

This form should be filled in by the building owner, applicant or agent.

Alternatively you can make your application ONLINE by visiting www.hullcc.gov.uk

Please return form to: Hull Building Control, Kingston upon Hull City Council Guildhall, Alfred Gelder Street, Kingston upon Hull, HU1 2AA

Please type or use BLOCK capitals (Black Ink) For further information see back of form

1. Owners Details

Mr/Mrs/Ms/Miss: First Name InitialSurname.....

Address

Postcode:Tel: Mob: Email:.....

2. Agent's Details (if applicable)

Full Name.....

Address

Postcode:Tel: Mob: Email:.....

3. Location of proposed building work

Address:Postcode

4. Description of Proposed Work:

5. Existing use of Building Proposed use of Building.....

6.	a) Inspection fee	Person/Company responsible for paying the Inspection Fee	Owner	Agent	Other
	b) Conditions	Do you consent to the plans being approved subject to conditions, If appropriate?		Yes	No
	c) Extension of Time	Do you agree for the prescribed period to be extended?		Yes	No
	d) Re-submission	Do you agree for the application to be automatically re-submitted if a Rejection Notice has been issued?		Yes	No
	e) Electrical Work	If the building work described in Section 4 above includes domestic electrical work, will this be carried out under a self- certification scheme authorised by the Secretary of State.		Yes	No

Note relating to Domestic Electrical work

The Council will require that you provide certification of satisfactory testing and inspection for all work not carried out under the Competent Persons Scheme. This requirement may unfortunately increase the cost of the application and may cause a delay in issuing the Completion Certificate

7.

Type of Work	Plan Fees (inc VAT)	Inspection Fees (inc VAT)
	£	£
	£	£
	£	£
	£	£
Estimate if applicable £		Total Fees

8. Statement
This notice is given in relation to the above mentioned building work and is submitted in accordance with Regulation 12 of the Building Regulations, for and on behalf of the owner and / or applicant.

Print Name:..... Signature Date

COUNCIL USE ONLY			
Fee Enclosed	Yes / No	Payment Type: Cash / Cheque / Card Type	
Amount	£.....	Receipt No:	Date:

GENERAL NOTES – BUILDING REGULATIONS

1. The applicant is the person on whose behalf the work is being carried out e.g. the building's owner.
2. The application form should be completed and submitted with the drawings and particulars.
3. **DOCUMENTATION**
 - a) One copy of this notice should be completed and submitted.
 - b) Where the proposed work includes the erection of a new building or extension, this notice should be accompanied by a block plan to a scale of not less than 1:1250 showing the size and the position of the building, or the building as extended, its relationship to adjoining boundaries and the provision to be made for the drainage of the building or extension.
 - c) Where the proposed work involves the provision of an unvented hot water storage system, this Building Notice should be accompanied by a statement as to the name and type of system to be provided, whether or not the system is approved by the British Board of Agrément, and whether or not the installer has been approved by the British Board of Agrément, for the provision of that system.
4. Subject to certain exceptions, a Full Plans Submission attracts fees payable by the person by whom, or on whose behalf, the work is to be carried out.
5. **BUILDING REGULATION INFORMATION**

Additional information to assist with the completion of this form can be obtained from Hull Building Control, Kingston upon Hull City Council, Guildhall, Alfred Gelder Street, Kingston upon Hull, HU1 2AA, Tel: (01482) 300300 or via www.hullcc.gov.uk
6. **FEES**

Subject to certain exceptions, a fee is payable to cover the cost of the Building Regulation submission process, including any associated site inspections. Most fees are payable in two stages, by the person by whom, or on whose behalf, the work is to be carried out. The first fee (**PLAN FEE**) should accompany the deposit of plans, and the second fee (**INSPECTION FEE**) is payable after the first site inspection of work in progress. This second fee is in respect of each individual building to cover site visits and consultations which may be necessary until the building work is satisfactorily completed. The appropriate fee is dependent upon the type of work proposed. Fee information is set out in the **BUILDING CONTROL FEES** leaflet, which is available on request. Fee information is also available from Hull Building Control, or by visiting our website at www.hullcc.gov.uk.
7. **WITHDRAWAL OF BUILDING REGULATION APPLICATION**

Please be absolutely certain that you intend to proceed with building work before submitting a Building Regulation application.

A minimum charge of **£30** will be retained if, once your Building Regulation application has been submitted, you then request your application to withdraw your application, whatever the reason.
8. **PAYMENT**

Payments can be made by cash, cheques (made payable to Kingston upon Hull City Council) or the following credit / debit card payments can be made by telephone on (01482) 612326.


9. **PLANNING PERMISSION & LISTED BUILDING CONSENT**

Persons proposing to carry out building work, or make a material change of use of a building, are reminded that SEPARATE permission may be required under the **TOWN and COUNTRY PLANNING ACTS**. IF you have not already received **TOWN PLANNING PERMISSION** for your proposed building works, you are advised to contact the Development Control Section, Guildhall, Alfred Gelder Street, Kingston upon Hull, HU1 2AA. Tel: (01482) 300300.
10. **ENVIRONMENTAL HEALTH & HOUSING STANDARDS**

Your attention is drawn to the fact that any alterations to non-domestic buildings, or conversion of single-unit dwellings to multiple occupation, may effect or alter your responsibilities under statutory law. Should the usage of the building be covered by Public Health, Food, Health and Safety, or Housing Legislation, advice can be sought from Public Protection, Environmental Health Division Tel: (01482) 300300.
11. **PARTY WALL ACT 1996**

Your attention is drawn to the Party Wall Act agreement 1996. Building Regulation approval gives no consent under any part of this Act, and it is the owner's responsibility to ensure that the provisions are met.
12. **EQUALITY ACT 2010**

Your attention is drawn to the **EQUALITY ACT 2010**. Building Regulation approval gives no consent under any part of this Act, and it is the buildings operator's or owner's responsibility to ensure that its provisions are met.

This document is available in other formats (large print, alternative language, audio and Braille as appropriate).

Please telephone (01482) 300300