

Building Notice

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

This type of application does not involve the submission of detailed plans for approval. It is suitable for domestic applications but cannot be used where the building is non-domestic. The Building Notice charge must be paid on deposit of the application with the council.

This form is for use in Wales only

**The information requirements for applications in England are different, and you should instead download the England specific form from:
https://ecab.planningportal.co.uk/uploads/buildingcontrol/forms/building-notice_england.pdf**

Privacy Notice

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to a Local Authority Building Control department in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to a Local Authority Building Control department in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Authority Building Control department to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Authority Building Control department directly.

Find contact details for Local Authority Building Control departments: <https://www.planningportal.co.uk/findyourlabc>

If printed, please complete using block capitals and black ink.

Application Summary

Application Ref: (Office use only)

Local Authority / Building Control Body:

1. Site Location

Please provide the full postal address of the application site.

Unit: Number: Suffix:

Building name:

Address 1:

Address 2:

Address 3:

Town/City:

Postcode:

Description of site location

A description of the site location must always be provided if a postcode is not entered

Grid reference: Easting (x): Northing (y):

Please provide any further details of the site location

2. Applicant Details

Following the changes to the building control regime on 1st October 2023, the roles of applicant and client have been introduced.

The applicant is the person who makes the application.

The client is the person the application is being made on behalf of, where different from the applicant.

If you are making the application on behalf of yourself (i.e. the applicant and client are the same person) then you are only required to fill out the applicant details.

Title: First Name: Surname:

Company Name:

Primary Number: Secondary Number:

Email Address:

Address Line 1:

Address Line 2:

Address Line 3:

Town / City:

Country: Postcode:

3. Client Details

Is the application being made on behalf of a client? Yes No

If yes, please provide the client's details.

Where the application is not being submitted by the client, you will need to also provide a 'Statement of consent', signed and dated by the client stating that they agree that the application can be made and the information contained in the application is correct.

Title:	<input type="text"/>	First Name:	<input type="text"/>	Surname:	<input type="text"/>
Company Name:	<input type="text"/>				
Primary Number:	<input type="text"/>	Secondary Number:	<input type="text"/>		
Email Address:	<input type="text"/>				
Address Line 1:	<input type="text"/>				
Address Line 2:	<input type="text"/>				
Address Line 3:	<input type="text"/>				
Town / City:	<input type="text"/>				
Country:	<input type="text"/>	Postcode:	<input type="text"/>		

4. Fire Safety, Public Sewer and Highways

Is it the intention to carry out building work in relation to a building which is, or will be, within the scope of the Regulatory Reform (Fire Safety) Order 2005?

Yes No

Note: With the exception of single family dwelling houses, all buildings are covered by the Regulatory Reform (Fire Safety) Order.

If you have answered yes above, then this is not the correct form and you should not continue with this application.

If the proposed work is in relation to a building covered by the Regulatory Reform (Fire Safety) Order 2005, you must apply using the Application for Building Control Approval with Full Plans form.

Is there a public sewer within 3m of any proposed extension/detached building?

Yes No Not applicable

If you have answered yes above, then this is not the correct form and you should not continue with this application.

If the proposed work is within 3 metres of a public sewer, you must apply using the Application for Building Control Approval with Full Plans form.

Is the building to be erected, located upon a private street as defined in Part XI of the Highways Act 1980 (as amended)?

Yes No Not applicable

If you have answered yes above, then this is not the correct form and you should not continue with this application.

If the building to be erected is on a private street, you must apply using the Application for Building Control Approval with Full Plans form.

5. Proposed work

Please describe the proposed work accurately and concisely:

How many storeys will be in the building after the proposed work?

Note: each basement level is counted as one storey

Has planning permission been applied for? Yes No

If yes,

Please state the planning reference number

Is a new building being erected, or an existing building being extended? Yes No

If yes,

Describe what provisions have been made for the drainage of the building or extension

5. Proposed work (continued)

Does any local enactment apply to the proposed work? Yes No

If yes,

Please provide details of the steps to be taken to comply with any local enactment that applies:

6. Use of Building

What is the present use of the building?

What is the proposed use?

7. Electrical Safety

Will any electrical installation work be designed, constructed, inspected and tested in accordance with BS7671 or will it be undertaken by an electrician registered with a competent persons scheme?

Yes No Not applicable

8. Windows and Doors

Does the application include replacement windows/doors?

Yes No

If 'Yes', what windows/doors are you replacing?

Windows/Doors	Number of windows	Number of Doors (only where over 50% glazed)
Front elevation		
Side elevation 1		
Side elevation 2		
Rear elevation		

9. Trees

Where a new building or an extension to a building is to be erected, are there any trees within 30 metres of the building?

Yes No Not applicable

Note: Select not applicable if this is not a new building or extension.

10. Party Wall

Work on or close to party walls etc. is controlled by the Party Wall Act 1996. This places a duty on the owner(s) of the building where the work is being carried out to give notice to any affected neighbour(s).

Have you dealt with matters under the Party Wall Act 1996?

Yes No Not applicable

Note: Select 'Not applicable' if there is no party wall.

11. Declaration

Please check the box to confirm that you understand the declaration.

This submission is made in relation to the building work described, in accordance with Regulation 12(2)(a) of the Building Regulations 2010 (as amended), and is accompanied by the appropriate fee.

I/we understand that in most cases a further charge will be payable following the first inspection by the building control body.

Signed - Applicant

Date (DD/MM/YYYY)