

St Albans City and District Council and Watford Borough Council, Town Hall, Hempstead Road, Watford
Email: stalbansbuildingcontrol@watford.gov.uk

Building Regulation Building Notice Form (England)

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

1 Client details (Owner or person whom a project is carried out)

Name _____

Address (incl postcode) _____

Phone _____ Email _____

2 Applicant details (Agent or person carrying out the design work on behalf of the client)

Name _____

Address (incl postcode) _____

Phone _____ Email _____

3 Structural Engineer's details

Not using a chartered engineer to provide structural details may delay the plan checking process.

Name _____

Membership Number _____

Professional Body (ICE/ISE) _____

Grade (Member / Assoc / Grad) _____

4 Location of site to which the building work relates

Address (incl postcode) _____

5 Proposed works please include new floor area (sqm) to be created for extensions and conversions and/or estimate cost of works for alterations

6 Intended use of the building

7 Planning Consent and Optional Requirements

Has Planning Consent or Lawful Development been applied for or granted for the proposed work? **Yes / No** *select appropriate

If “yes”, please provide the Planning Reference Number: _____

8 Competent Persons Scheme

It is assumed that the installation of any controllable electrical or plumbing works will be certified by the installer via a recognised self-certification scheme. If the installer is not a Registered Competent Person a supplementary charge may be payable.

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

Signature _____

On behalf of _____

insert applicants name where the declaration is made by an agent

Date _____

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 stage of higher- risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#). Form created in February 2024.