

**Directorate of Place
Housing & Public Protection
Building Control Section, Room G.4.2
Civic Centre, Oystermouth Road,
Swansea, SA1 3SN.
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Building Notice Application 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.