

Building Notice Application Guidance

Due to changes to the Regulations which come into effect for applications made after 1 October 2023, the following is a list of all information required upon submission of a Building Notice application.

- State the name and address of the person intending to carry out the work and shall be signed by that person or on that person's behalf, and shall contain or be accompanied by; and
- a statement that it is given for the purpose of regulation 12(2)(a) – a building notice; and
- a description of the proposed building work, renovation or replacement of a thermal element, change to the building's energy status or material change of use; and
- particulars of the location of the building to which the proposal relates and the use or intended use of that building; and
- in the case of a new dwelling—
 - (i) a statement whether or not any optional requirement applies to the building work, and if so which, or
 - (ii) a statement that planning permission has not yet been granted for the work and that the information required by subparagraph (i) will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.

In the case of the erection or extension of a building, a building notice shall be accompanied by

- A plan to a scale of not less than 1:1250 showing:
 - the size and position of the building, or the building as extended, and its relationship to adjoining boundaries; and
 - 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; and
 - the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

A statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates.

- Particulars of
 - the provision to be made for the drainage of the building or extension; and
 - the steps to be taken to comply with any local enactment which applies; and
- If the work involves the creation of one or more dwellings, information regarding compliance with Part R and a completed connectivity plan.

A person carrying out building work shall give any plans or additional information as requested in writing within the time specified. However, any plans or such information provided is not to be treated as an application for full plans approval.

Failure to provide the above information at the time of submission of the application may result in a delay in validation of the application and checking of plans or a rejection of the application.