

<u>FEE PAID:</u>	<u>RECEIPT REF:</u>	<u>DATE RECEIVED:</u>	<u>APPLICATION REFERENCE:</u>

This form is to be filled in by the person who intends to carry out building work or their agent. If the form is unfamiliar please read the notes on the reverse side or consult the office indicated above. Please use block capitals.

Applicant's details (including Christian names or initials - see also note 1)

Name:

Address:

Postcode:

Tel:

Email:

Agent's details (if applicable)

Name:

Address:

Postcode:

Tel:

Email:

Location of to which works relate

Address:

Postcode:

Work carried out

Description:

If a Planning application has been submitted, please state the application reference:

Date work carried out:

Previous Use:

Present Use:

Mode of water drainage (tick as appropriate)

Foul:

Main sewer

Treatment plant

Surface:

Main sewer

Treatment plant

Water Supply:

Main supply

Private supply

Charges (Leave BLANK if unknown)

(see Guidance Note of Charges for information) N.B. When charges are based on estimated cost of work a written estimate of the total cost of the work shown on the plans must be provided.

Estimated total cost of works (if applicable): £

Regularisation Charge: £

Notes: Cheques to be made payable to Ribble Valley Borough Council and crossed A/C Payee.

Return to: Ribble Valley Borough Council, Building Control Services, Church Walk, Clitheroe. BB7 2RA

Correspondence (formal communication including acknowledgment letters and completion certificates)

Email (Electronic copies)

Postal (Paper copies)

Other (please specify)

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 charge. **I understand that a further charge will normally be payable by the applicant following the first inspection by the local authority.**

Name:

Signature:

Date:

Notes

1. The applicant is the person on whose behalf the work is being carried out, e.g., the owner of the building.
2. One copy of this notice should be completed and submitted together with plans/particulars showing the extent of work.
3. Where the proposed work includes the erection of a new building or extension this notice should be accompanied by the following:
 - a) A location plan to a scale of not less than 1:2500.
 - b) The size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
4. A regularisation application attracts a charge payable by the person by whom or on whose behalf the work has been carried out. The charge payable will be determined by the Local Authority based on the extent of work carried out. (VAT is not payable). Please contact Principal Building Control Surveyor (01200 414508) to discuss the charge applicable.
5. In accordance with Building Regulation 18 the Council may require an applicant to take such reasonable steps, including laying open unauthorised work for inspection, providing plans, making tests and taking samples as the Council think appropriate to ascertain what work, if any, is required to secure compliance with relevant regulations.
6. These notes are for general guidance only; particulars regarding the submission of Building Notices are contained in Regulation 12 and 13 of the Building Regulations 2010 and, in respect of fees the current Ribble Valley scheme of charges made under the Building (Local Authority Charges) Regulations 2010.
7. Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town & Country Planning Acts.
8. Further information and advice concerning Building Control and Planning matters may be obtained from Ribble Valley Borough Council.
Tel. 01200 425111. Web site www.ribbonvalley.gov.uk. Email building.control@ribbonvalley.gov.uk

Privacy Notice

Why we are collecting the data

Ribble Valley Borough Council Building Control provides a number of services which include Building Regulation Consent, Regularisation to existing premises and enforcement to premises which fail to meet Building Regulations.

Secondly administrative and enforcement involvement with dangerous structures and demolition is the responsibility of the department.

In order to carry out these statutory functions it is necessary to process personal data.

With whom we will be sharing the data

Ribble Valley Borough Council Building Control may share data with other government departments and agencies, local authorities and housing associations (and their representative bodies), the local fire and rescue authority and United utilities in pursuance of the aim of the Building Regulations and associated Building Act 1984.

For how long we will keep the (personal) data

Your (personal) data will be held for as long as is necessary for the purposes for which it has been collected.

Any personal data will be stored in a secure Ribble Valley Borough Council IT system within the Building Control database. It will not be transferred to a country outside the European Economic Area or used for any automated decision making.

Your rights, e.g., access, rectification, erasure

Where the data we are collecting is your personal data, you have considerable say over what happens to it.

You have the right:

- a) To see what data we have about you;
- b) To ask us to stop using your data, but keep it on record;
- c) In some circumstances to have all or some of your data deleted or corrected;
- d) To lodge a complaint with the Independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.
- e) You can contact the ICO at <https://ico.org.uk> or telephone 0303 123 1113
- f) The right to withdraw consent at any time (where relevant).