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| **Building Regulations.**  **Building Notice Guidance Notes.**  The Building Act 1984,  The Building Safety Act 2022, and  The Building Regulations 2010 (as amended). |

Find us online: [website](https://www.oxford.gov.uk/info/20150/building_control) | Send an email: [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk) | Telephone Contact: 01865 252807

**This application form is for Building Notices only. Please read the following information in full before completing the form.**

**General Guidance**

Please note it is the owner of the building *and* their builder‘s responsibility to comply with the Building Regulations.

Persons carrying out building work or making a change of use of a building are reminded that permission may also be required under the Town and Country Planning Act, Highways Act, Housing Act, Public Health Act, etc.

**This form cannot be used for building applications for higher-risk building work or stage of higher-risk building work or for work to existing higher-risk buildings. Application for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR).**

**Charges & Quotations**

Please refer to the Building Regulation fees leaflets for a full list of charges of all types of Building Control applications. All of our charges & quotations will cover pre-application advice, plan check where applicable, all necessary site inspections and issue of electronic completion certificate.

Exemption from charges may be obtained where the works are solely for the beneﬁt of persons with disabilities living at the premises. Please provide a copy of the approved grant letter provided by Environmental Health or a letter from your Occupational Therapist indicating your disabilities and reason for the work.

If the application has not been inspected or information provided for 3 years, then a reactivation fee will be chargeable based on our standard hourly rate in our published Building Control Fees. Please also refer to the notes relating to the 15-year retention policy in the timescale notes below.

**Inspections Formal Notification of a Start on Site**

It is a legal requirement to give Building Control notice of your intention to start work, and to not start work until two days have passed since your notice to start work was given to Oxford City Council Building Control (Regulation 16(1), and to give notice of the required stages of work and to have these inspected by Building Control prior to covering up the work (Regulation 16(3)).

**Inspections of Work on Site**

Following receipt of your application you will be informed of the elements of the project we wish to inspect. Where further visits are requested by the applicant or builder, in addition to those specified within the receipt letter, or the Building Control Surveyor identifies necessary enforcement visits or additional site inspections outside the scope of the Building Control fee, a n additional fee of based on the published hourly fee rate per visit will be charged.

**Inspections – Formal Commencement of Work**

It is a legal requirement to give Building Control notice of when formal commencement of work on the application or each building if multiple buildings are on a single application has been achieved (Regulation 16(3C), this must be received by Oxford City Council not more than 5 days after the works are considered to be commenced by the person carrying out the work. The works must be inspected by Building Control prior to covering up the work (Regulation 16(3D)).

Notification of commencement must be given not more than five days after the date on which work is regarded as commenced. Please note: Inspections by Building control will be required prior to the commencement date. For example, start of work or excavation of foundations.

Commencement of work has different meanings depending on the type of work that is being undertaken:

1. **Complex buildings, these are:**
2. Building to be constructed on the same foundation plinth or podium as any other building or structure.
3. A building which has more than one storey below ground.
4. A building which it is proposed use is primarily as a public building or a section of the public has access to the building provided the building has a capacity for 100 or more visitors. Refer to Regulation 46A (5) for definition of public building.

For complex buildings commencement will be the date at which foundations supporting the buildings and structure of the lowest floor level of that building (but not other buildings or structures supported by those foundations) are completed.

1. **Non-Complex Buildings or Horizontal Extension of a Building**

Commencement of these buildings will be the date at which the subsurface structure of the building or extension including all foundations, any basement level (if any) and the structure of ground floor level is complete.

1. **All Other Building Work**

Where the work consists of any other building work then work is to be regarded as commenced at the stage when the client considers 15% of the building work will be completed.

**Completion Certificates**

In accordance with Regulation 17 of the Building Regulations, following satisfactory completion, Oxford City Council shall within the specified period, issue an electronic Completion Certiﬁcate. A certificate given in accordance with this regulation shall be evidence (but not conclusive evidence) that the requirements specified in the certificate have been complied with.

