



# BUILDING NOTICE APPLICATION FORM

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

**DISCLAIMER: ALL SECTIONS MUST BE COMPLETE. IF NOT COMPLETE, THE FORM WILL BE RETURNED AND APPLICATION WILL NOT BE VALIDATED.**

## 1 Applicant details

Name:

Address (Incl postcode):

Email address:

Phone number:

## 2 Agent details

Name:

Address (Incl postcode):

Email address:

Phone number:

## 3 Have you had a fee quoted for this application?

**Yes / No**

*\*Delete as appropriate*

If answered yes, please state the fee that you have been quoted:

£

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

Address (Incl postcode):

## 5 Proposed works

Floor area (m2)  
(if applicable)

Estimated cost  
of works (£)

## 6 Intended use of the building

## 7 Electrical installations

Is there any building work to which Part P of Schedule 1 imposes a requirement? For example:

- The installation of a new circuit.
- The replacement of a consumer unit.
- Any addition or alteration to existing circuits in a special location?

**Yes / No**

*\*Delete as appropriate*

Building work to which Part P of Schedule 1 imposes a requirement and does not consist of the above does not require a building notice (also refer to Schedule 4). Note: for work that does consist of the above, this work can be carried out by a competent person described in Column 2 of Schedule 3.

## 8 Site plan (existing and proposed)

In the case of the erection or extension of a building, a building notice shall be accompanied by plans 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
- 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
- The width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

Please confirm that a site plan showing the information specified above, has been attached to this application:

Yes / No

\*Delete as appropriate

## 9 Existing buildings (Include additional information where necessary)

Where applicable, provide a description of the existing building, including:

- Details of the current use of the building, including the current use of each storey
- The height of the building (measured from the lowest external ground level to the highest floor). Please tick one of the boxes below
- 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

a)

b)

0-7.5m

7.5-11m

11-18m

18m+

c)

## 10 Drainage

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

- The provision to be made for the drainage of the building or extension
- The steps to be taken to comply with any local enactment which applies.

Please confirm that sufficient information relating to the drainage proposals, as specified above, have been attached to the application:

Yes / No

\*Delete as appropriate

## 11 Is the building considered to be of non-standard construction?

Yes / No

\*Delete as appropriate

Non-standard builds are buildings that include anything outside of common construction techniques in England or Wales, and do not follow industry recognised design principles set out in relevant building guidance codes

(‘Building Codes’ include (not exhaustive): Approved Documents, British Standards and Technical Documents). They could include those buildings not fitting the notional set of common and long-established building methods. For example, panelled systems (SIP), Steel Framing System (SFS), Cross Laminated Timber (CLT) etc.

## **NEW DWELLINGS ONLY**

### **12 Is the building work the erection of a building fronting onto a private street?**

**Yes / No**

*\*Delete as appropriate*

For this question, “fronting” has the meaning given in section 203(3) of the Highways Act 1980; and “private street” has the meaning given in section 203(2) of the Highways Act 1980. If you answered yes then an application with full plans is required.

### **13 Optional requirement / planning permission**

In the case of a new dwelling either of the following should be provided:

- A statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or
- A statement that planning permission has not yet been granted, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted.

*\*Delete as appropriate*

Please confirm which statement has been provided:

**Optional requirement statement:** **Yes / No**

**Planning permission statement:** **Yes / No**

### **14 Communications retrieval**

In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application shall be accompanied by -

- particulars of any public electronic communications network in relation to which a connection is to be provided,
- if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and
- if Regulation 44ZC is proposed to be relied on -
  - evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and

ii) if paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit- capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given.

Please confirm that the information specified above have been attached to the application:

**Yes / No**

*\*Delete as appropriate*

## **DECLARATION** (all applications)

### **15 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 understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.**

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

**Signature of applicant:**

**Date:**

*\*Electronic signatures accepted*

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 for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#).

Cheltenham and Tewkesbury Building Control Service provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional/official consultees (such as the Fire Service in commercial applications) to enable us to do this. For further information about how the council uses information it holds about you please go to our [GDPR page](#).