

Building Notice Guidance

One copy only of the notice should be completed by the person who intends to carry out the building work (the applicant) or their agent and submitted to the Local Authority. Where the proposed work includes the erection of a new building or an extension, the notice must be accompanied with the following plans and particulars in accordance with the provisions of Building Regulations 13:

1. A block plan to a 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 and the size position and use of every other 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,
- iv) the provision to be made for the drainage of the building or extension.

No construction details are submitted with a Building Notice, consequently, we are unable to issue a formal approval notice or advise you of any changes required to meet the Building Regulations prior to the work commencing on site. You need to be aware that you will proceed with your development with less certainty as to its compliance than if the Full Plans route had been used and that the Local Authority may request at any time such plans in support of the Notice as are necessary for the discharge of their functions in relation to the Building Regulations.

These notes are for general guidance only. Particulars regarding the deposit of information are given in Regulation 13 of the Building Regulations 2010[†] (as amended).