



Department of the Built Environment
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Building Notice application under the Building Regulations 2010

May be filled in by the architect, surveyor, project manager, builder or occupier.

I intend to carry out some building work. I am sending you this application and plans in line with regulation 12(2)(a) of the Building Regulations 2010.

Address of building
or site:

Your full name and address:

Phone number:



Would you like to receive a reply by e-mail?

Email address:

Are you: the architect?

the surveyor?

the project manager?

the builder?

Other?

Please specify

Full name and address
of the person or company
the work will be carried
out for:

Phone number:

Email address:

Is this the building's:

owner?

occupier?

Other?

Please specify

Description of proposed work
(including details of which
floor the work is on):

Does your application include work to dwellings where electrical alterations covered by Part P are involved?

Yes No

If yes, are the electrical works covered
by the Competent Persons Scheme?

Yes No

Does Section 20 of the London Building Acts (Amendment) Act 1939 apply to the building?
(See note 1.)

Yes No

Not sure? Phone us on 020 7332 1000.

Category of Work (See note 2.):

The Building Notice route is only available for work which is not affected by the Regulatory Reform (Fire Safety) Order. All other applications must be made by the Full Plans route.

Material Change of Use

Small Residential Alterations

Other

Please specify

If 'other', phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 for guidance with the charge.

What is the estimated cost of the work? (See note 3.)

How much Building Notice charge is enclosed? (See note 4.)

How much Section 20 charge is enclosed? (See note 5.)

Total Charge enclosed

Please list the plans you
have enclosed (See note 6.)
or attach a schedule.

When do you expect to start the work?

Don't know

You must notify us of commencement at least 48 hours before the work starts.

Your signature:

Date:

Notes to help you fill in your Building Notice application

This form should be filled in by the person responsible for the work: architect, surveyor, project manager, builder or occupier/landlord.

Please make sure you have:

- enclosed the Building Notice charge, with VAT added (see note 4);
- enclosed the Section 20 charge, if appropriate, without VAT (see note 5);
- signed the Building Notice application; and
- enclosed sufficient plans (see note 8).

1 - About Section 20

Section 20 is a part of the London Building Acts (Amendment) Act 1939. It applies to any building more than 30 metres high. It also applies to buildings higher than 25 metres if they cover an area of more than 930 square metres, and some commercial buildings (for example, warehouses) that have a volume of more than 7100 cubic metres. For these buildings extra fire-safety measures are usually needed.

You need separate approval. For this there is an extra charge (see note 5).
If you are not sure whether Section 20 applies, phone us on 020 7332 1000.

2 – Categories of work

Material change of use – Where the proposal is to create within an existing building a first time or additional dwelling, flat, hotel or boarding house, institution, public building, shop or room for residential purposes. (The full definition of this category is given in clause 6 of the Building Regulations 2010.)

Small residential alterations – Straightforward amendment of residential layouts.

Other - If other, phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 for guidance.

3 - Estimated cost

Our charges are based on the estimated cost of the work. This should include the cost of all the building work involved. It should not include VAT or any professional fees paid to an architect or surveyor for the work. We may ask you for a written breakdown of the cost of the work to confirm the charge.

4 - Paying the Building Notice charge

The person or company the work is being carried out for, usually the building's owner or occupier, pays these charges. Please see the table on page 5 for the amount due. You must send us the Building Notice charge with this application. Please make your cheque payable to '**City of London**'. VAT is due on this charge at the current rate.

5 - Paying the Section 20 charge

This charge should also be paid by the person or company the work is being carried out for. This is usually the owner or occupier. Please see the table on page 5 for the amount due. You should send the Section 20 charge with the Building Notice application. There is no VAT on the Section 20 charge. If you are not sure about the charge due, phone us on 020 7332 1000.

6 - The plans

Please send us one hard copy set of plans and one electronic set on CD/DVD containing PDF, TIF or AutoCAD (PDF preferred) versions of the plans if available, giving details of escape routes and fire-safety measures and other relevant works/information. If you are also applying for Section 20 approval, you do not have to send us any extra plans.

Your plans should show as much detail as possible. If you need any help, please phone us on 020 7332 1000 and ask for the surveyor dealing with your building.

7 - What to do when the work is finished

You must send us a completion notice (form BC40) within five days of the work finishing or before the building is used. This may be submitted by e-mail to district.surveyor@cityoflondon.gov.uk. We will then arrange for a final inspection and give you a completion certificate when we are satisfied that the work has been finished and is up to the necessary standard.

8 - Customer surveys

From time to time, the City of London District Surveyor's Office carries out customer surveys. Any personal information you give us will be processed in line with the Data Protection Act 1998. It will only be used to improve the service we provide and will not be shared with any third party. If you have any queries, please email our Data Protection Officer: DES-DataProtection@cityoflondon.gov.uk.

Table of Building Notice charges (from 1 October 2010)

If you would like to discuss the charges for a particular project, or need any help with the application or this table, please phone us on 020 7332 1000.

Estimated cost of work	Building Notice Charge (excluding VAT) VAT <u>MUST</u> be added at the current rate and included in your payment.	
Work Categories (For works not described on the table a specific individually assessed charge will be provided.)		
Not Exceeding	Material Change of Use *	Small Residential Alterations *
£10,000	£860*	£560*
£20,000	£860*	£760*
£40,000	£1,000*	£1,000*
£70,000	£1,300*	£1,300*
£100,000	£1,300*	£1,500*
<p>* If Part P electrics are not applicable or if they are dealt with under the Competent Persons Scheme - Deduct £200</p> <p>If the estimated cost of the work is more than £100,000 please phone Geoff Martin on 020 7332 1962 or Bill Welch on 020 7332 1939 to find out what the charge will be.</p>		

Table of Section 20 charges (from 3 June 2006)

The charge due depends on the estimated cost of the work and whether it is 'major work' (such as a new building, an extension or extensive alterations) or 'minor work' (alterations in existing buildings, for example, alterations to office partitions).

The charge shown is a reduced charge you would pay if you apply for Section 20 approval when you send in this application.

Section 20 charges								
	Major work						Minor work	
Estimated cost	Up to £1million	Between £1million and £5million	Between £5million and £10million	Between £10million and £20million	Between £20million and £40million	Over £40million	Up to £1million	Between £1million and £5million
Reduced Section 20 charge (no VAT due)	£300	£600	£900	£1200	£1800	£2400	£150	£300