

BUILDING REGULATIONS

BUILDING NOTICE APPLICATION

THE BUILDING ACT 1984 & THE BUILDING SAFETY ACT 2022, THE BUILDING REGULATIONS 2010 (AS AMENDED)

“Supporting people to design and construct safe and sustainable buildings”

If you need help completing this form, contact your local Building Inspector [here](#) or

EMAIL: buildingcontrol@monmouthshire.gov.uk or

TELEPHONE: 01633 644833

Application Notes for Building Notice - Regulation 12 (2) (a)

Before completing this form, please read the [Terms of Engagement](#) (This is how we will work together and what to expect).

This form is best suited to small DOMESTIC work, and not to be used for NON-DOMESTIC work. This process does not involve the passing or rejecting of plans. It therefore avoids the preparation of detailed ‘full plans’ and is designed to enable some types of building work to get under way quickly (examples include, minor alteration works such as drainage, structural openings, small extensions or similar). It is however advised that you submit any drawings/information you have relevant to your application. This application form should be completed and submitted with the appropriate fee and a site plan. Additional information may be requested, i.e. structural calculations, thermal calculations or any other details to demonstrate Building Regulation compliance.

A Building Notice application cannot be used where:

- a) The building is a ‘designated use’ under the Fire Safety Regulatory Reform Order 2005 (as amended). This includes flats, offices, shops, factories, hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the Fire Authority.
- b) The building work is over or near a public sewer.
- c) The proposed building fronts onto a private street.

Legislation requires that Building Notice applications must be paid up front and in full, otherwise we are unable to process your application

Important – Start of Work on site vs. Formal Commencement of work on site

Please note, there is an **important distinction between the start of work on site and the formal commencement of work on site.**

- **Start of work** - this includes work such as site preparation and removing top vegetation, starting foundation excavation work, demolition of existing building work or similar. Starting work is not always the same as reaching the legal formal commencement stage, which is another more advanced stage. Start of work notification must be given two days prior to works starting on site.
- **Formal commencement** - is significant because it prevents your application from **automatically lapsing after three years**. For most projects, works are considered formally commenced when the following stages have been reached:
 - **New buildings or extensions** - when the concrete foundations/floor slab for the building or extension have been completed.
 - **All other types of building work** - when the work has reached a stage where the Local Authority has had appropriate involvement. This position should be confirmed with the Registered Building Inspector.
 - **Formal commencement notification must be given before the end of 5 days after the date when the work reached a point where it is regarded as commenced.**

Larger or phased developments

- If your project includes **more than one building**, each building is treated **separately**. Formal commencement on one building **does not** formalise commencement on the other buildings, therefore, (after the 3 years) a new application would be required for the remainder of the buildings.

If your application lapses, you will need to **submit a new application** and meet any relevant updated/new regulations at that time.

You should **notify Building Control at both stages (when work starts on site AND when work is formally commenced)** so this can be recorded. For further information see guidance by [Welsh Government Lapse of Building Control approval](#)

Duty-holder information (A duty-holder is a person or organisation involved in a building project who has legal responsibilities to make sure the work is carried out safely and complies with Building Regulations, each duty-holder has a different role but they must all work together.)

Applications for building work in Wales must comply with the **duty-holder requirements** introduced by changes to the Building Regulations.

For this project, you must confirm as many of the duty-holders below who will act as the:

Domestic Client,
Client,
Principal Designer (where applicable) and
Principal Contractor (where applicable)

These roles carry **legal responsibilities** to ensure that building work is properly planned, managed and monitored so that it complies with the Building Regulations.

All duty-holders must:

- Take responsibility for their role in the project
- Be **competent** to carry out their duties
- Cooperate and share information with other duty-holders

These duties apply to **all building work**, with additional requirements for Higher-Risk Buildings.

