

Building Control Section
Housing and Public Protection Service, Directorate of Place
Room G.4.2. The Civic Centre, Oystermouth Road,
Swansea, SA1 3SN
TEL:(01792) 635636 FAX:(01792) 635644
e-mail:- bcon@swansea.gov.uk

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 enclosed guidance notes or consult the office indicated above. Please type or use block capitals.

1 **APPLICANT'S DETAILS** (see note 1)
Title: _____ Full Names: _____
Surname: _____
Full Business Name: _____
Address: _____
Postcode: _____ Tel: _____ Fax: _____
E-mail address : _____

2 **AGENT'S DETAILS** (if applicable)
Name: _____
Address: _____
Postcode: _____ Tel: _____ Fax: _____
E-mail address: _____

3 **LOCATION OF BUILDING TO WHICH WORK RELATES**
Address: _____
Postcode: _____ Tel: _____ Fax: _____

4 **PROPOSED WORK**
Number of storeys: _____
Description: _____
Date of Commencement: _____ (if known see note 6)

5 **USE OF BUILDING**
1. If new building or extension please state proposed use: _____
2. If existing building state present use: _____

This information is available in alternative format, if you need help with filling in any forms please ask.

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ELECTRICAL WORKS (applies to dwellings only)

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS 7671 : 2001 (as amended).

a) Competent Person Scheme

No additional charge (see list of approved schemes in attached guidance note)

b) BS 7671 Certificate

A qualified electrician will certify that the work has been designed, installed, inspected and tested in accordance with BS 7671 and provide an Electrical Installation Certificate with associated inspection and testing schedules to BS 7671.
(NB This option will attract an additional charge, please contact the office to obtain the appropriate fee)

c) Building Control Body

This option will involve a Council employed electrician inspecting, testing and Certifying the electrical installation.

Note: This option will attract an additional charge, please contact the office to obtain the appropriate fee)

NOTE

Fees in association with options b) and c) above are payable on submission of the Building Regulation application.

If option a) is chosen at the time of application and then reverting to option b) or c) at a later date, the relevant additional fee will then be payable. Additionally this may involve opening up completed works for inspection.

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If your application is for a new house or flat or a conversion to form the same, you will require a carbon emissions rating (TER & DER) and an Energy Performance Certificate (EPC), also Water Efficiency calculations. If you would like us to determine them for you please contact the section on the telephone number overleaf.

FEES: See relevant guidance note

- 1. Table A work: please state the total number of dwellings - _____
- 2. Table B work: if work includes replacement windows, please tick box
- 3. Table B work: if work is for, or includes electrical work, see section 7
- 4. Table B or C work: please state the estimated cost of work excluding VAT: £_____ or, if work includes an extension, please state floor area: _____m²

Building Notice Fee: £_____ Plus VAT £_____

Electrical Fee: £_____ Plus VAT £_____

Total: £_____

To make a card payment by phone – contact 01792 635636 / 635607 / 635619.

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STATEMENT

This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2) and is accompanied by the appropriate fee.

Name: _____ Signature: _____ Date: _____

BUILDING NOTICE GUIDANCE NOTES

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

2.1 One copy of this notice should be completed and submitted

2.2 A building notice cannot be used where the work is a new building which fronts onto a private street (un-adopted highway) or is a building to which the Regulatory Reform (fire safety) Order 2005 applies i.e. all building types other than a single family dwelling or alterations and extensions to the same.

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 plan to a scale of not less than 1:1250 showing:-

3.1.1 the size and the position of the building, or 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, the precautions to be taken in building over a sewer or drain.

4. where the proposed work involves the insertion of insulating material into the cavity walls of a building 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 Agrément or confirms 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 Agrément 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 2010

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 available on request.

9. Subject to certain provisions of the Water Industry Act 1991 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the 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. These notes are for general guidance only, particulars regarding the submission of Building Notices are contained in Regulation 12 & 13 of the Building Regulations 2010 and, in respect of fees, in the Building (Local Authority Charges) 2010

11. Persons proposed to carry out building work or make a material change of use of a building area reminded that permission may be required under the Town and Country Planning Acts.

12. Further information and advice concerning the Building Regulations and planning matters may be obtained from the Council

13. This Building Notice shall cease to have effect from three years after it is given to the local authority unless work has been commenced before the expiry of that period.

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Section 91 of the Building Act 1984. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. *We will share your data securely with the following third parties under our data sharing agreement with them: These are, Street Naming & Numbering, Planning, Highways, Mid & West Wales Fire Service.*

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](#) on our website.