

## BUILDING CONTROL SERVICES

Building Control – Public Safety – Specialist Services

The Leonardo Building  
2 Rossington Street  
Leeds,  
LS2 8HD

Application Number:

Tel: 0113 2478106

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

[www.leeds.gov.uk/bc](http://www.leeds.gov.uk/bc)

Please do not use this form for building work in connection with Commercial buildings.

**DETAILS OF THE CHARGES FOR THIS TYPE OF APPLICATION ARE ON THE  
BACK OF THIS FORM.**

### 1 Applicant's details (see note1)

First Name:..... Last Name: .....  
Address .....  
Postcode: ..... Tel: ..... E-mail .....

### 2 Agent's or Builder's details (if applicable)

Name: .....  
Address: .....  
Postcode: ..... Tel:..... E-mail .....

### 3 Location of building to which the work relates

Address: .....  
Postcode: ..... Tel: .....

### 4 Proposed Work

1. Description: .....  
.....  
2. Number of storeys in building: .....  
3. Date of commencement (\*see note below) .....

### 5 Use of building

1. If new building or extension please state proposed use: .....

### 6 Charges (see reverse of this form for details)

Building Notice Charge: £.....

### 7 Additional Information

Have you checked for Permitted Development or has Planning Permission been granted?  
Yes / No - If Yes Application No.....

### 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.

Name:

Signature:

Date:

**\*YOU MUST GIVE 48 HOURS NOTICE PRIOR TO COMMENCEMENT OF WORK ON SITE**

**Building Notice Applications (These Figures INCLUDE VAT)**

Please indicate type of work (X)	Type of Work	Building Notice Charge (£'s)	Additional Work Charge (£'s) (See Note 4)
	<b>Single Storey Extension</b>		
	Small extension less than 10m <sup>2</sup> .	<b>330.00</b>	<b>100.00</b>
	An extension 10m <sup>2</sup> to 40m <sup>2</sup> .	<b>500.00</b>	<b>170.00</b>
	An extension 40m <sup>2</sup> to 100m <sup>2</sup> .	<b>650.00</b>	<b>n/a</b>
	<b>Two Storey Extension</b>		
	Two Storey Extension less than 40m <sup>2</sup> .	<b>560.00</b>	<b>n/a</b>
	Two Storey Extension exceeding 40m <sup>2</sup> but not exceeding 200m <sup>2</sup>	<b>700.00</b>	<b>n/a</b>
	<b>Other works to Dwellings</b>		
	Loft conversion up to 2 habitable rooms and no dormer	<b>440.00</b>	<b>140.00</b>
	Loft conversion up to 2 habitable rooms with dormer window	<b>500.00</b>	<b>170.00</b>
	Conversion of integral or attached Garage to habitable room	<b>250.00</b>	<b>100.00</b>
	Erection or extension of a non exempt Garage up to 100m <sup>2</sup>	<b>220.00</b>	<b>100.00</b>
	Renovation solely of a thermal element to a single dwelling	<b>160.00</b>	<b>80.00</b>
	Installation solely of Cavity Wall Insulation	<b>85.00</b>	<b>30.00</b>
	Door / Window replacement - Up to 20 units	<b>120.00</b>	<b>60.00</b>
	Controlled Electrical Works	<b>235.00</b>	<b>n/a</b>
	Alterations up to a value of £2,000	<b>160.00</b>	<b>60.00</b>
	Alterations up to a value of £2,001 to £5,000	<b>250.00</b>	<b>80.00</b>
	Alterations up to a value of £5001, to £10,000	<b>350.00</b>	<b>100.00</b>
	Alterations up to a value of £10,001, to £15,000	<b>400.00</b>	<b>120.00</b>
	Alterations up to a value of £15,001 to £20,000	<b>450.00</b>	<b>140.00</b>

**Note - An additional charge of £235 is payable where Electrical work is not to be certified as compliant with the Building Regulations by a person or body competent and registered to do so.**

#### NOTES

1. The applicant is the owner of the building.
2. One copy of this notice should be completed and submitted plus a block plan to a scale of 1:1250.
3. If the proposal is over or in close proximity to a Public Sewer a Full Plans submission will be required.
4. The **Additional Work Charge** is the additional Charge which is payable for other works which form part of your application.
5. For any other works not specified on this form or if help is required please telephone (0113) 2478106.
6. This application is for Building Regulations only. A separate application must be made if you need Planning Permission. Please contact the Development Enquiry Centre if you are not sure on (0113) 222 4409.

7. This Building Notice shall cease to have effect from three years after it is accepted by the Local Authority unless the work has been commenced before the expiry of that period.

#### PLEASE ENSURE YOU HAVE:

**Provided the applicants full name and telephone number.**

**Enclosed a Block Plan.**

**Entered the full postcode.**

**Enclosed the appropriate Charge.**  
(Cheque made payable to Leeds City Council if appropriate)

**Signed the form.**