Failure to properly identify duty-holders or to meet these duties may delay validation of your application, however Building Control will normally ask for missing information first and will explain what is needed to validate your application. For further information see Welsh Government guidance [the duties and competent requirements that clients, designers and contractors must meet.](#)

Data Protection – Your personal information will be processed in accordance with our Privacy Notice of which a summary is attached

1. Location of Building Work

Address:

Postcode:

2. Description of building work (include all elements of building work(s))

3. Has work started?

☐ Yes ☐ No

If yes, please provide start date here:

Has work formally commenced? (as explained in application notes above)

☐ Yes ☐ No

If yes, you will need to contact your **local Building Inspector** as a **Regularisation application** (retrospective application) may be required

If no, provide a date here when work will formally commence:

4. Has a Registered Building Inspector visited the site regarding this application?

☐ Yes ☐ No

If yes, name of Inspector:

Visit date:

5. Applicant details YOU, the person completing this form.

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Do you want us to send correspondence to any other parties?

☐ Yes ☐ No If yes, who?:

.....

Important - Before filling in the next sections please read and understand.

“Domestic clients” and Building Regulations

If you are having building work carried out on your own home, you can be classed as a “Domestic Client”.

The Building Regulations still apply to your project, but the law recognises that domestic householders should not be expected to manage technical or legal compliance themselves. Most “Domestic Client” duties are automatically transferred. For domestic householder projects, the Regulations provide that the “Client” duties under new Part 2B are treated as being carried out by others. In other words, most Domestic home projects, your builder or designer takes on these duties unless you have signed a separate agreement saying you will keep them. (Refer to appendix 1)

Who is responsible for compliance if you are a “Domestic Client”?

- The duties fall to the “Contractor” where there is only one “Contractor” or the “Designer” where there is only one “Designer” OR the “Principal Contractor” or “Principal Designer” if more than one.
- “Designers” and “Contractors” remain responsible for ensuring their work complies with the Building Regulations.

What you are expected to do as householder

You must satisfy yourself that the people you engage or employ to carry out building work or design work will fulfil competent requirements and can fulfil their duties. Examples of what a householder can reasonably check are; their skills, their knowledge, their experience and behaviour, as well as qualifications, insurance, references and professional registrations. Going forward this will need to be properly recorded and supported with evidence.

What to expect from Monmouthshire County Council Building Control

We will deal directly with the “Client duty-holder”, “Principal Contractor” or “Contractor” OR “Principal Designer” or “Designer” where compliance information is required, but we are always happy to explain the process to homeowners/occupiers

This approach reflects changes introduced by the Building Safety Act 2022 and the Building etc. (Amendment) (No. 2) (Wales) Regulations 2025

Domestic Client

A Domestic client is a homeowner having building work carried out on their own home, which is not connected with a business.

Is this work being carried out on your own home for personal use?

☐ Yes ---> Complete Q6, 8 and 9 (Domestic Client)

☐ No ---> Complete Q7, 8 and 9 (Client)

If you are a Domestic Client and wish to take responsibility overseeing the project yourself rather than having your duties carried out by Designer or Contractor, you must **complete Appendix 1** and satisfy the competencies (a)-(f) below.

- (a) The client must make sure the project is properly organised, managed and monitored
- (b) Allow enough time and money to do the work safely and compliantly
- (c) Appoint the right people (e.g. designer and contractor)
- (d) Provide relevant information to those working on the project
- (e) Ensure everyone works together to meet Building Regulations
- (f) These duties are set out in the regulations, which require the client to put in place suitable arrangements to ensure the work complies with all relevant requirements.

6. Domestic Client

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

Client You are likely to be a Client if the building work is being carried out for;

A business or company

A developer

A landlord

A housing association

A local authority

A charity or other organisation

Examples include a developer building new homes, a company altering business premises, a landlord converting rental properties, or a local authority carrying out work to offices, schools or other buildings.

Is the building work being carried out for a business, organisation, landlord, developer or public body?

