



## Building Regulation Building Notice Form (England)

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

### 1 Applicant details

Name .....

Address (including postcode) .....

.....

Phone .....

Email .....

### 2 Agent details (where different from the applicant)

Name .....

Address (including postcode) .....

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Phone .....

Email .....

### 3 Location of site to which the building work relates

Address (including postcode) .....

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### 4 Proposed works

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**5** Intended use of the building

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**6** Declaration

This application is deposited in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 12\(2\)\(a\)](#) and is accompanied by the appropriate charge.

I / we apply for Building Notice Acceptance as described on this form and as detailed on any supplementary documents.

Signature . .....

On behalf of .....

insert applicants name where the declaration is made by an agent

Date . .....

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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 building notice 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 [here](#). Form created in October 2023.

## Guidance Notes

From the 1 October 2023, all Building Control applications will need to be in accordance with the new amendments of the Building Regulations. If you, or someone on your behalf, have submitted a building control application, you have new legal responsibilities from 1 October 2023 as a Client, Designer or Contractor.

The Government has formed a new regulatory body within the Health and Safety Executive (HSE) called the Building Safety Regulator (BSR). The BSR will oversee many aspects of building safety, including Building Regulations and Building Control.

For building classed as Higher Risk the BSR is the only body that can provide building control and all applications relating to these type of buildings must be submitted to the BSR.

## Dutyholders

The Building Regulations 2010 (as amended) introduced the role of dutyholders. They have specific duties in relation to ensuring building work complies with the Building Regulations.

Dutyholders are obliged to have arrangements and systems in place to plan, manage and monitor both the design work and the construction work to ensure compliance with the building regulations. This includes residential homeowners who may be embarking on a project for the first time. In the regulations these are called Domestic Clients.

The duty to ensure compliance remains with those who procure the building work and those who have key roles in the design and construction process and who are responsible for ensuring that building work is designed and built to be compliant with building regulations. The dutyholders are required to work together to ensure that the project complies with the requirements of the regulations and ultimately ensures that the Building Control Body can issue its completion certificate.

A dutyholder can be an organisation or an individual, and a dutyholder can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability and competence necessary to carry out those roles.

The new duties for the different roles are set out as follows. These details are not exhaustive. For full details please refer to Part 2A of the Building Regulations 2010.

**Domestic Clients** - means a client for whom a project is being carried out which is not in the cause or furtherance of a business of that client.

Duties include:

- Where there is more than one person working on different aspects of the project, a Domestic Client should appoint a Principal Designer to be in control of design work and a Principal Contractor to be in control of the building work.
- If a Domestic Client does not appoint either a Principal Designer or Principal Contractor, then the designer in control of the design phase of the project is the principal designer and the contractor in control of the construction phase of the project is the principal contractor.
- Must take all reasonable steps to ensure any designers or contractors they appoint are competent to carry out the work they are appointed to do.
- Must provide building information that they have, or it would be reasonable for them to obtain, to designers and contractors working on the project.

Must cooperate with anyone working on or in relation to the project to the extent necessary to enable them to comply with their duties or functions.

**Client** - means an individual or organisation for whom a project is carried out.

Duties include:

- Make suitable arrangements for planning, managing and monitoring a project, including the allocation of sufficient time and resource, to deliver compliance with building regulations. In practice, this means appointing the right people, with the right competencies (the skills, knowledge, experience and behaviours) for the work and ensuring those they appoint have systems in place to ensure compliance with building regulations.
- Ensure these arrangements are maintained throughout the life of the project.
- Provide building information to every designer and contractor on the project and have arrangements to ensure information is provided to designers and contractors to make them aware that the project includes any existing or proposed higher-risk building work.
- Must cooperate and share information with other relevant dutyholders.

**Designer** - any person (including a client, contractor or other person) who in the course of a business; (a) carries out any design work; or (b) arranges for, or instructs any person under their control to do so.

Duties include:

- Only start design work if the client understands their responsibilities.
- Ensure that the design complies with the building regulations.
- Plan, manage and monitor design work to ensure it complies with the building regulations
- Communicate and collaborate with the client, other designers and contractors to ensure compliance with the building regulations.
- Provide adequate information about the design, construction and maintenance to comply with all relevant requirements.

