

Building Notice

When to use it

You can use it for most domestic building work proposals where there are no sewers. If the work is over or close to a public sewer, as shown on a public sewer map, you will need to apply for a full plans application. It is especially suitable for simple projects or by professionals who understand the requirements of the building regulations.

You cannot use it for work that involves offices, shops, railway premises, hotels or boarding houses.

Some people believe that if they have a building notice, they will not need to employ a designer. But from experience, we know that people can have problems on site because of a lack of design and forethought. If you have not already done so, we recommend that you get professional advice about your scheme before you start work.

How to apply

The quickest and easiest way to apply is online via the Planning Portal website, where you can pay at the same time. The correct fee will be calculated for you and you will be able to attach supporting documents and plans to your application. Alternatively, you can download a pdf form and send it in to us. You can then pay on our website at www.hart.gov.uk/pay-it (under More Payments).

What happens next

When we receive a building notice form, we will usually send an acknowledgement within 48 hours and we will write to you to let you know what happens next.

We may ask for details about certain aspects of the works, for example structural calculations, layout plans or heat loss calculations.

Once we have carried out all the necessary inspections and the work complies with building regulations, we will issue a completion certificate. This certificate will be important if you sell your property and we recommend that you ask for it when your builder completes the work.