



Mid Sussex District Council
Oaklands
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS

THE BUILDING ACT 1984
THE BUILDING REGULATIONS

BUILDING NOTICE

www.midsussex.gov.uk

Building Control Charge Received £.....

Telephone: 01444 477570 E-mail: buildingcontrol@midsussex.gov.uk

Two Copies of this form and plans must be submitted

1. Building Owner

Name:
Address:
Postcode: Tel: Fax: E-mail:

2. Agent's Details (if applicable)

Name:
Address:
Postcode: Tel: Fax: E-mail:

3. Location of building to which work relates (see Note 12)

Location:

4. Proposed Work

Number of storeys: Height of Proposal:
Description:
Are there any trees within 35m of the building or extension?
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

6. Charges (see note 8 and separate guidance notes on charges available on web site)

Charge category number(s) : £
(Please make cheques payable to Mid Sussex District Council) Building Notice Charge £ inc. VAT

7. Details of Proposal

- (a) Disposal of foul water: MAINS/ (b) Disposal of surface water:
(c) Means of water supply: MAINS/

8. Planning Permission

Has optional requirements with reference to Approved Document Part M and or Part G been requested as part of planning permission being granted or currently applied for? YES/NO
If YES, please provide full supporting details with this application.

9. 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:

BUILDING NOTICE - NOTES

1. Two copies of this notice should be completed and submitted.
2. Where the proposed work includes the erection of a new building or extension this notice shall be accompanied by the following:
 - 2.1 A block plan to a scale of not less than 1:1250 showing:
 - 2.1.1 the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - 2.1.2 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;
 - 2.1.3 the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
 - 2.1.4 a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates;
 - 2.1.5 particulars of—
 - (i) the provision to be made for the drainage of the building or extension; and
 - (ii) the steps to be taken to comply with any local enactment which applies.
 - 2.2 Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to the building's energy status or making a material change of use shall give the local authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.
3. Neither a building notice nor plans which accompany it or are given under paragraph (3) are to be treated for the purposes of section 16 of the Act as having been deposited in accordance with building regulations.
4. A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless before the expiry of that period—
 - (a) the building work to which the notice related was commenced; or
 - (b) the change to the building's energy status or the material change of use described in the notice was made
5. Persons carrying out building work must give written notice of the commencement of the work at least two days beforehand.
6. The Building Notice Charge is payable when the notice is served on the Council. The charge is 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.
7. The Building Notice Charge is calculated in accordance with current charge regulations and is payable at the time of submission. Guidance Notes on Charges are available on the web site www.midsussex.gov.uk/buildingcontrol
8. Subject to certain provisions of the Building Act 1984 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.
9. These notes are for general guidance only. Particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations.
10. 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 and Country Planning Acts.
11. In the event of a new business, domestic unit or similar being created please inform Royal Mail, Address Management, Service Centre, Redstone Hill, Redhill, RH1 1GG.