

Application for Building Control approval

Building Notice (England)

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

This form is to be filled in by the person who intends to carry out building work or an agent. If the form is unfamiliar, please read the notes below or consult the office indicated above.

1. Applicant details (see note)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

2. Agent details (where different from the applicant)

Name	
Address (Including Postcode)	
Email	
Mobile	
Telephone	

3. Location of the building to which the work relates

Same address as Applicants	Yes	No - Please give details below
Address (Including Postcode)		

4. Proposed Works (Please provide detailed description below)

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Date of commencement (if known, see note):

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5. Intended use of the Building

If new building or extension please state proposed use (use of each storey if applicable, use separate sheet if necessary)

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Height of building (after proposed work)

Number of storeys (after proposed work)

If Existing Building (state current use)

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Method of Drainage: Foul

Surface Water

6. Fees

Please Tick

Relevant amount

	Please Tick	
New dwelling(s)	<input type="checkbox"/>	
Extension(s) internal floor area	<input type="checkbox"/>	M ²
Loft conversion internal floor area	<input type="checkbox"/>	M ²
New garage internal floor area	<input type="checkbox"/>	M ²
Garage conversion internal floor area	<input type="checkbox"/>	M ²
Re-roof	<input type="checkbox"/>	Yes No
Replacement windows and/or doors	<input type="checkbox"/>	
All non-domestic work & any domestic work NOT specified above or in Table 2 of the fees sheet. Please describe and provide an estimated cost of works:	<input type="checkbox"/>	Estimated Cost £

7. Additional information

Any encroachment of works on adjoining property?	
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If the work is for the benefit of a disabled person, please give documentary evidence.
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8. Declaration

This application is deposited in relation to the building works etc. as described above. It is submitted in accordance with [Regulation 12\(2\)\(b\)](#) 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:	
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Please return completed form to: Building Control, Dover District Council, White Cliffs Business Park, Dover, Kent, CT16 3PJ.

Or return by e-mail to: building.control@dover.gov.uk

The use of a building notice to inform the local authority of building work etc., 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 and checklist.