

# BUILDING NOTICE SUBMISSION

The Building Act 1984  
The Building Regulations 2000

Building Regulations Plan number:
--------------------------------------

To: Gateshead Council, Building Control,  
Regulatory Services, Civic Centre, Gateshead, NE8 1HH  
Tel: (0191) 433 3146 Fax: (0191) 433 3340

*This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar, please read the notes which follow or consult Building Control before completing this form*

1	<b>Applicant's details</b> (see note 1) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____			
2	<b>Agent's details</b> (if applicable) Name: _____ Address: _____ Postcode: _____ Tel: _____ Fax: _____			
3	<b>Location of building to which work relates</b> Address: _____ _____ _____ Postcode: _____ Tel: _____ Fax: _____			
4	<b>Proposed Work</b> (see note 6) Description: _____ _____ Number of storeys in building: _____ Anticipated date of commencement (see note 7) _____			
5	<b>Use of building</b> 1. If new building or extension please state proposed use: _____ 2. If existing building state present use: _____			
6	<b>Fees</b> (see note ) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Building notice fee £</td> <td style="width: 30%; text-align: center;">plus VAT at 20%</td> <td style="width: 30%; text-align: right;">Total £</td> </tr> </table> <p>When fees are based on estimated cost of the work, an estimate of the total cost of the work shown on the plans must be provided</p> <p>State the estimated cost of work £ _____ Total floor area of extension _____ m<sup>2</sup></p> <p><b>N.b. The appropriate fee should be submitted with this notice.</b></p>	Building notice fee £	plus VAT at 20%	Total £
Building notice fee £	plus VAT at 20%	Total £		
7	<b>Statement</b> This notice is given in relation to the building work as described, and is submitted in accordance with Regulation 12(2)(a).  Name: _____ Signature: _____ Date: _____			

<b>For office use only:</b> Fee £ ..... Receipt Ref..... Date Paid: .....
---

## Guidance Notes

- 1.** Please complete all applicable sections including, first and last name, company name (if applicable), address and postcode.
- 2.** Please give a clear description of your proposal, stating the floor, wall and roof construction, and state what it will be used for. Please give the application number if this proposal has been previously rejected.
- 3.** In the majority of cases a Building Notice Submission requires charges to be paid by the person on whose behalf the work is to be carried out. All charges are payable when the Notice is submitted.  
Charge levels and methods of calculation are set out in the leaflet 'Guidance Notes on Charges' which is available on request.
- 4. A** 1:1250 location plan can be obtained from the address shown overleaf for a small fee. You may also be asked to provide additional drawings, specifications or other details in order to allow Building Control to ensure your proposal satisfies the provisions of the Building Regulations.
- 5.** The form should be signed by the Applicant or Agent if applicable.
- 6.** Please give a clear description of your proposal, stating the floor, wall and roof construction, and state what it will be used for. Please give the application number if this proposal has been previously rejected.
- 7.** A plan view sketch drawing outlining the extent of any extension must be provided, which need not be to scale. But it must show written dimensions from the nearest boundaries to the extension and the internal floor of the extension. **This information will determine the charge you must pay.**
- 8.** You will normally be notified within 5 working days as to whether or not you may proceed with the project.
- 9.** These notes are for general guidance only, full details regarding the submission of a Building Notice are contained in the Building Regulations 1991, and Building (Local Authority Charges) Regulations 1998.
- 10.** Any person proposing to carry out work or Make a material change of use of a building is reminded that permission may also be required under the Town & Country Planning Acts.
- 11.** Further information and advice concerning the Building Regulations can be obtained from Building Control at the address shown overleaf.
- 12. Please note** the Building Inspection service carried out by Gateshead Building Control is restricted to ensuring that health and safety requirements are satisfied. Should you wish to have a more extensive supervisory service you are advised to employ a suitably qualified person to carry this out on your behalf