

## BUILDING REGULATIONS BUILDING NOTICE APPLICATION FORM

The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010 (as amended)  
The Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

<b>BUILDING REGULATIONS APPLICATION REFERENCE NUMBER:</b>	
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This application form should be read in conjunction with Guidance Notes, available from our website. Guidance on the Duty Holder provisions is also available. A Declaration of Completion should be completed prior to requesting a Completion inspection. All commissioning certification is also required before we can issue a Completion Certificate.

This application is a statement for the purposes of Regulation 12(2)(b) of the Building Regulations, Giving a Building Notice or an application for Building Control approval.

**The below information is required under Regulation 14 of the Building Regulations to make a valid application for Building Control approval.**

### 1. Applicant Details

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Telephone Number</b>	

### 2. Client Details (where different from the applicant)

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Telephone Number</b>	

### 3. Principal Contractor / Sole Contractor details

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Telephone Number</b>	

### 4. Principal Designer / Sole or Lead Designer Details

<b>Name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Email</b>	
<b>Telephone Number</b>	

**5. Location of building to which the work relates**

<b>Address</b>	
<b>Postcode</b>	

**6. Proposed Work**

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**7. Electrical Work** – Refer to notes 13 and 14 of our Guidance Notes

Does the proposed work involve electrical work, described as relevant work in the Building Regulations?  
(tick appropriate answer below)

<b>Yes</b>	
<b>No</b>	

*If you have indicated yes, please complete the supplementary application form for electrical work*

**8. Use of building (where necessary)**

<b>Please provide a description of the existing building, including:</b> (i) details of the current use of the building, including the current use of each storey (ii) the height of the building (iii) the number of storeys in the building as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023	
<b>Please provide a description of the proposed work, including:</b> (i) details of the intended use of the building, including the intended use of each storey (ii) the height of the building after the proposed work (iii) the number of storeys in the building after the proposed work as determined in accordance with Regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023 (iv) the provision to be made for the drainage of the building (v) where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph (vi) the steps to be taken to comply with any local enactment that applies	

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**9. Commencement of Works**

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work.	
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**10. Additional Information**

Has Planning Permission been applied for?	Y / N <small>(Circle/Delete As Appropriate)</small>
If so, please provide application number:	

**11. Disabled Persons – Refer to Note 12 of our Guidance Notes**

Do these works fall into any of the categories set out in Note 12?	Y / N <small>(Circle/Delete As Appropriate)</small>
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**12. Charges – Refer to our Building Notice Fees & Charges Schedule**

Application Type & Category	Application Fee	VAT	Total
<b>House Extensions, Garages And Carports</b>			
Floor Area:            M <sup>2</sup>			
<b>Alterations And Loft Conversions</b>			
Estimate:			
<b>Other</b>			
Estimated Cost Of Works			
Other Category Description			
<b>Totals</b>			

**13. Statement**

The application is given in relation to the building work as described. It is submitted in accordance with Regulation 12 (2) (b) and is accompanied by the appropriate charge.

<b>Name</b>	<b>Signature</b>	<b>Date</b>

**You will need to provide a Location Plan showing the boundary of your site in red.**

The use of a Building Notice to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for Building Control approval, depending upon the work proposed.

Further information can be found in the attached notes and checklist. This form cannot be used for Building Control approval applications for higher-risk building work or stage of higher risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made: [Manage a building control application for a higher-risk building - GOV.UK \(www.gov.uk\)](http://www.gov.uk)