Completion Certificates are unable to be provided where the Notice of Completion form (this is available on our website) has not been provided to Oxford City Council not more than five days after that work has been completed in accordance with the information required under Regulation 16 paragraph (4A). Requirements of dutyholders and their competence can be found in Part 2A of the Building Regulations 2010 (as amended).

**Time Limits**

A Building Notice shall cease to have effect three years after it has been deposited with the Local Authority unless Building Control has received notice of the commencement of works (Regulation 16(3C) and have been carried an inspection before the expiry of that period (Regulation 16(3D). Where multiple buildings are contained on the same application each separate building must have submitted a notice of commencement and be inspected before the end of the three year period, otherwise the application expires for the remaining works not commenced, and a new Building Regulations Application and fee must be submitted for the remaining buildings.

Please note that Oxford City Council have a file retention policy of 15 years taken from the date of the last inspection or the last date of correspondence. If the Regularisation Certificate application has not been issued, we will not be able to finalise the certificate if it is outside of the 15 years from either the date of the last inspection or the last date information was provided to us in connection with the works. Please note that this 15-year retention policy also relates to us being able to answer retrospective questions and look at copies of information, as the records will not be able to be accessed after 15 years (of the last inspection, last date of correspondence, or the issue of a Regularisation Certificate).

**Electrical Installations**

Part P of the Building Regulations requires that all notifiable, domestic electrical installations are designed and installed to protect people against injury and fire. Where these works are carried out by an Approved Installer registered under the Government’s Competent Person Scheme a Building Regulation application is not required.

Where these works are carried out by an Installer qualified to inspect and test the work by issuing a BS7671 certificate, but not registered on a Part P Competent Person Scheme, a Building Regulation application is required and an administrative fee is payable. Proof of the electrician’s qualification will be required.

**Data Protection Policy**

We understand the importance of ensuring that personal data, including sensitive personal data is always treated lawfully and appropriately and that the rights of individuals are upheld.

We are required to collect, use, and hold personal data about individuals. Data is required for the purposes of carrying out our statutory obligations (including consulting with statutory bodies outside the Council) delivering services and meeting the needs of individuals that we deal with. This includes service users, members of the public, our business partners and other local authorities or public bodies. Should you have any questions about how Building Control use your data you can e-mail [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk) Further details of this policy can be found on Oxford City Councils Website. We are fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and are registered as a data controller with the [Information Commissioner’s Office](https://ico.org.uk/). Our registration number is **Z7925628.**

**Building Notice Applications**

The use of a Building Notice to inform the Local Authority of building work etc., is restricted to certain building types, see the checklist below for further information.

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 need to be made to the Building Safety Regulator (BSR).

This type of application requires you to submit the application form, the relevant fee and any drawings and technical information. When used for the erection or extension of a dwelling a site plan of 1:1250 scale, showing the position of the building or building as extended, the property boundaries and width and positions of adjoining streets must be submitted.

The Local Authority can request such details be supplied when considered necessary, i.e. a Structural Engineer’s calculations and details for structural alterations.

Building Notice applications do not receive a formal approval and any details submitted are not approved by the Local Authority. Therefore, this application process places a greater emphasis on the owner and builder to know what they must do to achieve compliance with the Building Regulations.

The owner and builder must ensure that the Building Control Surveyor is allowed to inspect all relevant work. Without approved plans and details, situations may arise where works have to be amended or removed to achieve compliance.

**Building safety competence information for principal contractors and principal designers.**

Competency standard PAS 8671:2022 & PAS 8672:2022

* A client will need to appoint a principal designer and principal contractor to any building project that is likely to have more than one contractor.
* If a client fails to appoint anyone, principal designer and principal contractor responsibilities are retained by the client. For domestic clients (not part of a business activity), principal designer and principal contractor duties pass onto the designer and contractor most in control of these phases.
* Client, principal designer and principal contractor can be the same person or organization if they have the appropriate competencies. As clients will often bring in others to take on principal designer and principal contractor role, clients must take reasonable steps to satisfy themselves that the PD and PC has the necessary competence.
* Clients should also consider the principal designer and principal contractor history in relation to any previous enforcement action.

