



Please return to:  
Building Control, Barnet House,  
1255 High Road, Whetstone, London N20 0EJ

Email: [building.control@barnet.gov.uk](mailto:building.control@barnet.gov.uk)

**Statement**

I/We hereby give notice in accordance with Building Regulation 12(2)(a) of my/our intention to carry out the building work or material change of use as described below.

**Applicant's Details (owner)**

Mr/Mrs/Ms Initials..... Surname .....  
Address .....  
Post Code ..... Tel: .....  
Email: .....

**Agent's Details**

Mr/Mrs/Ms Initials..... Surname .....  
Company Name .....  
Address .....  
Post Code ..... Tel: .....  
Email: .....  
Preferred method of correspondence: Post      Email

**Builder's Details**

Mr/Mrs/Ms Initials..... Surname .....  
Company Name .....  
Address .....  
Post Code ..... Tel: .....  
Email: .....  
Preferred method of correspondence: Post      Email

**Address of building to which work relates**

.....  
Post Code .....

**Description of proposed works**

.....

If the proposed work involves Building Regulation Requirement P1: Electrical Safety, please confirm whether you are intending to use an Authorised Competent Person. YES/NO  
**If no, please also submit form LBB/BC/Part P found on our website.**

**Use of Building**

- 1. If new building or extension please state use:.....
- 2. If existing building please state present use:.....

**New build dwellings and newly created dwellings ONLY**

Do you have planning permission? YES: Ref:..... /NO  
Have planning specified any optional requirements? YES/ NO/ PENDING PERMISSION

**Please specify the number of units required under the following categories:**

Part M4 (1) Category 1: VISIBLE Dwellings  
Part M4 (2) Category 2: Accessible and Adaptable Dwellings  
Part M4 (3) Category 3: Wheelchair User Dwellings      (2)(a) Adaptable (2)(b) Accessible  
Please specify how many litres is the requirement for Part G Water Efficiency:      110 litres/125 litres

**Please note the above information is necessary to progress your application if you do not yet have planning permission this must be provided within 28 days of that consent.**

**Method of Drainage** (e.g. to public sewer, septic tank, cesspit)

- 1. Foul Water .....
- 2. Surface Water .....

**BUILDING NOTICE FORM**

**Building notice charge**

1. Internal floor area of proposed works ..... square metres
  2. Estimated 100% cost of the works £.....
  3. Domestic charges £ .....
  4. Non domestic charges £ .....
- Total payable including VAT £ .....

**Signature**

Applicant/Agent/Builder ..... Date .....

**Building Regulations 2010 (As amended) Building Notice****Guidance Notes****1. Required plans**

The Building Notice application should be accompanied by the following:

(a) A plan to a scale 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 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;
- (iv) the provision to be made for the drainage of the building or extension.

**2. Additional plans**

To avoid delays at deposit stage you are advised to provide one copy of any plans and structural calculations. Where it is necessary for the discharge of our Building Regulation function we may require you to send us additional plans and structural calculations.

**3. Building over sewers**

Where new foundations are proposed within 3.0m of a sewer, private sewer or lateral drain (a drain shared with other properties) that is shown on the relative map of sewers you are required to make a Full Plans application and this form should not be used. You are advised to consult and if necessary enter into an agreement with Thames Water Utilities Ltd. Please note that if an agreement is obligatory they may make different or additional requirements to those required under the Building Regulations, it is therefore recommended you reach agreement with them before commencing the work. For further information and guidance, please contact Thames Water, Developer Services (Waste) – Thames Water Utilities, 3<sup>rd</sup> Floor West, Clearwater Court, Vasten Road, Reading, RG1 8DB. Tel: 0845 850 2777 Email: [developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) or visit their site at [www.thameswater.co.uk/developerservices](http://www.thameswater.co.uk/developerservices).

**4. Party Wall etc Act 1996**

Where the Party Wall etc Act 1996 applies to the works the owner of the works is required to serve notice on the adjoining owner. Guidance on the Party Wall etc Act 1996 may be obtained from the faculty of Party Wall Surveyors P.O.Box 86, Rye, East Sussex, TN31 9BN. Tel: 01424 883 300 or [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

**5. Notification of intention to commence work**

Persons carrying out building work must give two days written notice of the commencement of work. Please refer to the attached notification of commencement form as required by Building Regulation 16(1)(a).

**6. Building Notice charge**

The Building Notice is a single payment that covers both the deposit and all site inspections. Cheques should be made payable to the London Borough of Barnet. Should you wish to pay by card, have any queries or require assistance in determining the charge for your works please contact us on Tel: 020 8359 4500 or email at [building.control@barnet.gov.uk](mailto:building.control@barnet.gov.uk)

**7. Town and Country Planning**

Should you have any questions relating to planning permission, please contact our planning team on Tel: 020 8359 3000 or email [planning.enquiry@barnet.gov.uk](mailto:planning.enquiry@barnet.gov.uk)

**8. Domestic Electrical Works**

Except where stated otherwise, it is assumed that a registered competent person will be used for controlled domestic electrical work. Details of the Competent Person Scheme can be found at [www.competentperson.co.uk](http://www.competentperson.co.uk)



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**Building Act 1984**  
**Building Regulations 2010 (As amended)**

**Notice of Commencement**  
**Building Regulation 16 (1)**

**This form should be completed by the builder or person undertaking the works and returned to us two working days prior to the work commencing.**

Building Control Ref No (If known).....

Address of the works: .....

Description of the works: .....

I hereby give notice that work will commence on the: .....

Full name and address of builder or person undertaking the works:

Name and or Company Name .....

.....

.....

..... Post code: .....

Email .....

Tel: .....

Signature: .....

Date: .....

## **PRIVACY NOTICE**

### **How your information will be used**

**Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.**

**The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.**

**For further details of how we use your information and to understand your rights please visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy) or email [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) to request a full copy of our privacy notice.**