



**Leeds**  
CITY COUNCIL

**BUILDING CONTROL SERVICES**

Building Control – Public Safety – Specialist Services

**Building Notice  
Application Form  
Domestic**

**Application Number:**

*For office use only*

**Website:** [www.leeds.gov.uk/bc](http://www.leeds.gov.uk/bc) **Telephone:** 0113 3786006

**Email:** [building.control@leeds.gov.uk](mailto:building.control@leeds.gov.uk)



Leeds City Council  
Merrion House  
110 Merrion Centre  
Leeds  
LS2 8BB

This form is to be used when intending to carry out building work and making an application for Building Regulations Approval. The form should be completed by the person intending to carry out the building work or their applicant.

**1 Location of building to which the work relates**

Address:

Postcode:

**2 Description of the proposed work:**

Proposed works:

Date of the start of work of construction on the site:

Estimated cost of work: £

Floor area of new building or extension:

m<sup>2</sup>

**3 Client's Details:** *(the person for whom the work is being carried out)*

First Name:

Last Name:

Address:

Postcode:

Telephone:

E-mail:

**4 Applicant's details:** *(the person acting as Agent or Designer to the Client)*

First Name:

Last Name:

Company Name:

Address:

Postcode:

Telephone:

E-mail:

**5 Capacity of the client – you are referred to Building Regulations 11A, 11C & 11E.**

Is the applicant a Domestic Client (the homeowner) **Yes / No**

(Please tick the relevant answer)

**6 Principal Designer's details:** *(the lead or sole contractor, if the applicant is not the designer – if known)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**7 Principal Contractor's details:** *(the lead or sole contractor – if known)*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**8 Drainage & water supply:** (Please tick relevant answers) \*

Is the source of water to the building from: **a water main** / **a private supply** / **a well** \*  
Is the foul water to be drained to the: **foul sewer** / **cess pool** / **septic tank** / **packaged treatment plant** \*  
Is the surface water to be drained to the: **sewer** / **soakaway** / **watercourse** / **sustainable urban drainage system** \*

**H4 'Building over sewers'** - 1, Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter? **Yes** / **No** \*

2, Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? **Yes** / **No** \*

3, Does the proposed building footprint cover more than 6m of a drain or sewer? **Yes** / **No** \*

Should the answer be 'YES' to any of the above, consultation with the Sewerage Undertaker will be necessary beyond this Building Notice Application. Work should **not** commence on site until this consultation has been made and a positive response from the Sewerage Undertaker has been received.

Contact details for the Sewerage Undertaker – e.g. Yorkshire Water PLC Tel: 0345 120 8482

Email: [new.development.scheduler@yorkshirewater.co.uk](mailto:new.development.scheduler@yorkshirewater.co.uk)

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**9 Planning consent:** (Please tick relevant answers) \*

Is planning consent required? **Yes** / **No** \*

Has a planning application been granted? **Yes** / **No** \* Reference: \_\_\_\_\_

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**10 Statements**

This application for building control approval is given in accordance with the Building Regulations 2010 (as amended) and is accompanied by the appropriate plans, information, reports, details, & calculations together with the necessary charge (where applicable).

**Name:** \_\_\_\_\_ **Applicant or Client:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Important Note:

If the invoice needs to be sent to someone other than the client please provide the following information of the person responsible for payment.

Email address **must** be provided.

|             |                 |
|-------------|-----------------|
| Title:      | Company Name:   |
| First Name: | Company Number: |
| Last Name:  | Contact:        |
| Address:    | Address:        |
| Postcode:   | Postcode:       |
| Telephone:  | Telephone:      |
| Email:      | Email:          |

## ADDITIONAL NOTES

This application is for Building Regulations only. A separate application must be made if you need Planning Permission. Please contact the Enquiry Centre if you are not sure on (0113) 2224409

Once your application has been received and accepted an email will be sent to you explaining how to pay the appropriate fee (please provide your email address). You will have 28 days in which to pay the fee, otherwise an invoice will be sent and an additional administration charge of £50 will be added.

### *Privacy Notice*

*The information you provide on this form will only be used by the Council in the consideration of your application. The Council is the Data Controller of the information you provide, and we will only process your contact details and payment information on a contractual basis for the purpose of undertaking this work. In addition, the Council has a public task duty under the Building Act 1984 to maintain a register of all of works related to its Building Control functions. This register will include any relevant documents submitted to us (including those which may contain personal data). Non-personal information regarding your application will be made available on the Council's public access website The Council may also use the information you provide, in our legitimate interests, to contact you with regard to completing an anonymous customer satisfaction survey concerning the service you have received.*

*The Council's corporate privacy notice, which includes details of the authority's Data Protection Officer and your Information Rights is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>*