If "YES" will the work be carried out by a member of the Competent Persons Scheme? **YES / NO**
- 3 If "NO" will the work be carried out by a Registered Electrician who can give a Certificate of Compliance on completion of the work? **YES / NO**
- 4 **NOTE:-** If you have answered "NO" to either question **2 or 3** an additional charge will be required. Please refer to Charge Guidance Notes.

### Information required

\* Delete as necessary

Have you applied for planning permission? **YES / NO** If yes state App No .....

State the floor area internally of ALL new floors .....m<sup>2</sup>. State number of storeys.....

\* Drainage Foul / Mains / Septic Tank / Other (specify) .....

\* Drainage Surface Water / Mains / Soakaway / Other (specify).....

### Statement

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

Name ..... Signature ..... Date .....

# THE BUILDING REGULATIONS

## NOTES FOR GUIDANCE - BUILDING NOTICE

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- 1 The applicant is the person on whose behalf the work is being carried out.
  - 2 One copy of this notice should be completed and submitted.
  - 3 Where the work included the erection of a new building or extension this notice shall be accompanied by the following:
    - 3.1 block plan to a scale of not less than 1:1250 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;
      - 3.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.
      - 3.1.4 the provision to be made for the drainage of the building or extension.
    - 3.2 where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, you will be expected to obtain written approval from: Yorkshire Water Waste Water - Sewerage Development Team, Blackburn Meadows WWTW, Alsing Road, Sheffield, S9 1HX. Telephone: 0114 251 8257
  - 4 Where the proposed work involves the insertion of insulating material into the cavity walls of a building then this building notice shall be accompanied by a statement as to:
    - 4.1 the name and type of insulating material to be used;
    - 4.2 whether or not the insulating material is approved by the British Board of Agreement or conforms to a British Standard specification;
    - 4.3 whether or not the installer is a person who is the subject of a British Standards Institution Certificate of Registration or has been approved by the British Board of Agreement for the insertion of that material.
  - 5 Where the proposed work involves the provision of an unvented hot water storage system, this building notice shall be accompanied by a statement as to:
    - 5.1 the name, make, model and type of hot water storage system to be installed;
    - 5.2 the name of the body, if any, which has approved or certified that the system is capable of performing in a way which satisfies the requirements of Part G of Schedule 1 to the Building Regulations 2000;
    - 5.3 the name of the body, if any which has issued any current registered operative identity card to the installer or proposed installer of the system.
  - 6 Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
  - 7 A fee is usually payable to contribute towards the cost of site inspections, being a single payment which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.
  - 8 The Building Notice fee is calculated in accordance with current fees regulations and is payable at the time of submission. A Guidance Note on Fees is enclosed. Cheques should be made payable to the local authority which covers your area.
  - 9 Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the appropriate authority.
  - 10 If your proposal involves the installation of a septic tank, consent for the discharge will be required from the Environment Agency, Coverdale House, Aviator Court, Clifton Moor, York YO3 4UZ. Telephone: 0870 8506506
  - 11 Persons proposing to carry out building work or make a material change of use of building are reminded that permission may be required under the Town and Country Planning Acts. You are advised to consult with the area planning officer if you are in any doubt.
  - 12 For applications within the North York Moors National Park please contact the National Park Officer, The Old Vicarage, Bondgate, Helmsley. Telephone: 01439 770657.
  - 13 A completion certificate will be issued following a satisfactory completion inspection. This is subject to the local authority being notified of all necessary inspections.
  - 14 This Building Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.
  - 15 Further information and advice concerning the Building Regulations can be obtained from North Yorkshire Building Control.  
  
Telephone: 01347 822703.  
  
E-mail: [enquiries@nybcp.org](mailto:enquiries@nybcp.org)  
  
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