

## Building Notice

- A location/site plan is required but more details can be requested if needed. You must provide these by the date given.
- Structural calculations are often required.
- A detailed check of the proposals will not be carried out.
- You will be sent a letter stating your Building Notice has been accepted.
- As with full plans, work can start after 48 hours notice has been given.
- The work will be inspected as with the full plans method but your builder has no approved plans to work to. If any work does not comply with the requirements of the current Building Regulations, it will be necessary to change it or even take it down.
- Building notices are well suited to simple jobs such as installing replacement windows, a new bathroom or central heating system. They should be used with care for more complex projects.

## Is a Charge Payable?

The total charges payable are the same for each method. With full plans, part of the charge is paid when the plans are deposited and the remainder upon receipt of an invoice after the first inspection.

With a building notice, the total charge is paid up front, at the time of depositing the building notice.

## Application Forms

Our Full Plans or Building Notice application forms and Fee Schedules are available online or you can request a copy by telephone, fax, e-mail or letter (details below).

Also ask for our ONE STOP SHOP leaflet and enquiry form – a simple way to find out which permissions you may need.

## PLEASE NOTE

**Building work may require other permissions including Planning Permission.**

### For further information:

Website:  
[www.oadby-wigston.gov.uk](http://www.oadby-wigston.gov.uk)

Telephone:  
Leicester (0116) 257 2657

Fax:  
Leicester (0116) 257 2707

E-mail:  
[buildingcontrol@oadby-wigston.gov.uk](mailto:buildingcontrol@oadby-wigston.gov.uk)

or write to:  
Building Control Section  
Oadby & Wigston Borough Council  
Council Offices  
Station Road  
Wigston  
Leicestershire  
LE18 2DR



# Borough of Oadby & Wigston



## Building Control

Building Regulations 2010

**Giving Notification of  
Domestic Building Work**

# Domestic Building Regulation Notification

This leaflet is intended to provide guidance to house-holders on the information needed to be given to the Building Control Service when undertaking domestic building work.

## What are Building Regulations?

Building Regulations set performance standards in the design and construction of buildings ensuring the health and safety of people in and around those buildings. They also incorporate measures to conserve fuel and power and to ensure the provision of facilities for disabled people.

## When is Notification Required?

Notification needs to be given when you intend to:

- Erect a building, e.g. a new dwelling;
- Extend an existing building e.g. kitchen extension;
- Make structural alterations to a building, e.g. remove a load-bearing wall;
- Convert a loft, e.g. make a new bedroom in the roof space;

- Install services and fittings, e.g. install central heating;
- Change of use of a building e.g. convert a house to flats;
- Erect a large conservatory, e.g. floor area greater than 30m<sup>2</sup>.

**NOTIFICATION IS  
REQUIRED BEFORE ANY  
RELEVANT WORK  
COMMENCES ON SITE**

## Who Gives The Notification?

You may submit the application yourself or you may engage someone to do it for you. If an agent is employed, all correspondence will be directed to him or her.

## How is Notification Given?

There are two ways of giving notice of the proposed work:

- (a) Submitting Full Plans,
- or
- (b) Giving of a Building Notice.

The following notes explain the main differences of the two ways:

## Full Plans

- Detailed plans of the project, location and site are required. The specification of the materials that will be used is also needed.
- In certain circumstances, e.g. when using steel beams to support floors, structural calculations will be required.
- The plans will be checked to ensure the proposal complies with the Building Regulations. If it does not, then you will be contacted about amending the plans.
- When the application complies with the Building Regulations you will be sent an *Approval Notice* or *Conditional Approval Notice*.
- You can start work after you have given 48 hours notice but remember until your plans are approved there is a risk that you may have to re-do some of the work.
- The work on site will be inspected at various stages but the builder will know that if he follows the approved plans, the work should comply with the Building Regulations.