



# BUILDING NOTICE APPLICATION

This form is to be used when intending to carry out building work and making a Building Notice application. **DO NOT USE THIS FORM FOR HIGH RISK BUILDINGS OR FOR NON-STANDARD CONSTRUCTION.** Please refer to the guidance notes at the end of this form. More detailed information on the roles of dutyholders can be found on our website [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)

## 1 Applicant's details (the person who is making the application)

Name

Address

Postcode

Telephone

Email

## 2 Clients details\* (the person for whom the work is being carried out)

**Is the applicant a 'Domestic Client'?** (a client for whom a project is being carried out which is not in the course or furtherance of a business of that client)    Yes                  No

Name

Address

Postcode

Telephone

Email

## 3 Principal designers details\* (the lead or sole designer)

Name

Address

Postcode

Telephone

Email

## 4 Principal contractors details\* (the lead contractor)

**Have you appointed a principal contractor?**    Yes                  No                  If **Yes**, complete the principal contractors details below. If **No** these details must be provided to the Local Authority before the construction phase begins.

Name

Address

Postcode

Telephone

Email

## 5 Location to which work relates\*

Address

Postcode

## 6 Details of the existing building (where the work relates to an existing building)

Description:

Height of the existing building:    Less than 11m     11-18m     Over 18m

The current number of storeys:

**7 Proposed work\***

Description:

Estimated cost of works: £

**8**

Height of the proposed building: Less than 11m  11-18m  Over 18m

The number of storeys in the building after the proposed work:

**9 Drainage and water supply** (if applicable)

Where the work involves discharge of foul or surface water, or a new water supply/connection:

Is the source of the water to the building from: a water main  a private supply  a well

Is the foul water to be drained to the: foul sewer  cess pool  septic tank  treatment plant

Is the surface water to be drained to the: soakaway  combined sewer  watercourse  SUDS

**10 Building over sewers\***– If the answer is **Yes** to any of the following 3 statements – Then a **Full Plans** application will be required - See **Building over sewers** note on page 4.

Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter? Yes  No

Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? Yes  No

Does the proposed building footprint cover more than 8m of an existing drain or sewer? Yes  No

**11 Town & Country Planning Acts**

Have you applied for any permissions for the works from the planning department?

Yes  No

Application No. (if known) Permitted Development Yes No

**12 Domestic electrical work** (to be completed for all domestic applications that include electrical work)

Will a competent electrician, who is registered with a Part P self-certifying scheme, carry out the electrical installation?

Please tick the appropriate box Yes  No  (if No, see note 9 below)

**13 Charges** (see our current charges for more information) Charges taken Individual quote  
from Table A  B  C  (please quote the reference number of our quote)

If **Table A**: Number of dwellings:

If **Table B**: Total floor area of new building/extension m<sup>2</sup>

If **Table C**: Estimated cost of work (ex VAT) £ or number of installations

Is the work in question exempt from Building Regulations charges? Yes  No

If Yes please provide evidence to support this claim. (Occupational Health Report)

**14 Declaration**

This application for a Building Notice in relation to the building work etc., as described above. It is submitted in accordance with Regulation 12(2)(b) and I understand that it will not be valid until the correct charge has been paid.

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

Signature of applicant (where the applicant is not the client)

Date:

*I, the client, confirm I agree to the application being made and that the information contained in the application is correct.*

Signature of client (where the client is not the applicant):

Date:

## Guidance notes

These notes are for general guidance only. For more information on the requirements of the Building Regulations and for details of our latest fees and charges, please visit our website [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)

**High Risk Buildings** - Applications that are for high-rise residential buildings with at least 7 floors or at least 18 metres in height with 2 or more residential units cannot be accepted by our Building Control team and must be submitted to the Building Safety Regulator. More information can be found [here](#).

**Non-standard buildings**, for example • In-patient healthcare premises • Industrial buildings containing hazardous substances/processes • Non-standard warehousing • Regulated stands/certificated stadia and indoor sports/music arenas • MMC/Mass timber/volumetric etc.

**Clients details\*** - The client is the person for whom the work is being carried out. A domestic client is a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.

**Principal Designer details\*** - The principal designer is the lead or sole designer appointed under regulation 11D to perform the duties of a principal designer under The Building Regulations etc. (Amendment) (England) Regulations 2023.

**Principal Contractor details\*** - The principal contractor is the contractor appointed under [regulation 11D](#) of The Building Regulations etc. (Amendment) (England) Regulations 2023. These details may not be known at application stage but must be provided before the construction phase begins.

\*Information should be provided to us for all dutyholders when known. If this is not available at the time of submission or dutyholders change this should be advised to us in writing using the relevant form available from our website.