**Principal designer**

Under Building Regulations a principal designer can be an individual or an organisation. They are a designer in control of the design work, and can be, for example:

* an architect.
* an engineer (structural and others).
* a surveyor.

**Principal contractor**

Under Building Regulations a principal contractor can also be an individual or an organisation. A principal contractor is a contractor in control of the building work, and can be, for example:

* a construction company.
* an individual contractor.

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| **Building Regulations.**  **Building Notice Application Form.**  The Building Act 1984,  The Building Safety Act 2022, and  The Building Regulations 2010 (as amended).  **On completion of the form, please email to** [**buildingcontrol@oxford.gov.uk**](mailto:buildingcontrol@oxford.gov.uk) | | | | | | | |
| 1. **Is a Building Notice Application Suitable?** | | | | | | | **Delete as applicable.** |
| **a.** | **Is the building work etc. in relation to a higher-risk building?** A Building Notice given to the local authority in not appropriate in these circumstances. Applications for building work to higher-risk buildings must be made to the Building Safety Regulator (BSR). | | | | | | [Yes/No] |
| **b.** | **Is the building work in relation to a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after the completion of the building work?** A Building Notice given to the Local Authority is not appropriate in these circumstances. | | | | | | [Yes/No] |
| **c.** | **Is the building work the erection of a building fronting onto a private street?** For this question, “fronting” has the meaning given in Section 203(3) of the Highways Act 1980; and “private street” has the meaning in Section 203(2) of the Highways Act 1980. A Building Notice is not appropriate in these circumstances. | | | | | | [Yes/No] |
| **d.** | **Is the building work, work to which Paragraph H4 of Schedule 1 imposes a requirement?** A building notice given to the local authority is not appropriate in these circumstances. | | | | | | [Yes/No] |
| **e.** | **Is the building work being carried out under a self-certification scheme or third-party certification scheme exempt for the requirement to apply for building control approval with full plans?** An application for building control approval with full plans is not appropriate in these circumstances. | | | | | | [Yes/No] |
| **f.** | **Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?**  If so, [Regulation 22 of the Building (Registered](https://www.legislation.gov.uk/uksi/2010/2215/regulation/19) Building Control Approvers etc.) (England) Regulations 2024) (Local Authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and an application for building control approval with full plans is not appropriate instead a reversion application form must be completed. | | | | | | [Yes/No] |
| **If the response to all the questions above is ‘no’ then the giving of a building notice is possible for the proposed work. Where the response is ‘yes’ for row 1a, an application should be made to the Building Safety Regulator. Where the response is ‘yes’ to rows b, c, or d, an application for building control approval with full plans should be made to Building Control. Where the response is ‘yes’ to row e, a building notice is not necessary for the work. For work in relation to row f, please contact the Building Control Team to discuss.** | | | | | | | |
| **g.** | **In the case of a new dwelling either of the following should be provided:**   * a statement should be included informing Local Authority Building Control whether or not any optional requirement applies to the building work, and if so which, or * a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. | | | | | | [Included/Not applicable] |
| **h.** | **In the case of the erection or extension of a building, a building notice shall be accompanied by a plan to a scale of not less than 1:1250 showing:**   * the size and position of the building, or the building as extended, and its relationship to adjoining boundaries * the boundaries of the curtilage of the building, or the building as extended, and the size, position and use of every other building or proposed building within that curtilage * the width and position of any street on or within the boundaries of the * curtilage of the building or the building as extended. | | | | | | [Included/Not applicable] |
| **i.** | In the case of the erection or extension of a building, a building notice shall be accompanied by a statement specifying the number of storeys (each basement level being counted as one storey), in the building to which the proposal relates. | | | | | | [Included/Not applicable] |