If working on only part of the design work consider other design work and report any compliance concerns to the Principal Designer.

**Principal Designer** - the designer appointed by the client or domestic client to carry out the responsibilities as set out in the Regulations.

Duties include:

- Plan, manage and monitor the design work during the design phase.
- Take all reasonable steps to ensure the design work carried out by them and anyone under their control is planned, managed and monitored so that the design is such that, if built, it would comply with all relevant requirements of the building regulations.
- Ensure that they, and all those working on the project, co-operate, communicate and co-ordinate their work with the client, the Principal Contractor, and other designers and contractors.
- Communicate and collaborate with the Principal Contractor and share information relevant to the building work.
- Assist the client in providing information to others.

**Contractor** - anyone (including a client, but not a domestic client) who, in their business carries out, manages or controls any building work.

Duties include:

- Must not start any building work unless satisfied the client understands their responsibilities
- Ensure the building work they perform complies with the building regulations
- Plan, manage and monitor building work to ensure it complies with the building regulations.
- Communicate and collaborate with the client, designers and other contractors to ensure compliance with the building regulations.
- Provide appropriate supervision, instructions and information to all workers under their control to ensure compliance with the relevant regulations.
- Provide adequate information about the work to assist the client, other contractors and designers to comply with all relevant requirements.
- If working on only part of the building work consider other construction aspects and report any compliance concerns to the Principal Contractor.

**Principal Contractor** - the contractor appointed by the client or domestic client to carry out the responsibilities as set out in the Regulations.

Duties include:

- Plan, manage and monitor building work during the construction phase.
- Cooperate with the client, the Principal Designer, and other designers and contractors to the extent necessary to ensure that the work complies with all relevant requirements of the building regulations.
- Ensure that they, and all those working on the project, co-operate, communicate and co-ordinate their work with the client, the Principal Designer, and other designers and contractors.
- Ensure contractors and others involved with the project fulfil their duties.
- Liaise with the Principal Designer and share information relevant to the building work.
- Assist the client in providing information to others.

## Competence

The amended building regulations introduces a new legal requirement in relation to competence.

Any person carrying out building work or design work, must have the skills, knowledge, experience and behaviours or organisational capability necessary to ensure the building work and design work complies with the relevant requirements of the building regulations.

## Commencement and start of works

The way works are defined as 'Commenced' has changed. Under the amended Building Regulations this will now be considered more of a meaningful start and there are various criteria that need to be achieved.

Start of work has a different meaning and is the actual start of the building work.

Commenced has different meanings depending on the type of work.

### Complex buildings

These are:

- Building to be constructed on the same foundation plinth or podium as any other building or structure.
- A building which has more than one storey below ground
- A building which its proposed use is primarily as a public building or a section of the public has access to the building provided the building has a capacity for 100 or more visitors. Refer to Regulation 46A(5) for definition of public building.

For complex buildings commencement will be the date at which foundations supporting the buildings and structure of the lowest floor level of that building (but not other buildings or structures supported by those foundations) are completed.

### Non-Complex Buildings or Horizontal Extension of a Building

Commencement of these buildings will be the date at which the sub-surface structure of the building or extension including all foundations, any basement level (if any) and the structure of ground floor level is complete.

### All Other Building Work

Where the work consists of any other building work then work is to be regarded as commenced at the stage when the client considers 15% of the building work will be completed.

It is a requirement to provide a statement setting out the date when work will reach the point it will be regarded as commenced. This is to be stated on the full plans application form.

Notification of commencement must be given not more than five days after the date on which work is regarded as commenced.

### Please note:

Inspections by Building control will be required prior to the commencement date. For example, start of work or excavation of foundations.

Notification of start of work must be given at least two days before building work starts.

## Completion

Under the requirements of the Building Regulations the person carrying out building work is required to notify the Council at completion of the work.

Following the final inspection, we will issue a Completion Certificate for the works carried out under the Building Regulations. By ensuring all the inspections are carried out you will be assured that the works as far as can be ascertained meet the requirements of the Building Regulations. The certificate will also be useful to you in dealing with transactions associated with building work and if ever the property is sold.

