

# A guide to completing the SNIN form

## Section 1. Applicant details

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If your details are not already pre-printed in here, please complete your NHBC Registration number, name and address details.

## Section 2. Site

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If the start date on site is not yet decided, we would be grateful if you would provide an estimated date.

## Section 3. NHBC products and services required for this site

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Please indicate the products and services you require on this site by ticking the relevant boxes.

If any part of an existing building becomes part of a new building, the application may be classed as a conversion. If this is the case please tick the appropriate Buildmark or Buildmark Choice for converted properties box.

See section 15 for further services that you may require.

## Section 5. Correspondence address

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All correspondence will normally be sent to the address in Section 1.

If you require correspondence relating to this site to be sent to another address, (subject to NHBC Rules), please provide details here.

## Section 6. Developer

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NHBC may require the developer/landowner to register with NHBC or to enter into particular arrangements to facilitate the provision of insurance cover and the delivery of warranty documentation to homebuyers. Please provide details so that we may advise you further.

## Section 7. Builder constructing the properties

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If the builder is not registered with NHBC, an application for registration should be made. Buildmark warranty products will be available after an offer of registration is accepted.

## Section 8. Plot details

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Please complete this section in full, by providing relevant details and entering 'n/a' or '0' where appropriate.

For developments incorporating mixed use, non-conventional construction methods or materials, or containing blocks of six storeys or greater above ground, NHBC must be notified at least eight weeks before work starts on site. Submission of this form will provide that notification.

If you are applying for warranty cover on non-residential properties and NHBC agrees to provide the cover, you will be issued with a policy for mixed use or commercial properties (excluding Buildmark Choice).

The number of detached ancillary buildings is required only where applying for NHBC's Building Control Service.



## Section 9. Construction type

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In the case of a complex building or where non-conventional methods or materials are to be used, details of the design, method of construction, materials and any other information which NHBC may reasonably require, must be supplied at least eight weeks before work is expected to start on site.

For further advice or guidance on requirements, please call us on 0844 633 1000 and ask for Technical Risk Management or email [TechnicalRisk@nhbc.co.uk](mailto:TechnicalRisk@nhbc.co.uk)

## Section 10. Foundation type and ground treatment

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Further technical information may be requested about the intended foundation type(s) and any ground treatment already used or proposed on the site. NHBC Engineering staff will contact the person named in Section 4.

## Section 11. Hazards

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Where the site is subject to any of these hazards, NHBC must be notified at least eight weeks before work starts on site. Submission of this form will provide that notification.

Technical information (drawings, details and calculations) showing how the design caters for the hazards present, should be enclosed with this form.

## Section 12. Site history

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Brownfield land is any land which has been previously developed.

If an acceptable site investigation has not been provided, NHBC may require one to be carried out before accepting the proposed scheme for warranty cover - this may apply to brownfield or previously undeveloped sites.

## Section 13. Plans

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Please provide information on all phases to avoid the need to complete another SNIN form at a later stage.

## Section 14. Building Control

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Complete this section only where you wish NHBC Building Control Services Limited to provide building control on this site. This is available for sites in England and Wales only.

Completing Section 14 gives your authorisation or confirms the builders/developers authorisation for NHBC to sign and serve the Initial Notice.

Works should not start on site until NHBC has confirmed acceptance of the Initial Notice.

**Signature. If not signed it will cause delays in processing the initial notice**

## Section 15. Request for further information

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Further information about NHBC products and services will be provided or can be ordered if you tick the relevant box.

You can also access and download this information from our website [www.nhbc.co.uk](http://www.nhbc.co.uk).



NHBC  
NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP  
Tel: 0844 633 1000 Fax: 0844 633 0022 [www.nhbc.co.uk](http://www.nhbc.co.uk)

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