☐ Yes ---> Complete Q7 Client details

☐ No ---> Complete Q6 Domestic Client

7. Client details

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call

☐ Email

☐ Text

Preferred method of receiving documents/notices:

☐ Letter

☐ Email

8. Principal (or sole) Contractor Details (Builder/Primary Contractor where more than one builder or contractor is working on the project)

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call

☐ Email

☐ Text

Preferred method of receiving documents/notices:

☐ Letter

☐ Email

9. Principal (or sole/lead) Designer Details (Architect or person/company who prepared drawings)

Name:

Address:

Postcode:

Phone no.:

Email address:

Preferred method of contact:

☐ Call ☐ Email ☐ Text

Preferred method of receiving documents/notices:

☐ Letter ☐ Email

10. Use of the building

Existing	Proposed
☐ Domestic	☐ Domestic
☐ Flats	
☐ Commercial	
☐ Industrial	
☐ Assembly	
☐ Other, please specify:	☐ Other, please specify:

If the proposed work is of a non-domestic nature (the building (or part of) will be put to a use which is designated under the Fire Safety Regulatory Order 2005 (as amended). 'Designated use' includes buildings such as flats, offices, shops, factories, hotels and/or a workplace.) please use the Full Plans application form to submit an application.

11. No. Of storeys (including basements) (if applicable to building works)

Existing:

Proposed:

12. Height of Building (in metres)

Existing:

Proposed:

13. Drainage provision (if applicable to building works)

Existing Foul Water	Existing Surface Water	Existing Means of water supply
☐ Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐ Reed bed ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Soakaway ☐ Sustainable Drainage Systems ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐ Other, please specify:

Proposed Foul Water	Proposed Surface Water	Proposed Means of water supply
☐ Mains ☐ Septic Tank ☐ Sewage Treatment Plant ☐ Cesspool ☐ Reed bed ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Soakaway ☐ Sustainable Drainage Systems ☐ Not sure ☐ Other, please specify:	☐ Mains ☐ Spring ☐ Borehole(s) ☐ Well ☐ Not sure ☐ Other, please specify:

Are you aware of any public sewers within your boundaries?

☐ Yes ☐ No ☐ Not sure

If yes, please provide details:

14. Sustainable Drainage Approving Body (SAB) Approval

(applies to surface rainwater only)

SAB Approval is required when a house/extension or developments construction area is 100m² or over. The construction area includes buildings, extensions, hardstanding (driveways, patios, car park etc.) OR the development involves more than one dwelling.

For further information, contact the SAB team [here](#)

Is a SAB approval required? ☐ Yes ☐ No

(SAB approval should have been granted before works start on site – this is separate from the Building Control process)

If yes, please clarify the reference no. and approval date (if known).

Ref no.:

Approval date:

15. Planning Permission

Work should not start until Planning Permission, (if applicable) has been granted.

Planning Permission and Building Regulations are separate processes.

Have you checked if Planning Permission is required for this development?

☐ Yes ☐ No

If yes, does the work require Planning Permission?

☐ Yes ☐ No

Planning reference number:

Approval Date:

Planning Officers name:

16. Part P (Electrical Safety) - Domestic applications only (if applicable to the building works)

Please indicate which method you intend to use to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS 7671:2001 (as amended). Your electrician, builder or architect should normally be able to advise which option applies.

☐ No electrical work applies

☐ Competent Person Scheme

(e.g. NICEIC, NAPIT, ELESCA registered person(s) etc.)

☐ Building Control Body

☐ BS 7671 certificate

☐ Don't know

17. Type of Heating system(s) (if applicable to the building work)

Existing	Proposed
☐ Oil	☐ Oil
☐ Gas	☐ Gas
☐ Electric	☐ Electric
☐ Solid Fuel	☐ Solid Fuel
☐ Air source heat pump	☐ Air source heat pump
☐ Ground source heat pump	☐ Ground source heat pump
☐ Don't know	☐ Don't know
☐ Other, please specify:	☐ Other, please specify:

18. Completion Certificate Not more than 5 days after the completion of work, a completion statement needs to be submitted confirming that the building work complies with all applicable requirements of the Building Regulations. Declarations to be submitted by the client, principal contractor and principal designer. Only on receipt of this information will we be able to carry out a completion inspection on site and issue the relevant completion certificate. It is important the applicant understands this.