In addition to the usual commissioning and pre-completion information a Notice of Completion must be provided to Building Control not more than 5 days after the work has been completed.

Each Dutyholder must provide a compliance statement for their responsible work.

- Client Declaration of Compliance
- Principal Designer Declaration of Compliance
- Principal Contractor Declaration of Compliance

Please fill in and return the Notice of Completion as soon as possible.

Please be aware that the Completion Certificate cannot be issued unless:

- all the necessary inspections have been carried out and found to be satisfactory.
- the Notice of Completion has been filled in and returned.
- all pre-completion information and commissioning certificates requested have been provided.

## Additional guidance Notes

A **Full Plans Application** should be accompanied by a plan and supporting information together with a block plan, a site location plan and the relevant plan fee based upon the current fee charges for Telford & Wrekin Council. Upon receipt of the application, the plans and supporting information will be appraised for compliance with the Building Regulations and a formal decision notice will be issued to you within the agreed statutory time period of either five or eight weeks.

A Building Notice cannot be used where the proposed work is within 3m of a public sewer, the building is put to a relevant use or is fronting onto a private street.

A **Building Notice Application** should be accompanied by a site location plan, where necessary a drainage plan and relevant fee based up upon the current fee charges for Telford & Wrekin Council. You may submit additional information if you wish. Telford & Wrekin Council also reserves the right to request further information. Unlike the Full Plans approach, a Building Notice does not undergo the formal decision making process. As a result you will not have the benefit of a formal approval. Where the application is related to a building that falls within the scope of the Regulatory Reform (Fire Safety) Order 2005 then you must submit a Full Plans Application and NOT a Building Notice. It is recommended that you only use the Building Notice route if you and your builder have a good understanding of how to achieve compliance with the Building Regulations.

### Charges

See our Building Regulation Charges Guidance for details of our charges and how to calculate them or contact our business support team on 01952 384555 for help and assistance. Please note, if we are not contacted in respect of your application for 5 years, an additional charge of £155.00 +VAT will be applicable to re-open your application. Also, if you require a replacement Completion certificate, a charge is applicable to cover the administration of this service. For more information please visit [https://www.telford.gov.uk/info/20171/building\\_control](https://www.telford.gov.uk/info/20171/building_control)

### Private Street (Fronting)

This has the meaning given in section 203(3) and (2) of the Highways Act 1980. Generally it means a street that is not maintainable at the public expense and fronting includes adjoining and is to be construed accordingly, for detailed explanations refer to the Highways Act 1980.

### Public Sewers

If a building or extension is within 3m of a public sewer, we may need additional information so that we can consult with the relevant sewage undertaker, you will be told of this as soon as possible.

### Relevant Use

The Regulatory Reform (Fire Safety) Order 2005 reforms the law relating to fire safety in non-domestic premises. Specifically it replaces fire certification with a general duty to take such fire precautions as may be reasonably required to ensure that premises are safe for the occupants and those in the immediate vicinity and a general duty to carry out a risk assessment.

Premises where The Fire Safety Order applies include:

- All non-domestic buildings
- Common areas in apartment buildings
- Shared parts of houses in multiple occupation

### Conditions

Conditions may require changes to the plans or ask for extra information.

### Extension of Time

An extension of time, gives an extra three weeks for you to answer any queries or to provide any additional information that may be required.

### Town and Country Planning

Building work and changing the use of a building may also need permission under the Town and Country Planning Act, to check this or for further guidance contact Development Control on 01952 380380 or email:

[planning.control@telford.gov.uk](mailto:planning.control@telford.gov.uk)

### Data Protection

Information held as part of your application is used by the Council to carry out its duties and to manage its services. Personal information is treated with confidentiality but subject to copyright and commercial restrictions, other information may be shared with third parties to provide services or to detect or prevent crime or fraud. Full details of the Council's Freedom of Information Policy and Data Protection may be viewed on the Council's website [www.telford.gov.uk](http://www.telford.gov.uk) or Telephone 01952 382637.

**Note:** The above are simplified general guidance notes if you would like any further or more detailed information please contact our Business Support team on 01952 384555 or visit our website at [www.telford.gov.uk](http://www.telford.gov.uk)