



Building Notice Guidance Sheet

The building notice route places an emphasis on you and your builder to ensure the work complies with the building regulations. You need to ensure that you have agreed the extent of the works to be constructed by your builder and what is to be included in the price.

This route can only be used for work relating to a dwelling and cannot be used where the work involves building over or near a public sewer or for a new building fronting a private street. A Full Plans application will need to be submitted in these instances.

Consequences of using the building notice route are:

Whilst the Building Notice route can achieve consent under the Building Regulations, you should be aware of that by using this route you do not have the protection of an approved drawing for your builder to quote against or work with. Each stage of the work is approved as it is completed and inspected.

- Although our surveyor will help and try to foresee possible problems, work may need to be corrected. This may cause delays and have cost implications.
- Building estimates may be less accurate as design information will not be available.

Please note, it is the duty of both the person having the work done and the builder to comply with the building regulations.

This type of application is suitable for simple domestic works that include:

- simple structural alterations
- drainage alterations
- installing a bathroom
- re-roofing work
- detached garages or outbuildings
- small simple extensions

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

A plan to scale of not less than 1:1250 showing –

- (i) the size and position of the building, or the building as extended, and its relationship to adjoining boundaries.
- (ii) 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.
- (iii) the width and position of any street on or within the boundaries of the curtilage of the building or the building as extended.

An extract from the ordnance survey map will serve this purpose.

Please remember such drawings are not deposited with us under the building regulations and will not be checked for compliance in the same way the Full Plans route allows. We would therefore remind you that building work will progress on site without the protection of a formal approval notice.



You will need to notify us at least 2 working days before you start work however this is subject to receiving any required planning permission or other statutory consent.

In the case of a new dwelling, a building notice must be accompanied by:

- (iv) a statement whether or not any optional requirement applies to the building work, and if so which, or
- (v) a statement that planning permission has not yet been granted for the work, and that the information required by subparagraph (iv) will be supplied before the end of a period of 28 days beginning on the day after that permission is granted.

Building Regulations for New Dwellings and Infrastructure for Electronic Communications

On 26 December 2022, the requirements of Part R of Schedule 1 to the Building Regulations 2010 – Infrastructure for electronic communications took effect in England. All building notices and full plan submissions for new dwellings after this date must be accompanied by a Connectivity Plan. Without this document, the application or notice cannot be validated.

The details on the scope and submission of the Connectivity plan can be found in Approved Document R Volume 1, Section 3 (page 19) and the Model form template in Appendix B may be used. A copy of this form can be downloaded from our website [Connectivity Plan](#).

Once the Building Notice is deposited the building control surveyor will meet you on site to discuss the work and agree an inspection regime. The partnership must be notified when the various stages are completed so that inspections can be carried out.

Your building notice remains valid for 3 years from the date of submission. Failure to commence the works during this time would require you to re - apply.

The fundamental difference with this procedure is that it does not require the submission of detailed plans at the time the notice is deposited. The building control surveyor may, however, require further information at any stage of the work on site to ensure that the various elements of the design comply with the building regulations. You will need to supply this information and by using this route you cannot ask for a determination if the local authority says that the work does not comply with the building regulations.