Epping Forest District Council

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Epping Forest District Council, Building Control
Civic Offices, High Street, Epping Essex CM16 4BZ

BUILDING NOTICE

The Building Act 1984
The Building Regulations 2010

This form is to be filled in by the person who intends to carry out building work or agent. Please type or use block capitals. If the form is unfamiliar, please read the notes which follow or consult your local Building Control office. Information regarding charges may be obtained from your Building Control office. **NB A full plans submission must be made where the building will have a designated use under the Regulatory Reform (Fire Safety) Order 2005. Terms & Conditions Apply. Guidance notes available.**

1	**Applicant's details** (Mandatory Fields)	2	**Agent's details** (if applicable)
Full Name:		Full Name:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Email:		Email:	

3	**Location of building to which work relates**	4	**Proposed Work** (see note 4)
Address: ***NB a block plan may be required, see Note 3***		Description:	
Postcode:		Date of Commencement	

5	**Use of building**	
	If new building or extension please state proposed use:	
	If existing building state present use:	
	Indicate if the building is a workplace that will be subject to provisions of the Regulatory Reform (Fire Safety) Order 2005?	YES ☐ NO ☐

6	**Fees**	
	The Guidance Note of Charges is available from the District Council, or online.	Building Notice fee £
	Total floor area of any new building or extension	m^2
	Estimated total cost of work shown on plans where they are subject to fees in accordance with Schedule 3(excluding VAT):	£
	Payment Method:	Online ☐ Cheque ☐ In Person ☐ Phone ☐
	Contact information of person responsible for payment	Name: Email: Number:

7	**Additional Information:**	
	Is there a related Planning Application?	YES ☐ NO ☐ Reference Number:

8	**Statement**				
	This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2)(a) and is accompanied by the appropriate fee. By applying to the council you are agreeing to the Councils Terms and Conditions of Service.				
	Name:		Signed:		LABC
	Date:				