Where/who shall we send the Completion Certificate to?

Name:

If not named previously on this form, please include contact details:

19. Statement

This notice is given in relation to the building work as described and is submitted in accordance with Regulation 13.

Signed:

Name (print):

Date:

20. Duty-holder declaration (mandatory) This is normally signed by the “Domestic Client” or “Client” duty-holder

I/We declare that:

(please click each box to declare)

☐ The duty-holders for this project have been correctly identified in accordance with the Building Regulations as they apply in Wales.

☐ The **Client, Principal Contract or Contractor** and **Principal Designer or Designer** (where required) understand and accept their **legal duties** to plan, manage and monitor building work so that it complies with the Building Regulations.

☐ All duty-holders appointed for this project are **competent** to carry out their role (having the appropriate skills, knowledge, experience and behaviours).

☐ Duty-holders will **cooperate and coordinate** with one another and with the Building Control Authority and will ensure that accurate and relevant information is provided when required.

☐ I/We understand that providing false or misleading information or failing to comply with duty-holder duties, may result in **delay, enforcement action or prosecution** under the Building Act and Building Regulations. The Council can help correct genuine mistakes or missing information before matters escalate.

Signature of “Domestic client” or “Client”

Signed:

Print Name:

Date:

21. Fees

We are required by Law that Building Notice applications must be paid up front and in full, otherwise we are unable to process your application.

If your fee has been agreed prior to making this application, please clarify the following:

Inspector's name:

Date Agreed:

Fee Amount Agreed:

Who is the person responsible for settling the fee?

Name:

If not named previously on this form, please include contact details:

See links - Monmouthshire Building Control [Guidance notes](#) and [fees including payment methods](#).

If your application is for multiple work (e.g. where a domestic property is to be extended and have other work carried out such as; structural opening(s), drainage for new toilet/shower(s), installation of a septic tank, treatment plant or cesspit, or thermal elements that are not directly associated with the extension,) then you may be required to pay more than one charge.

If you are unsure which fee applies, please contact your [Building Inspector](#)

Are you exempt from paying fees under The Building (Local Authority Charges) Regulations 2010; Regulation 4? To check eligibility, contact your [Building Inspector](#).

☐ Yes ☐ No

If yes, have you included documentation to support this exemption?

☐ Yes ☐ No

Do you require a receipt?

☐ Yes ☐ No

Please let us know your preferred payment method:

☐ Online at [Fees and Payment - Monmouthshire](#)

☐ By phone using credit/debit card – Call 01633 644355, quoting Building Regulations, please use the first line of the address as a reference or reference number (if known)

☐ By Cheque made payable to "Monmouthshire County Council"

Type of work	Description	Please tick applicable fees	Fee(s) includes VAT
New Dwelling(s)	One new dwelling (less than 300m2)	☐	£1,632.00
	One new dwelling (more than 300m2), 2 or more new dwellings or flats	☐	Please agree a fee with the Building Control surveyor
Extension(s)	0 - 10m2 internal floor area	☐	£768.00
	10 – 60m2 internal floor area	☐	£ 1,056.00
	60 – 80m2 internal floor area	☐	£ 1,248.00
	Over 80m2 internal floor area	☐	Please provide an Estimated Cost in All Alteration Work below
New Domestic Garage(s)	0 – 60m2 floor area	☐	£768.00
	Over 60m2 floor area	☐	Please provide an Estimated Cost in All Alteration Work below
Loft conversion	0 – 60m2 floor area	☐	£1,056.00
	Over 60m2 floor area	☐	Please provide an Estimated Cost in All Alteration Work below
Other	Replacement windows	☐	£336.00
	Electrical installations	☐	£576.00
	Solar/PV Panels	☐	£336.00
	Solid Fuel Appliance (e.g. wood burner)	☐	£336.00
Alteration to a single thermal element	Adding insulation to either a floor or a wall or a roof, internally or externally	☐	£336.00
Alteration of multiple thermal elements	Adding insulation to 2 or more elements e.g. a floor <u>and</u> a wall or a wall <u>and</u> a roof, or a floor, wall <u>and</u> roof, internally or externally	☐	£384.00
All Alteration Work	Please see Table C here The Estimated Cost:	☐	£
All Non-Domestic Work	Please see Table C here The Estimated Cost:	☐	£
Total Fee Due			£

If you require any help working out the fee, please contact your [Building Inspector](#).

