

## BUILDING NOTICE

The Building Act 1984, The Building Safety Act 2022 & The Building Regulations 2010 (as amended)

This form is to be used when intending to carry out building work and giving a **Building Notice** under regulation 12(2)(a). The form should be completed by the person intending to carry out the building work or their agent and **must be signed** below.

**PLEASE READ THE 'NOTES' SECTION BEFORE COMPLETING THIS FORM**

<b>1</b>	<b>CLIENT'S DETAILS</b> (the person for whom the work is being carried out)			
	Name:		Company Name:	
	Address:			
	County:		Postcode:	
	Email:		Phone:	
<b>2</b>	<b>CAPACITY OF THE CLIENT?</b> – You are referred to Building Regulations 11A, 11C & 11E			
	Is the client a 'Domestic Client'? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>3</b>	<b>APPLICANT'S DETAILS</b> (the person acting as agent or designer to the client)			
	Name:		Company Name:	
	Address:			
	County:		Postcode:	
	Email:		Phone:	
<b>4</b>	<b>PRINCIPAL DESIGNER'S DETAILS</b> (the lead or sole designer – if known)			
	<b>Note</b> - If the principal designer is not known at submission, these details should be provided to the local authority before the construction phase begins			
	Name:		Company Name:	
	Address:			
	County:		Postcode:	
	Email:		Phone:	
<b>5</b>	<b>PRINCIPAL CONTRACTOR'S DETAILS</b> (the lead or sole contractor – if known)			
	<b>Note</b> - If the principal contractor is not known at submission, these details should be provided to the local authority before the construction phase begins			
	Name:		Company Name:	
	Address:			
	County:		Postcode:	
	Email:		Phone:	
<b>6</b>	<b>LOCATION OF THE BUILDING WORK</b> (building/site/work)			
	Address:			
	County:		Postcode:	

7	<b>USE OF BUILDING</b>		
	Current use:		
	Intended use:		
8	<b>DESCRIPTION OF THE PROPOSED WORK</b>		
	Proposed work:		
	Date of the start of work of construction on site:		
9	<b>ADDITIONAL INFORMATION REQUIRED IN THE CASE OF THE ERECTION OF OR EXTENSION OF A BUILDING</b>		
	Number of storeys (each basement level being counted as one storey), in the building to which the proposal relates:		
	<b>Drainage and water supply</b>		
	Is the source of water to the building from:	<input type="checkbox"/> a water main <input type="checkbox"/> a private supply <input type="checkbox"/> a well	
	Is the foul water to be drained to the:	<input type="checkbox"/> foul sewer <input type="checkbox"/> cess pool <input type="checkbox"/> septic tank <input type="checkbox"/> packaged treatment plant	
	Is the surface water to be drained to the	<input type="checkbox"/> sewer <input type="checkbox"/> soakaway <input type="checkbox"/> watercourse <input type="checkbox"/> sustainable urban drainage system	
	<b>Local enactments</b>		
Provide details of the steps to be taken to comply with any local enactments that may apply:			
10	<b>ADDITIONAL INFORMATION REQUIRED IN THE CASE OF A NEW DWELLING</b>		
	<b>Planning consent</b>		
	Is planning consent required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has a planning application been granted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Planning reference number:		
	<b>Optional requirements</b>		
	Do any optional requirements apply to the building work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes' please provide details of which optional requirements apply:			
<b>Note:</b> if planning consent has not been granted the information regarding optional requirements must be provided to the local authority before the end of a period of twenty eight days beginning on the day after planning permission is granted for the building work.			
11	<b>CHARGES</b>		
	Estimate of cost:	£	Floor area of new build or extension m <sup>2</sup>
	Building notice charge: £	+ VAT £	= Total £
12	<b>STATEMENT</b>		
	This building notice is given in accordance with the Building Regulations 2010 (as amended) together with the necessary charge (where applicable).		
	Name:	Signature:	Date:

## NOTES

1. The following are circumstances in which a building notice is not permissible and an application for building control approval with full plans should be made -
  - a) building work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work,
  - b) building work which includes the erection of a building fronting onto a private street and
  - c) building work in relation to which paragraph H4 (building over sewers) of Schedule 1 imposes a requirement.
2. **A Building Notice must be accompanied by the following:**

**IN THE CASE OF AN ERECTION OR EXTENSION OF A BUILDING:**  
A plan to the scale of not less than 1:1250 showing:

  - a) The size and position of the building, or the building as extended, and its relationship to adjoining boundaries;
  - b) The boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage;
  - c) The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

**IN THE CASE OF THE ERECTION OF A DWELLING, OR A BUILDING THAT IS TO CONTAIN ONE OR MORE DWELLINGS**

  - a) particulars of any public electronic communications network in relation to which a connection is to be provided,
  - b) if an exemption in regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and
  - c) if regulation 44ZC is proposed to be relied on—
    - i) evidence of the matters mentioned in regulation 44ZC(6)(a) and (b), and
    - ii) if paragraph RA1(1)(c)(i) or (ii) of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given.
3. Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to the building's energy status or making a material change of use shall give the relevant authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing.
4. Neither a building notice nor plans which accompany it or are given under paragraph (3) are to be treated as an application for building control approval with full plans in accordance with building regulations.
5. A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the relevant authority, unless before the expiry of that period -
  - a) the building work to which the notice related was commenced; or
  - b) the change to the building's energy status or the material change of use described in the notice was made.
6. Building works will be considered unauthorised in accordance with Regulation 18, where the work is done without a notice of intention to start work being given to the local authority, in accordance with regulation 16(1)