



Building Notice applications

🔊 Listen

This method of application is suitable for most small domestic work. It is not acceptable for applications covering commercial or public environments. The Building Notice route is the alternative to the Full Plans route however it is inherently more risky than using the Full Plans process.

The Building Notice procedure is especially suitable for the following types of building work:

- Minor internal alterations to domestic property, for example the removal of one or two walls or a chimney breast.
- Small single storey domestic extensions using standard forms of construction.
- Conversion of a garage or similar outbuilding into living accommodation.
- Detached outbuildings to which the regulations apply.
- New chimneys or flues.
- Installation of boilers or other heating appliances. Where the work is being carried out by an installer registered with an appropriate, government-approved [Competent Persons Scheme](#) no formal application will be needed.
- Electrical works to dwellings or associated outbuildings and garden areas. Where the work is being carried out by an installer registered with an appropriate, government-approved Competent Persons Scheme, no formal application will be needed.
- The provision of a new bathroom, shower or WC.
- Replacement of roof covering material.
- Underpinning of foundations.
- Installation of insulation material in an existing cavity wall.

The fundamental difference between this type of application and the Full Plans application is that this route does not require the submission of detailed plans.

The Building Notice route does have some disadvantages:

- No plan approval is given for the proposals - some financial institutions may require you to have plan approval proof to release funds. As no plans are approved, this may lead to an increased risk of contraventions of the Building Regulations occurring as work progresses on site and additional costs may be incurred to correct the issue.
- If you choose the Building Notice route then you should be sure that you have agreed what the builder will build and what is to be included in the price.
- It places emphasis on you and your builder to ensure the work complies with the Building Regulations.
- Using this system only one fee is payable and this is made when you initially submit the application. Although only one payment is required the cost is identical to the overall fee paid for a Full Plans submission.

How to apply

- Complete the [Building Notice application form](#) and include all details required by Section 8 on the form. If this information is not included, it will not be possible to register your application
- Check for the charges on our [Scheme of Charges for Building Regulations](#).
- Include the correct payment. You can pay by cheque, cash or most credit/debit cards if paying at the Council offices. If you want to use other means such as BACS you should contact us first
- Please contact us on 01344 351106 or 01344 351208 for help if you have a problem or need advice
- Post or deliver the application form, with the correct charge, to Building Control Services at [Time Square](#) in Bracknell.

What happens next

Once your Building Notice application form has been received, we will acknowledge receipt of the notice and send you detailed guidance notes. We may ask you for additional information if we feel the project is complex and needs more detailed consideration.

The main advantage of this type of application is that full building plans and details do not have to be prepared. The Notice is not approved or rejected and so building work progresses on site without the protection of a formal approval notice. Please note that some finance houses, banks and building societies do not favour this type of application. Building work may start 24 hours after we receive the Building Notice.