RIBBLE VALLEY BOROUGH COUNCIL
BUILDING CONTROL SERVICES, CHURCH WALK
CLITHEROE, LANCS, BB7 2RA
Tel: 01200 425111 Fax: 01200 414487
Email: building.control@ribblevalley.gov.uk

BUILDING NOTICE

The Building Act 1984
The Building Regulations 2010

OFFICIAL USE ONLY	DATE RECEIVED			Building Regulations Appl. Number:
FEE PAID	RECEIPT No	FEE PAYABLE	REFUND	
T.P. REF	CHECKED BY	VAT	TOTAL COST	

***This form is to be filled in by the person who intends to carry out building work or their agent**. If the form is unfamiliar* please read the notes on the reverse side or consult the office indicated above. Please use block capitals.

BUILDING NOTICE FORM TO BE USED ONLY FOR ALTERATIONS AND EXTENSIONS TO DOMESTIC DWELLNGS

Applicant's details *(including christian names or initials - see also note 1)*
Name:
Address
Postcode: Tel: Fax:

Agent's details (if applicable)
Name:
Address:
Postcode: Tel: Fax:

Location of building to which work relates
Address:
Postcode: Tel: Fax:

Proposed Work
Description:

Is the proposed work or any part of it subject to Partnering or a current LABC Type approval? YES/NO ☐
(See note 5)

If a planning application has been submitted please state the application number _____

Anticipated date of commencement (see note 6**)** _____

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

Charges (see SEPARATE Guidance Note on Charges for information)

Building notice charge £_____ plus VAT _____ Total £_____

Total floor area of any new building or extension: _____
Estimate of *total* cost of work shown on plans where they are subject to charges in accordance with Schedule 3 £_____ excluding VAT. *(Total cost must be as would be charged by contractor)*
N.B. **The appropriate Building Regulation charge must accompany this notice.**

Mode of Drainage
Foul Drainage Surface Water

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:

Note Cheques to be made payable to Ribble Valley Borough Council and crossed A/C Payee.
Return to: Ribble Valley Borough Council, Building Control Services, Church Walk, Clitheroe. BB7 2RA

LABC

Notes

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

2 One copy of this notice should be completed and submitted.

3 Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following:

3.1 a block plan to a scale of not less than 1:2500 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 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 provision of an unvented hot water storage system, this building notice must be accompanied by a statement as to:

4.1 the name, make, model and type of hot water storage system to be installed;

4.2 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 of the Building Regulations 2000.

4.3 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.

5. LABC provides a Partner Authority Scheme and also National Type Approval for a range of building types, building systems and major building elements where they are used repeatedly. If this proposal is to use the Partnering scheme please answer YES and provide further details, including name of the Partner Authority, If the work proposed or any part of it is subject to a type approval please answer YES and enclose a copy of the appropriate current certificate(s). If there is any variation in this proposal from that shown on the type approval plans attention should be drawn to it in a covering letter.

Further information on the Type Approval scheme is available from your local Building Control office, or LABC. 66 South Lambeth Road, London SW8 1RL.

6 Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.

7 A charge is usually payable for site inspections (paid in advance as part of Building Notice) This single payment covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations.

8 The building notice charge is calculated in accordance with current charges regulations and is payable at the time of submission. A Guidance Note on Charges is available on request. **Note. If the correct Building Notice charge is not paid then the notice is not valid.**

Table A prescribes the plan and inspection charges payable for newly constructed dwellings/flats.

Table B prescribes the charges payable for certain extensions to dwellings, the addition of a small garage or carport, garage conversion and replacement windows.

Table C and D prescribes the charges payable for certain works to dwellings and non domestic buildings as well as small non domestic extensions.

Table E prescribes the charges payable for all other works not in tables A, B, C, and D.

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 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 and 13 of the Building Regulations 2010 and, in respect of fees the current Ribble Valley scheme of charges made under the Building (Local Authority Charges) Regulations 2010.

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

12 Further information and advice concerning the Building Regulations and planning matters may be obtained from Ribble Valley Borough Council. Tel 01200 425111.
Web site www.ribblevalley.gov.uk

13 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.