

Building Notice Application

The Building Act 1984. The Building Regulations 2010 (as amended)

View our [guidance notes](#) (opens in a new tab)



1 Contact information for various interested parties: (Please state if the details are not known or not applicable)

Person/Company submitting on behalf of the client
Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

Client (Building owner):

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

Important: Where the application is not being submitted by the client, the authority will contact them via email to provide a 'Statement of consent', signed and dated, stating that they agree that the application can be made and the information contained in the application is correct. The application will not be processed until they have approved it.

2 Principal Designer (Person/Company)

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

Principal Contractor (Person/Company)

Title Forename Surname

Name:

Organisation

Name/No.

Street:

Locality:

(Enter N/A if unknown)

City

Postcode

Tel:

Email:

3 Site this application relates to

Organisation

Name/No

Street

Locality

(Enter N/A if unknown)

Town/City

Post Code

Brief description of the proposed building works

Type of Work (see note below)

Please ensure that if the client is a business, that you do NOT select Domestic.

Continued on next page.....

3a

Use of Building

1. What is the intended use of the building:

2. What is the intended use of each storey:

3. What is the height of the building after the proposed work in metres: (as determined in accordance with [Regulation 5](#) of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. The number of storeys after the proposed work:
(As determined in accordance with [Regulation 6](#) of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Where the work consists of work to an existing building:

1. What is the current use of the building:

2. What is the current use of each storey:

3. What is the current height of the building in Metres: (as determined in accordance with [Regulation 5](#) of the Higher-Risk buildings (Description and Supplementary Decisions) Regulation 2023)

4. How many storeys does the building currently have:
(As determined in accordance with [Regulation 6](#) of the higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023)

Provisions to be made for drainage of the building.

Does requirement H4 (building over sewers) apply to the proposed work ?

Requirement H4 applies only to work carried out:

(i) over a drain, sewer or disposal main which is shown on any map of sewers

or

(ii) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.

If H4 is applicable please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with requirements.

Date when it is proposed that work will commence and the foundations and structure of ground floor level are to be completed, or when the works will be approx 15% complete (If known)

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4	<p>Payment:</p> <p>Our preferred method of payment is by phone. Once your application has been validated by us, we will send you details of the fee and how to pay by email.</p> <p>Please indicate who this email should be sent to: (please select)</p> <p>If other you <u>must</u> provide details</p> <p>Contact Name</p> <p>Street Address</p> <p>Locality</p> <p>Town/City Post Code</p> <p>Phone Email</p>
5	<p>Charges (View our Information on charges) Opens a new tab (see document downloads)</p> <p>The following information will allow us to calculate the applicable fee.</p> <p>Total estimated cost of work for structural alterations (if applicable)</p> <p>Total internal floor area of new extension or building (if applicable) m2</p> <p>If you have already been quoted a figure, please provide details</p> <p>Calculated charges if known. Building Notice Charge: £ +VAT: £ = Total: £</p> <p>Any further information which may assist in calculating the correct charge?</p> <p>I would like to claim exemption from building regulation charges</p>
6	<p>Electrical Work</p> <p>If the works include the carrying out of controlled electrical work in a dwelling house, flat or associated gardens and outbuildings, are you using an installer who is registered with a relevant competent persons scheme?</p> <p>Please note that where a registered electrical installer is not being used, a supplementary building control charge may be payable. (see our Building Control Charges information in a new tab (see document downloads))</p>
7	<p>Additional Information</p> <p>1. Have you checked if a Planning Application is required?</p> <p>Please note Planning and Building Regulations are two separate things.</p> <p>2. Any other information you would like to make us aware of..</p>
9	<p>Required documents</p> <p>Please use the "Add Supporting Documents" button in the toolbar below to upload your supporting plans and documents. Please note PDF file format is preferred.</p> <p>I confirm I have attached a site-plan as part of my application</p>
10	<p>Statement</p> <p>This Notice is given in relation to the building work as described, is submitted in accordance with regulations 12(2)(b). I confirm that I have read the notes of guidance before completing this form.</p> <p>I agree and Sign here (enter your name)</p> <p>Date</p> <p>We will assume you would prefer to receive correspondence electronically unless you select here</p>

The local authority is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to their [Privacy Notices](#) published on their website. Please contact us if you need the privacy notice in an alternative format.