



ADDITIONAL INFORMATION THAT MUST BE PROVIDED WHEN SUBMITTING A BUILDING NOTICE APPLICATION

NEW DWELLINGS/BARN CONVERSIONS

- One copy of a Site Location Plan¹
- A Block Plan to scale of not less 1:1250 showing the size and position of the Building and distances to the boundaries

EXTENSIONS

- One copy of a Site Location Plan¹
- A Block Plan to scale of not less than 1:1250 showing the size and position of the extension and distances to the boundaries

ALTERATIONS

- One copy of a Site Location Plan¹

LOFT CONVERSION²

- One copy of a Site Location Plan¹
- Full structural details and/or calculations (which may be provided by either you or an agent on your behalf)
- A plan showing means of escape provisions (B1) – (A sketch of existing and proposed floor layout shall suffice)

GARAGE CONVERSION TO HABITABLE ROOM

- One copy of a Site Location Plan¹

The above information is the minimum that is required to enable an application to be accepted and it is possible that further information may be requested as detailed in Regulation 13.

Note: A Building Notice *cannot* be used:

- i) where Requirement H4 (Building Over Sewers) applies
- ii) where the Building is put to a relevant use (i.e. workplace of any kind)

¹ Site Location Plans are available from South Holland District Council Customer Services

² Although not essential, it is recommended that a Full Plans application is submitted for Loft Conversions due to the complex nature of work involved