**Location of Building to which work relates** - Please state the full address of the building or site to which the work relates including name/number, road, and postcode where available. If the application is for the creation of a new dwelling for which a new address will be required, please attach a site plan.

**Existing use of Building** - Where the work consists of work to an existing building, provide a description of the existing building, details of the current use of the building, including the current use of each storey, the height of the building and 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.

**Proposed Work** - The details entered here will be used on all correspondence including your completion certificate and will appear in the Local Authority Search. Please include where extensions are located e.g. Single storey rear extension and details of internal alterations e.g. Removal of wall between kitchen and dining room.

**Details of Building after Proposed Works** - State the proposed use of building (e.g. dwelling, office, factory etc), including the proposed use of each storey, the proposed height of the building and 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. Building over sewers - Should the answer be 'YES' to any of these questions, consultation with your local water authority will be necessary beyond this application for building control approval with full plans. Work should not commence on site until this consultation has been made and a positive response from the water authority received. Visit [Thames Water](#) for further information.

**Town and Country Planning Acts** - Persons proposing to carry out building work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts. You should consult with your council's Planning team before work starts.

**Domestic Electrical Work** - Work that consists of the installation of a new circuit or the replacement of a consumer unit or any addition or alteration to existing units in a special location should be carried out by a competent person and notified to their scheme. Where the contractor is not registered under a Part P scheme an addition fee will be required for this work.

**Calculation and Payment of Charges** - Subject to certain exceptions a Building Notice application attracts charges payable by the person by whom or on behalf of whom the work is to be carried out. Charges are payable at the time of depositing the Building Notice. The first payment (the Plan Fee) must accompany the application and the second, (the Inspection Fee) is payable after the first site inspection of work in progress. Your application is not valid and will remain on hold until the Fee is received. The appropriate charge is dependent upon the type of work proposed. Tables and methods of calculation are set out in the Guidance Note on Charges, which is available on our website at [www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol). There is an expectation that all work will be carried out by a competent professional and completed within 12 months of this submission. If you stop work and resume at a later date, we reserve the right to charge an administration fee. Details of how to pay will be sent to you once this application has been assessed.

**Disabled Fee Exemption:** Indicate whether the work is to be carried out solely for someone with disabilities or to improve means of access. Proof of eligibility for exemption must be provided with the application and will usually comprise of a medical report. Declaration - Where the application is made by someone on behalf of the client, the client must provide a declaration by

- a) Signing this form, or
- b) Providing a signed statement as a separate document as part of the plans submitted, or
- c) Sending an email from their e-mail address.

**If the proposed works involve any of the following,**

- Erecting a new house fronting on to an unadopted road;
- Offices, shops, public houses, entertainment venues, premises providing sleeping accommodation, residential care, places of assembly, factories and warehouses, theatres, cinemas, educational premises, healthcare premises, transport premises and common parts of residential accommodation which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after the completion of the building work;
- The erection or extension of a building or work involving the underpinning of a building, which is either building over or within 3 metres of a public sewer
- High rise or non-standard

**Then a Building Notice cannot be used and you will have to submit a Full Plans application**

A) You must give at least two day's notice, in writing, before you start any work.

B) This Building Notice shall cease to have effect from three years after it is deposited with the Local Authority, unless the work has commenced before the expiry of that period.

C) If the work you are doing includes a new building or extension, you must include a block plan at a scale of 1:1250 with your application. The block plan must include the following details:

- The size and position of the building or the building with the extension and the distances in metres, from the boundaries.
- The size, position and use of any other buildings near the proposed building or extension.
- The width and position of any street near the building or that will be near the building once the extension is finished
- The drainage arrangements of the new building or extension.
- Plans
- Calcs (if applicable)

## Privacy Statement

The information you provide on this form will be used only for the purposes of the work in connection with your building control application in processing and assessing your project for compliance with the Building Regulations 2010 (as amended) in line with our statutory duty.

Your personal information will be processed in line with Data Protection legislation. It will not be disclosed to third parties for marketing purposes, but may be lawfully shared with certain third parties (consultant structural engineers, electrical engineers and heat producing appliance engineers) for the purposes of assessing compliance under the Building Regulations.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below.

If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office. (<https://ico.org.uk/>)

Further details are available on our website - <https://www.guildford.gov.uk/dataprotec> on, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [iro@guildford.gov.uk](mailto:iro@guildford.gov.uk))

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### Correspondence address

Guildford Borough Council, Building Control, Millmead House, Millmead, Guildford, GU2 4BB

**Telephone: 01483 444000**    **Email: [buildingcontrol@guildford.gov.uk](mailto:buildingcontrol@guildford.gov.uk)**    **[www.guildford.gov.uk/buildingcontrol](http://www.guildford.gov.uk/buildingcontrol)**



BR 211 Issue 1



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Cert No. FS 776322  
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