| **j.** | **In the case of the erection or extension of a building, a building notice shall be accompanied by particulars of:**   * the provision to be made for the drainage of the building or extension. * the steps to be taken to comply with any local enactment which applies. | | | | | | [Included/Not applicable] |
| **k.** | In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, a building notice shall be accompanied by –   1. particulars of any public electronic communications network in relation to which a connection is to be provided, 2. if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and 3. if Regulation 44ZC is proposed to be relied on - 4. evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and 5. if Paragraph RA1(1)(c)(i) or of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit- capable public electronic communications network (as defined by Regulation 44C) is likely to be installed, in a location relevant for the purposes of Paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given. | | | | | | [Included/Not applicable] |
| **Further Information:** | | | | | | | |
| Where a building notice has been given, a person carrying out building work, renovation or replacement of a thermal element, change to the building’s energy status or making a material change of use shall give the local  authority, within such time as they specify, such plans as are, in the particular case, necessary for the discharge of their functions in relation to building regulations and are specified by them in writing. | | | | | | | |
| Neither a building notice nor plans which accompany it are to be treated as an application for building control approval with full plans in accordance with building regulations. | | | | | | | |
| A building notice shall cease to have effect on the expiry of three years from the date on which that notice was given to the local authority, unless before the expiry of that period—   * the building work to which the notice related was commenced; or * the change to the building’s energy status or the material change of use described in the notice was made. | | | | | | | |
| This document provides information for some of the more common building work scenarios. Reference should always be made to the Building Regulations 2010 (as amended) for full details. | | | | | | | |
| **2. Applicant details (full and address of the person intending to have the works carried out)** | | | [Enter name]  [Enter address]  [Enter postcode] | [Enter phone number]  [Enter email address] | | | |
| **3. Client details (where different from the applicant)** | | | [Enter name]  [Enter address]  [Enter postcode] | [Enter phone number]  [Enter email address] | | | |
| **4. Principal Contractor/Sole Contractors details (where known) (see guidance notes above)** | | | [Enter name]  [Enter address]  [Enter postcode] | | [Enter phone number]  [Enter email address] | | |
| **5. Principal Designer/Sole or Lead Designer details (see guidance notes above)** | | | [Enter name]  [Enter address]  [Enter postcode] | | [Enter phone number]  [Enter email address] | | |
| **6. Agent details (where different from the applicant)** | | | [Enter name]  [Enter address]  [Enter postcode] | | [Enter phone number]  [Enter email address] | | |
| **7. Location of the site to which the building work relates** | | | [Enter address]  [Enter postcode]  (Please note that separate application forms are required for each property address, even if building work is on adjacent site). | | | | |
| **8. Use of the building** | | | [Enter current use] | | | | |
| [Enter proposed use] | | | | |
| **9. Description of works** | | | [Please enter the description of works you intend to carry out. The description should include all elements of work you intend to carry out as part of this application. Please note that if the description is later found to be missing elements of the work that these will be charged for separately once Building Control has assessed the full scale of the project] | | | | |
| **10. Commencement (See guidance notes for an explanation)** | | State the date when the proposed work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of Building Control Approval, commencement of work); or | | | | [DD/MM/YYYY] | |
| State the date when the proposed work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (lapse of Building Control Approval, commencement of work) where the work does not consist of work to which Paragraph (2) or (3) of Regulation 46A applies, state the details of the work which the client considers amounts to 15% of the proposed work.  [Enter details of the work amounting to 15%] | | | | [DD/MM/YYYY] | |
| **11. Further Information:** | | | | | | | |

