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# Building notice application

Last Modified October 31, 2023



With immediate effect building control can only accept applications **submitted electronically.**

## Important information

To submit a building notice application you can complete it online using the [Planning Portal](#) or alternatively you can submit your [building notice application form](#) via our website.

## Plans

This type of application does not involve the passing or rejection of plans and is intended to enable certain small works, such as bathroom installations, minor structural alterations, drainage works and underpinning to get under way quickly.

## Responsibility

This method places responsibility on the person carrying out the work that they have a knowledge of the regulations.

If you have any doubt please contact the building control team.

Please remember to notify us when you commence works.

## Non-domestic buildings

The building notice procedure cannot be used for non-domestic buildings, including the common parts of buildings containing flats and Houses in Multiple Occupation.

## New builds and extensions

For new builds and extensions, please provide a 1:1250 scale block plan showing the proposals size, position and adjoining boundaries, together with a plan indicating the proposed drainage.

**Please note** that the building notice fee should be paid in full when the application is made.

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