

Building notice application form

The Building Act 1984, The Building Safety Act 2022, The Building Regulations 2010 (as amended).

1 Applicant details

Name	
Address (including postcode)	
Phone	
Email	

2 Client details (where different from the applicant)

Name	
Address (including postcode)	
Phone	
Email	

3 Principal or sole contractor details (where known)

Name	
Address (including postcode)	
Phone	
Email	

4 Principal, sole or lead designer details (where known)

Name	
Address (including postcode)	
Phone	
Email	

5 Agent details (where different from the applicant)

Name	
Address (including postcode)	
Phone	
Email	

6 Location of site to which the building work relates

Address (including postcode)	
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7 Proposed works

Description	
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8 Intended use of the building

Description	
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9 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with [Regulation 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.

Signature	
On behalf of (insert applicants name where the declaration is made by an agent)	
Date	

The use of a building notice to inform the local authority of building work is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed.

Contact

Building Control
Harlow Council
Civic Centre
The Water Gardens
Harlow
CM20 1WG
building.control@harlow.gov.uk
<https://www.harlow.gov.uk/planning-and-building-control/building-control>

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