



Woking Borough Council  
 Civic Offices, Gloucester Square,  
 Woking, Surrey GU21 6YL  
 Telephone: 01483 743841 DX2931 WOKING  
 Email: buildingcontrol@woking.gov.uk



The Building Act 1984  
 The Building Regulations 2010  
 The Building (Local Authority Charges) Regulations 2010

<h1 style="margin: 0;">Building Regulations</h1> <h2 style="margin: 0;">Building Notice Application Form</h2>	<b>Building Regulations Number:</b>  <small>(Office use only)</small>
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This form should be completed in BLOCK CAPITALS by the person who intends to carry out building work or their agent. If you need assistance in completing this form, please contact Building Control. (Please note that where an email address is supplied this will be used for all correspondence.) Building Control will require one copy of this application form together with one copy of the site plan, any relevant plans and calculations.

**1 Applicant's details** (building owner)  Use as main contact for correspondence

Name ..... Address .....

Postcode ..... Tel ..... Email .....

**2 Agent's details** (if applicable)  Use as main contact for correspondence

Name ..... Company name .....

Address .....

Postcode ..... Tel ..... Email .....

**3 Builder's details** (if applicable)  Use as main contact for correspondence

Name ..... Company name .....

Address .....

Postcode ..... Tel ..... Email .....

**4 Location of building to which work relates**

Address .....

Postcode .....

**5 Proposed work**

Description .....

**6 Use of building**

1. If new building or extension please state proposed use .....

2. If existing building, state present use .....

**If the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005 only a Full Plans Application is acceptable.**

**7 Town & Country Planning Acts**

Do the submitted plans correspond with the terms of any planning permission granted or planning permission currently applied for?

Yes  No

Planning Application No. (if known)

**8 Domestic electrical work** (to be completed for all domestic applications that include electrical work)

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Please tick the appropriate box Yes  No

*(if No, see note 10 overleaf)*

FOR OFFICE USE ONLY	
Rec'd charge £	Rec'd date
Drawn by	
Verified date	Initials

Continued over...

**9 Charges** (see Guidance Note on Charges for information)

Charges taken from Table **A**  **B**  **C**

Individually determined charge   
(Please attach copy of agreed charge)

If **Table A**: number of dwellings:.....

If **Table B**: Total floor area of new building/extension ..... m<sup>2</sup>

If **Table C**: Estimated cost of work (ex VAT) £..... or number of installations:.....

Is the work in question exempt from Building Regulation charges? **Yes**  **No**

*If Yes, please provide evidence to support this claim.*

Building Notice charge £..... + VAT £..... Total £.....

Payments should preferably be made by cheque payable to Woking Borough Council.

Alternative arrangements for payments can be made; details are available from Building Control.

**10 Statement**

This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate charge. I hereby give notice that I require a completion certificate to be provided in accordance with Regulation 17.

Name:..... Signature:..... Date:.....

**Notes**

1. The applicant is the person on whose behalf the work is being carried out, eg the building's owner.
2. One copy of this Application Form should be submitted together with one copy of the site plan, plans and calculations (if applicable).
3. A Building Notice charge is payable at the time of submission and this is calculated in accordance with current charges regulations. The fee is a single payment that covers all the necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. (A Guidance Note on Charges is available separately.)
4. Persons carrying out building work must give notice of the commencement of the work at least two days beforehand.
5. These notes are for general guidance only. Particulars regarding the submission of Building Notices are contained in Regulation 13 of the Building Regulations 2010 and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.
6. 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.
7. Further information and advice concerning the Building Regulations and planning matters may be obtained from Building Control.
8. This Building Notice shall cease to have effect from three years after it is deposited with the Local Authority, unless the work has commenced before the expiry of that period.
9. A Building Notice cannot be used in all situations. Please refer to Regulation 12 of the Building Regulations 2010.
10. Where electrical work is not carried out and registered by an electrician under a Part P competent persons scheme an additional fee/application will be required for this work.