



# BUILDING NOTICE

The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010 (as amended)

Reference N°: (Office use only)

## BUILDING CONTROL

Maidstone House, King Street, Maidstone, Kent, ME15 6JQ

Tel: 01622 602701

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

*To be completed by the person intending to carry out the work or their agent. Please read the notes on the reverse.*

### 1 Applicant Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 2 Client Details (where different from the applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 3 Principal/Sole contractor details (where known) (See Note 2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 4 Principal/Sole designer details (where known) (See Note 2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

### 5 Location of the building/site to which the building work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ What3words: \_\_\_\_\_

### 6 Proposed work Please provide a detailed description

### 7 Intended use of the Building If a new building or extension please state proposed use (use of each storey if applicable, use separate sheet if necessary)

## 8 Commencement

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies, state the details of the work which the client considers amounts to 15% of the proposed work

Date: \_\_\_\_\_

## 9 Start Date

Notification must be submitted to the Council at least two days before the duty holder intends to start work

Date: \_\_\_\_\_

## 10 Fees (See Note 8)

Our charges are detailed on a separate form. Please refer to that guide and for the heading of the type of application you are submitting. If you are unsure, please leave this section blank and we will provide you with a quote on receipt of the application.

FEE SUBMITTED £

## 11 Declaration:

This application is deposited in relation to the building works etc. as described above. It is submitted in accordance with [Regulation 12\(2\)\(a\)](#) and is accompanied by the appropriate fee.

I/we apply for Building Notice acceptance as described on this form and as detailed on any supplementary documents.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The use of a Building Notice to inform the local authority of building work is restricted to certain building types. Additional information will also be required to accompany your Building Notice depending upon the work proposed. Further information can be found in the attached notes.

**DATA PROTECTION:** For further details of how we process your personal information and for details on your additional rights, please refer to [MBC data protection on our website](#)

[www.maidstone.gov.uk](http://www.maidstone.gov.uk)

## Building Notice Notes

- 1 The applicant is the person on whose behalf the building work is being carried out eg. the building owner
- 2 A principal contractor or designer must have the following:
  - (a) where the person is an individual, the skills, knowledge, experience and behaviours necessary,
  - (b) where the person is not an individual, the organisational capability, to fulfil the duties of a principal contractor/ designer under these Regulations in relation to the building work included in the project.
- 3 New building/extension: 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.
- 4 If you are building near, or over a public sewer, you may need permission from Southern Water. You can access guidance from their website [Southern Water](#)  
  
A Building Notice may not be acceptable and an application for Building Control Approval with Full Plans should be submitted
- 5 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.
- 6 Where the proposed work involves insulating the cavity walls of a building, you must tell us:
  - a) The name and type of insulation to be used.
  - b) If the insulating material is approved by the British Board of Agreement or conforms to a British Standard.
  - c) If the installer is a person who is subject of a British Standards Institute Certificate of Registration or has been approved by the British Board of Agreement, for the insertion of that material.
- 7 Where the proposed work includes an unvented hot water system, you must tell us:
  - a) The name, make, model and type of hot water storage system to be used.
  - b) The name of the body which has approved or certified that the systems performance meets the requirements of Part G, Schedule 1 of the Building Regulations 2010 as amended.
  - c) The name of the body which has issued any current registered operative identity card to the installer or proposed installer of the system
- 8 Building Notice charges must be paid at the time of submission. If work does not start within 3 years of submission the notice will cease to have effect
- 9 The notes are for general guidance only. For more complete information please consult [Regulation 13](#) of the Building Regulations (as amended).