

# Building Regulations Building Notice Form

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



## 1 Applicant details

Name	
Address	
Phone	
Email	

## 2 Agent details (where different from the applicant)

Name	
Address	
Phone	
Email	

## 3 Site address

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## 4 Proposed works

Expected value of building work to nearest £1000	

## 5 Intended use(s) of the building

Existing use(s)	
Proposed use(s)	
Number of storeys excluding basements	
Number of basement storeys	

## 6 Details

Is the building a higher risk building? (Over 18m/7 storeys with 2 or more flats)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the building controlled under the Regulatory Reform (Fire Safety) Order 2005? (Non-domestic buildings & flats with a common stair)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is this a new dwelling fronting a private street? (See Section 203 of the Highways Act 1980)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you building / extending to within 3m of an adopted sewer? (Sewer maps can be checked online at <a href="http://www.digdat.co.uk">www.digdat.co.uk</a> )	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you have answered yes to any of the above questions you must submit a Full Plans application instead.

## 7 Drainage

New foul drainage will be taken to (if applicable)	<input type="checkbox"/> Drain leading to Sewer	<input type="checkbox"/> Private treatment plant	<input type="checkbox"/> Septic tank	<input type="checkbox"/> Cess pool
Rainwater drainage taken to (if applicable)	<input type="checkbox"/> Soakaway	<input type="checkbox"/> Watercourse	<input type="checkbox"/> Storm drain leading to sewer	<input type="checkbox"/> Combined drain leading to sewer

## 8 Declaration

This submission is made for the building work described overleaf, in accordance with Regulation 12(2A) of the Building Regulations 2010 (as amended). The appropriate fees will be made within 14 days. Payments can be made online at [www.warwickdc.gov.uk/paybuildingcontrol](http://www.warwickdc.gov.uk/paybuildingcontrol). These standard charges have been set by the Council on the basis that the building work does not consist of, or include, innovative or high-risk construction techniques (details available from the Council) and / or the duration of the building work from commencement to completion does not exceed 12 months.

The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. Additional inspections may incur supplementary charges (see website for details).

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

Signature	
On behalf of (if applicable)	
Date	

## 9 Documents to provide

Site location plan of 1:1250 or larger scale	<input type="checkbox"/> Attached
Structural calculations (for beams over 3m length)	<input type="checkbox"/> Attached

## 10 Exemption from fees

Where the alterations or extension to an existing dwelling are necessary due to a person's disability, please complete the section below.

Name of person(s) with the disability	
Nature of the disability	
How will the work benefit the person(s) concerned?	

I confirm that the above information is correct and wish to claim exemption from the Building Regulation Charges that are payable and will provide written formal confirmation of the disability.

Signature	
Full Name	
Date	

# 11 Fees

**Table 1 – New build dwellings up to 300m2**

Number of dwellings	Fee including VAT	Inspections included (up to)
1	£1,370.00	8
2	£1,710.00	10
3	£2,060.00	12
4	£2,410.00	14
5	£2,740.00	17
6	£3,140.00	20

**Table 2 – Fixed fees**

Type of work	Fee including VAT	Inspections included (up to)
Garage conversion (Full or part)	£490.00	4
Replacement Windows (Per 10 windows)	£275.00	2
Domestic Re-roofing (Up to £10,000 value)	£330.00	3
Solar panels and replacement thermal elements	£330.00	3
New garages up to 60m <sup>2</sup>	£550.00	4
Extensions up to 40m <sup>2</sup>	£765.00	7
Extensions from 40m <sup>2</sup> – 60m <sup>2</sup>	£990.00	9
Loft or basement conversion up to 40m <sup>2</sup>	£715.00	7
Loft or basement conversion 40m <sup>2</sup> – 60m <sup>2</sup>	£930.00	9
Underpinning	£600.00	6
Removal of internal walls (Up to £10,000 value)	£300.00	3

**Table 3 – All other work**

Estimated value of building work	Building Notice	Inspections included (up to)
Up to £10,000	£400.00	4
£10,000 to £40,000	£770.00	6
£40,000 to £60,000	£990.00	8
£60,000 to £100,000	£1100.00	10

For works that do not appear to fit in the categories above, or for Table 3 where fewer visits are likely, please email [buildingcontrol@warwickdc.gov.uk](mailto:buildingcontrol@warwickdc.gov.uk) to ask for a quote, providing details of the proposed works.

## 12 Notes

1. Building Notices are only allowed for works to dwellings and are more suitable for smaller building projects. Plans are not required, but often are useful. Any plans submitted will not be checked for compliance. The Building Control Officer will inspect the building work on site. The Building Control Officer may request further paperwork from you, such as structural calculations and electrical certificates.
2. There is a 50% discount for Replacement Windows, Replacement Roof, Garage Conversion or Other Works up to £10000 value if these works are together with a domestic extension, loft conversion or basement conversion.
3. Detached masonry garages up to 30m<sup>2</sup> are exempt from the Building Regulations. Timber garages up to 30m<sup>2</sup> are exempt as long as they are at least 1m from the boundary.
4. The estimated cost should be in line with recommended RICS rates, not including VAT, decoration or fees.
5. Floor areas should be measured internally.
6. It is recommended to advise your building insurer prior to building works being undertaken.
7. Written confirmation for Exemption of Fees should be from a medical professional, Benefits provider or other Professional body with relevant authority.
8. We offer up to an hour of free pre-application advice – please contact the office for details.
9. Warwick Building Control cover both Warwick District and Rugby Borough.
10. To view Warwick Building Control's privacy policy please visit <https://www.warwickdc.gov.uk/wbcprivacy>

## 13 Contacts

**Address** Warwick District Council, Town Hall, Parade, Royal Leamington Spa, CV32 4A

**Email** [buildingcontrol@warwickdc.gov.uk](mailto:buildingcontrol@warwickdc.gov.uk)

**Phone** General enquiries 01926 456551  
Admin enquiries 01926 456517

### Officers

Phil Rook	N/A	Head of Building Control	N/A
Kerry Fowler	N/A	Principal Building Control Surveyor	07718 971254
Tom Scanlon	N/A	Principal Building Control Surveyor	07788 498914
Ash Ali	Rugby Borough	Building Control Surveyor	07986 876210
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