Cyngor Sir Gâr
Carmarthenshire County Council
Yr Uned Rheoli Adeiladu, Ty Parcyrhun, Ffordd Y Rhyd, Rhydaman, SA18 3FB
Building Control Team, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB
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# Building Regulations Building Notice Application form (Wales) for non-higher-risk building work

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

Please see the Notes section for helpful links

## 1. Person intending to carry out the work details *(The person/company physically undertaking the building work)*

| | |
|---|---|
| Name: | |
| Address & Postcode: | |
| Phone: | |
| Email: | |

## 2. Client details *(Legal dutyholder for compliance - The person or organisation commissioning the building work)*

| | |
|---|---|
| Name: | |
| Address & Postcode: | |
| Telephone: | |
| Email: | |

## 3. Principal contractor / Sole contractor details *(The contractor in overall control of the construction phase)*

| | |
|---|---|
| Name: | |
| Address & Postcode: | |
| Telephone: | |
| Email: | |

## 4. Principal designer / Sole or Lead designer details *(The party responsible for preparing the design)*

| | |
|---|---|
| Name: | |
| Address & Postcode: | |
| Telephone: | |
| Email: | |

## 5. Agent details *(A person acting on behalf of the client to submit the application)*

| | |
|---|---|
| Name: | |
| Address & Postcode: | |
| Telephone: | |
| Email: | |

## 6. Location of site to which the building work relates

| | |
|---|---|
| Address of site including postcode. (A location plan is required to be submitted with this application) | |
| Number of bedrooms (for new dwellings only) | |
| Planning Permission reference, if applicable | |

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## 7. Proposed works

## 8. Intended use of building

## 9. Electric Work

Will the Electrical work be carried out by a contractor who is registered with a Part P Self Certifying scheme? ◯ Yes ◯ No

## 10. Fee Charges

What are the estimated costs of the construction works (if applicable)

Fees for work including VAT. If you are unsure of the cost please contact us on 01267 246044

To make a card payment by phone please contact our Cashiers and state that the payment is for a Building Control application on 01267 228686

## 11. Declaration

This application is deposited in relation to the building work etc, 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 clients name where the declaration is made by an agent*
Date

## 12. Return Completed Application

Please return by:
Email: building.control@carmarthenshire.gov.uk
Post: Building Control Team, Carmarthenshire County Council, Ty Parcyrhun, Ffordd Y Rhyd, Ammanford, SA18 3FB

LABC CYMRU

*The use of a building notice to inform the building control authority of building work etc, is restricted to certain building types. Additional information will also be required to accompany your building notice depending upon the work proposed. Further information can be found in the attached notes and checklist.*

*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*

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# Notes

[Design and building work: meeting building requirements | GOV.WALES]
[Part 2B (dutyholders and competence) of these Regulations]

**The below roles 1-5 can overlap but must still be clearly identified.**

1. **Person intending to carry out the work details** - The person or company physically undertaking the building work. Usually the builder / contractor on site.

2. **Client details** - The person or organisation commissioning the building work. Holds overall responsibility for ensuring compliance.

3**. Principal contractor / Sole contractor details** - The contractor in overall control of the construction phase. The person appointed to **plan, manage and coordinate** the construction phase

4. **Principal designer / Sole or Lead designer details** - Responsible for planning, managing, and coordinating design work. Ensures health, safety, and regulatory compliance in design.

5**. Agent details** - A person acting on behalf of the client to submit the application. Can be the Architect or consultant submitting the application.

6. **Location and Application Details**

- **Address of Site** - The full postal address of the location where the building work is to be carried out, including postcode.
  - This must clearly identify the exact site of the works.
  - For sites without a postal address (e.g. new plots), provide:
    - Plot number / site name
    - Nearest road / Postcode (or nearest postcode where none exists)
    - A location plan must be submitted with the application, showing the site outlined in red and sufficient surrounding detail to identify the location.
- **Number of bedrooms** - The total number of bedrooms proposed within each new dwelling.
- **Planning Permission Reference** - The reference number of any planning permission granted for the proposed works.

7. **Proposed works** - Provide a clear description of the proposed building work, including the type and extent of the work (e.g. extension, conversion, alteration, demolition, or new build). Avoid vague terms such as “building works”, give enough detail to understand what is being proposed. Include key details such as:

- Size or scale (if known)
- Location within the building (e.g. rear extension, loft conversion)
- Any significant structural or layout changes

8. **Intended use of building** - State the intended use of the building following completion of the proposed work. Describe how the building will be **used once the work is finished** (e.g. single dwelling, flats, office, retail unit, mixed use). Where there is **no change of use**, state the existing use. If only part of the building is affected, specify:

- The use of the **area being altered**, and
- Whether the overall building use will change



9. **Electrical Work** - If applicable, state whether the electrical work will be carried out by a contractor registered with a Part P self-certification scheme. **Approved Document P**

10. **Fee Charges** - State the applicable Building Control fees, including plan charge and inspection charge, payable for this application. If you are unsure of the fee, then please contact Building Control on **01267 246044** or building.control@carmarthenshire.gov.uk

11. **Declaration** - The declaration confirms that the information provided is correct and that the applicant is authorised to act on behalf of the client. The client confirms they agree to the application and understand their responsibilities under the Building Regulations. Signatures may be provided electronically.