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| Are all notifiable electrical installations to be carried out by a registered competent electrical installer (Part P)? | | | | [Yes/No] |
| Are all replacement windows being installed by a registered competent window installer? | | | | [Yes/No] |
| Do you have any planning conditions which may influence building control. Common conditions include Flood Alleviation (Part C), Internal Noise (Part E) (Part F), Sustainable Urban Drainage (Part H), Energy Performance (Part L) (Part O), and Parking / EV Charging (Part S)? If “yes”, please state those conditions below. | | | | [Yes/No] |
| [Enter planning conditions if applicable] | | | | |
| Do you have any planning conditions relating to water consumption (Part G) or disability access (Part M). If “yes”, please state those conditions below. | | | | [Yes/No] |
| [Enter Part G/Part M conditions if applicable] | | | | |
| Is the property to be used as a House in Multiple Occupation (HMO)? | | | | [Yes/No] |
| If “yes” to the above, how many people will occupy the HMO? | | | | [Number of persons] |
| **12. Charges (please see separate guidance table, and fill in the relevant columns below for your calculation). Please see section 10 of this form for payment options.** | | | | |
| **Schedule 1 Fees:**  New dwellings and converted dwellings. | **Schedule 2 Fees:**  New domestic buildings and extensions. | **Schedule 3 Fees:**  Structural, other alterations, and works to non-domestic properties. | | |
| **Number of houses and/or flats:**  [Enter number of houses/flats] | **Extension floor area:**  [XX] m² | **What is the estimated cost of these works?**  [£ Enter estimated cost] | | |
| **Total Schedule 1 Fee:**  [£ Enter fee] | **Garage/store floor area:**  [XX] m² | **Total Schedule 3 Fee:**  [£ Enter fee] | | |
| **Loft conversion floor area:**  [XX] m² |
| **Garage conversion floor area:**  [XX] m² |
| **Energy Efficient Improvements (not Competent Persons Schemes) (a charge is payable for each type of energy efficient improvements):**  [£ Enter fee] |
| **Total Schedule 2 Fee:**  [£ Enter fee] |
| **Fee quoted schemes:** please attach your fee-quote email from Oxford City Council Building Control to your application with your submission.  [£ Enter fee] | | | | |
| **13. Payment options. To allow us to process your application as swiftly as possible, please select one of the below options for payment.** | | | **Please enter “X” to select your preferred option** | |
| 1. I don’t know what fee to pay, or know what fee to pay and would like to pay by phone, please call me. | | | | [ ] |
| 1. Who should we call to discuss/ collect the fee? | | | |  |

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| Name [Insert name here] | Number [Insert number here] | Email\* [Insert email address here]  \*We will email you a fee reminder if we cannot reach you by phone. |

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| 1. I will pay my fee by BACS transfer when I submit my application (details at <https://www.oxford.gov.uk/info/20150/building_control/1296/pay_for_a_building_control_application> ) and email [buildingcontrol@oxford.gov.uk](mailto:buildingcontrol@oxford.gov.uk) to confirm I have paid.   When making a BACS payment, if you do not have a reference number for your application, please use the suffix BLDCTRL followed by the first line of your address, e.g. BLDCTRL 1 Apple Rd. | | | | | | | | [ ] |
| 1. I want to be invoiced for this fee (applicable only to for fees over £1,500). If selecting this option, please provide details as below. All details should be for one individual/company, and we are unable to provide duplicate/copy invoices: apologies for any inconvenience caused. | | | | | | | | [ ] |
| [Insert name of individual/company responsible for payment here] | | [Insert address of individual/company responsible for payment with postcode here] | [Insert email address of individual/company responsible for payment here] | [Insert phone number of individual/company responsible for payment here] | | | [Insert purchase order number if applicable] | |
| **14. Declaration:** | This application is deposited in relation to the building work etc. as described above.  It is submitted in accordance with Regulations 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\*.  \*Additional information may be required to accompany your Building Notice depending on the upon the work proposed. | | | | | | | |
| **Signed:** | [Please enter electronic signature or type your name]  On Behalf of\* [insert applicants name]  \*Insert applicants name where the declaration is made by an agent. | | | | **Date:** | [DD/MM/YYYY] | | |