

# **Making a building notice application (for proposed work to a domestic property)**

## ***Guidance notes: 4***

### **Purpose**

Building notices are ideal for minor work to your home, and when you don't want to have full plans drawn for works you plan to do. For example:

- extending an existing home, for example, building a kitchen extension, an extra living space or an attached garage;
- converting a roof space;
- removing a load-bearing wall or a chimney breast;
- installing or altering a central-heating system, heating appliance or flue; or
- building a new home.

### **Building notice procedure**

You can make a building notice application for any work to a domestic property. You must give a detailed description of the planned work on the application form. You do not need to send us drawings, but we may ask you for more information if we need it.

For a building notice, you must pay the full fee when you make your application. The fee is a one-off payment and the amount is the same as the combined plan and inspection fee for a full plans application.

A building notice application is valid for three years from the date you make your application.

Although we do not formally assess any information you give us in a building notice application, we approve the work through inspections and on-site assessment during the building process.

So we can inspect the work as it is being done, you must contact us:

- when the work is about to start;
- at particular stages during the building process (the surveyor will tell you about these stages); and
- when the work is finished.

When the work is finished, and we are satisfied with it, we will send you a completion certificate, confirming the work is in line with the Building Regulations. You should keep the completion certificate in a safe place as you will need it if you sell the property in the future.