22.Checklist

- ☐ Have you included **ALL** elements of the building works? For examples see Monmouthshire Building Control [guidance notes](#)
- ☐ Please tick to confirm you have read the [Terms of Engagement](#)
- ☐ Have you applied a realistic commercial value to works requiring an estimated cost of the works in the fees table? (if applicable) (If not, a builder's estimate may be required)
- ☐ Have you provided sketch drawings (to establish the extent of the work to be carried out) and a site location plan required to be submitted with this application)?
- ☐ Have you paid before submitting your Building Notice?

If you require any assistance with your application, please contact the relevant [Registered Building Inspector for your area](#)

If necessary, please add any relevant comments here:

Now please send your completed form, along with all the necessary information:

By Email to: buildingcontrol@monmouthshire.gov.uk

By Post to: Building Control, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

And pay your fee [here](#).

Data Privacy

Summary Notice

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to perform a public task. Without this information, the Building Control Department within MCC may not be able to fulfil your request for a Building Notice application

Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations.

Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information, and your rights please click the following link: [Privacy Notice - Monmouthshire](#)

Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113

For complaints, contact the Welsh Government, Building Regulations team, 2nd floor, Cathays Park, Cardiff

Appendix 1

Only complete this appendix if you are a Domestic Client choosing to retain Client duty-holder responsibilities yourself

Written Agreement – Retaining Client Duty-holder Responsibilities if Domestic Client

(Regulation Part 2B – Building Regulations as amended in Wales)

Project Address:

1. Client Duty-holder details:

Full Name:

Address:

Contact details:

2. Purpose of this Agreement

This document records an **explicit written agreement to the contrary** for the purposes of the Building Regulations, as amended by **The Building etc. (Amendment) (No. 2) (Wales) Regulations 2025**.

The Domestic householder acknowledges that, although the project is a **domestic project**, they **elect to retain the Client duty-holder role themselves**, rather than those duties being transferred by default to a Principal Contractor or Contractor OR Principal Designer or Designer.

3. Declaration

I, the undersigned, confirm that:

1. I understand that for domestic building work, the Building Regulations normally provide for **domestic client duties to transfer automatically** to an appointed Principal Contractor or Contractor, where applicable, OR a Principal Designer or Designer where applicable.

2. I **agree expressly and in writing** that this automatic transfer **shall not apply** in respect of this project.
3. I **accept and retain all Client duties** under Regulation T, Part 2B of the Building Regulations, including (but not limited to):
 - a. Making suitable arrangements for planning, managing and monitoring the project so that the building work complies with the Building Regulations;
 - b. Ensuring that any designers and contractors appointed are competent to carry out their roles;
 - c. Ensuring that required notifications and confirmations are provided to the Building Control Authority;
 - d. Providing any required compliance statements on completion of the work.
4. I understand that Monmouthshire County Council Building Control will therefore:
 - a. Regard me as the **Client Duty-holder** for this project; and
 - b. Direct any relevant regulatory correspondence, requests for confirmation, or enforcement matters to me or others accordingly.

4. Acknowledgement of Understanding

I confirm that:

- I have been informed of the effect of this agreement;
- I enter into it **voluntarily and knowingly**; and
- I understand that this does **not** reduce or remove the duties of designers or contractors in respect of their own work.

5. Signature

Name (print):

Signature:

Date:

Notes

- This agreement does **not** transfer technical design or construction duties away from designers or contractors.
- Retaining the Client duty-holder role means you may be asked directly by Building Control to provide confirmations or statements required under the Regulations.