



*Delete as appropriate If a public sewer exists then I agree that my application will be altered to a Full Plans procedure in accordance with regulation 12.(2).(b). (see notes overleaf)
I/WE hereby give notice of intention to carry out building work or make a material alteration in accordance with regulation 12.(2).(a).

Signed Date
 Person on whose behalf the work is to be carried out, and who is responsible for charges. (In block letters please). See note below. Person to whom correspondence to be sent. (In block letters please).
 Owner's name..... Agent's name
 Address Address
 Postcode..... Postcode.....
 Telephone no..... Telephone no.....

1.	Address or location of proposed work:	
2.	Description of proposed work or material change of use:	
3.	Use of building a) New building/extension b) If existing, state present use c) Number of storeys in the main building	a) b) c)
4.	Method of drainage a) foul water b) surface water	a) b) <small>Note: This notice is not suitable when building close to or over a public sewer (unless the statement at top of this notice has been agreed)</small>
5.	Means of water supply (delete as appropriate)	a) MAINS – (statutory undertaker ie. Three Valleys) b) OTHER – state method.....
6.	Has planning permission been sought for this work? (delete as appropriate)	Yes/No Application number if known
7.	a) Are there any trees within 30m of the proposals? YES/ NO b) If yes, the species and location of the tree(s) should be shown on a plan c) Will you require a Building Regulation Completion Certificate when the building works have been completed? YES/ NO	
8.	When will building works commence? Name and address of builder	
9.	Building charges a) Floor area in sq. m of each separate building/extension b) Total estimated cost of work c) Charge payable. (Plan and inspection charge combined) (See table of charges leaflet) (VAT payable on all types of projects).	a) b) c) Note: Plan and inspection charge to accompany building notice

Provide two completed copies of this form together with two copies of a site plan to a metric scale of not less than 1:1250 and two copies of building plans if available and the relevant charge (see overleaf for details)

**RETURN TO: Building Control
Hertsmere Borough Council, Civic Offices,
Elstree Way, Borehamwood, Herts WD6 1WA**

**Tel: 020 8207 7456
Fax: 020 8207 7470
Email: building.control@hertsmere.gov.uk**

Notes

1. All correspondence relating to the application will be sent to the Agent where noted overleaf.
2. The Local Authority must be satisfied that any estimated cost of works is reasonable. Estimates may be requested. Charges are based on 100% of estimated cost of work.
3. No charge is payable where the Local Authority is satisfied that the work being carried out is for the health, safety or welfare of a disabled person, as described in the Building (Local Authority Charges) Regulations 2010 and Hertsmere Borough Council current charge scheme.
4. In the case of the erection or extension of a building, a building notice shall be accompanied by a plan to a metric scale of not less than 1:1250 showing:
 - (i) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
 - (ii) 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;
 - (iii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
5. Additional information may be requested by the Local Authority pursuant to Regulation 13.
6. A separate application may be required for permission under the Town and Country Planning Acts. For advice on this matter please contact the relevant planning officer on 020 8207 2277.
7. This type of application may not be used when carrying out work in relation to a building put or intended to be put to a use which is a designated use for the purposes of the Fire Precautions Act 1971 or a workplace of a kind to which Part II of the Fire Precautions (Workplace) Regulations 1977 apply.
8. The application will not be considered valid unless the charge paid is accepted as correct for the work proposed and in accordance with the current list of charges. VAT is payable on this type of application.
9. Cheques must be crossed and made payable to Hertsmere Borough Council.
10. You are reminded that the Party Wall etc. Act 1996 applies to certain building works. Agreement with relevant adjoining owners may need to be reached and this could affect the method of construction and date when the works commence.
11. This notice is not suitable when building over or close to a public sewer, unless you have agreed to convert to a full plans application in accordance with Reg 12.(2).(b), in which case plans drawn to a reasonable metric scale, on durable paper, will need to be deposited in duplicate.
12. It is the owner / developer's responsibility to check whether there is a public sewer within 3.0m of the proposals and/or whether the works could result in damage to public sewer, and to gain approval from the sewerage undertaker.
13. Additional information may be requested by the Local Authority pursuant to Regulation 14.(3).b.
14. If installing an unvented Hot Water System, please provide:
 - (a) Name and type of system.
 - (b) Has the system got an agreement certificate. If yes give certificate number.
 - (c) Has the installer been approved by British Board of Agreement. If yes give ref number.
15. If installing an insulating material into a cavity wall then provide:
 - (a) Name and type of material
 - (b) Is the material conforming to B.S. specification or approved by BBA If so give BSI ref or BBA certificate number.
 - (c) Has the installer been registered by the BSI or approved by BBA to install said material if so give BSI ref /BBA certificate number.

If not shown overleaf, the person carrying out the building work is to give separate notification in writing/fax/email of the commencement of the work, at least 48 hours beforehand, to Building Control.

NB. Headed paper showing name and address of builder and site location and proposed start date will suffice for this purpose.