



# BUILDING CONTROL SERVICE

# BUILDING NOTICE APPLICATION

Thanet Council Offices, P.O. Box 9,  
Cecil Street, Margate, Kent CT9 1XZ.  
Telephone: 01843 577522  
E-mail: [building.control@thanet.gov.uk](mailto:building.control@thanet.gov.uk)  
[www.thanet.gov.uk](http://www.thanet.gov.uk)

The use of a Building Notice is only recommended for very small works to domestic properties, i.e.: re-roofing, structural load-bearing walls, minor alterations etc. A building notice must not be used for works to buildings, which are subject to the Regulatory Reform (Fire Safety) Order 2005.

If you need further advice please contact the Building Control office.

<b>1</b>	<b>Applicant's details</b> (see note 1) Name: (Mr/Mrs/Miss):                      Initial:                      Surname: Address: Postcode:                      Tel:                      Email:
<b>2</b>	<b>Agent's details</b> (if applicable) Name Address: Postcode:                      Tel:                      Email:
<b>3</b>	<b>Location of building to which work relates</b> Address: Postcode:
<b>4</b>	<b>Proposed work</b> Number of storeys: Description:   
<b>5</b>	<b>Use of building</b> 1. If new building or extension please state proposed use: 2. If existing building state present use:
<b>6</b>	<b>Fees</b> (see note 3) 1. Creation or Conversion of dwellings: 2. Extensions state floor area:                      m <sup>2</sup> 3. Alterations to domestic buildings cost of work excluding VAT:    £ 4. All works to non-domestic building cost of work excluding VAT:    £ Plan fee:    £                      plus VAT:    £                      Total:    £
<b>7</b>	<b>Statement</b> This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) Name:                      Signature:                      Date:



## Sketch

### Notes:

1. Where the proposed work includes the erection of a new building or extension, this notice shall be accompanied by the following
  - a) a block plan to a scale of not less than 1:1250 showing:
  - b) the size and the position of the building, or the building as extended, and its relationship to adjoining boundaries.
  - c) 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;
  - d) The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended;
  - e) The provision to be made for the drainage of the building or extension.
  - f) Where it is proposed to erect the building or extension over a sewer or drain shown on the relative map of public sewers, the precautions to be taken in building over a sewer or drain.
2. A single fee is usually required which covers all necessary site visits until satisfactory completion of the work, a fee scale is available on request.
3. Persons proposing to carry out building work or make a material change to the use of a building are reminded that permission may be required under the Town and Country Planning Acts. Further advice can be obtained from the Planning Section.
4. This Building Notice shall cease to have effect from **THREE YEARS** after it is given to the local authority unless the work has been commenced before the expiry of that period.