



Gwasanaeth Rheolaeth Adeiladu / Building Control Service



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Building Notice Application (Wales) for non-higher-risk building work

Notes and Checklist

Is a Building Notice suitable?	Regulation	Is this applicable? Yes or No
<p>1 Is the building work etc, in relation to higher-risk building work?</p> <p>An application for building control approval with full plans cannot be granted under the building regulations in such circumstances. Refer to The Building (Higher-Risk Buildings Procedures) (Wales) Regulations 2025.</p>	<p>2C 2D</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2 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?</p> <p>A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>12(3)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3 Is the building work the erection of a building fronting onto a private street?</p> <p>For this question, “fronting” has the meaning given in section 203(3) of the Highways Act 1980; and “private street” has the meaning given in section 203(2) of the Highways Act 1980. A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>12(4)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>4 Is the building work, work to which paragraph H4 of Schedule 1 imposes a requirement?</p> <p>A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>12(5)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5 Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force?</p> <p>If so, Regulation 17 - The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024 (Local Authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation, and a building regularisation certificate application is not appropriate.</p>	<p>12(7) 17 - The Building (Registered Building Control Approvers etc.) (Wales) Regulations 2024</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

6	<p>Is the proposed work to an exempt building or exempt work?</p> <p>A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>9 Schedule 2</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
7	<p>Is the building work being carried out under a self-certification scheme or third-party certification scheme exempt from the requirement to give a building notice?</p> <p>A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>12(6)(a) 20 20A Schedule 3 Schedule 3A</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
8	<p>Is the description of the work such where no building notice is required?</p> <p>A building notice given to the building control authority is not appropriate in these circumstances.</p>	<p>12(6)(b) Schedule 4</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

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 1, a **higher-risk building application** should be made to the building control authority under [The Building \(Higher-Risk Buildings Procedures\) \(Wales\) Regulations 2025](#). Where the response is 'yes' to rows 2, 3 or 4, an application for **building control approval with full plans** should be made to the building control authority. For work in relation to row 5, please contact the local authority team for your area. An application is not required where the answer to rows 6, 7 and 8 is 'yes'.

Is additional information required?		Regulation	Included or not applicable?
9	<p>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:</p> <ul style="list-style-type: none"> 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. 	<p>13(2)(a)</p> <p>13(2)(a)(i)</p> <p>13(2)(a)(ii)</p> <p>13(2)(a)(iii)</p>	<p>Included <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
10	<p>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.</p>	<p>13(2)(b)</p>	<p>Included <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
11	<p>In the case of the erection or extension of a building, a building notice shall be accompanied by particulars of:</p> <ul style="list-style-type: none"> 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. 	<p>13(2)(c)(i) 13(2)(c)(ii)</p>	<p>Included <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

12	It is important that developers engage with network operators at the earliest opportunity in order to avoid unnecessary delay of relevant building work commencing on site. Where the Connectivity plan is not available at the time of submitting any relevant notice or application to a Building control body, then a Connectivity statement (or similar) should be submitted to the Building Control body to demonstrate that this engagement has begun. A model form Connectivity statement is set out in Appendix C which the developer may use or adapt when providing such information. See paragraph 3.2 of Approved Document R volume 1: 2025	44ZAA	Included <input type="checkbox"/> N/A <input type="checkbox"/>
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Further Information	Regulation
13 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 building control 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.	13(3)
14 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.	13(4)
15 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 building control authority, unless before the expiry of that period - <ul style="list-style-type: none"> • 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. 	13(5)

Fee information	Regulation	Response Yes / No
16 Is there an exemption for building work solely required for disabled persons?	4 - The Building (Local Authority Charges) Regulations 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>
17 Has the appropriate fee been agreed?	5 - The Building (Local Authority Charges) Regulations 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>
18 Has the payment been provided with the application?	8 - The Building (Local Authority Charges) Regulations 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

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