

Site Notification and Initial Notice

Site reference no.
NHBC USE ONLY

Section 1. Applicant details

This form should be completed to provide details of a site where quotations for NHBC warranty or products are required, or where you wish to apply for NHBC's Building Control Services. Please submit this form as soon as site details are known. Notification of your intentions at an early stage will help us to meet your requirements. No fees or payments are required with this form. At the very latest the form must be submitted a minimum of 28 days before work starts, or 8 weeks before work starts if the site is subject to the hazards in Section 11, or incorporates non-conventional construction methods or materials.

Please complete in black or blue ink using block capitals. Where a particular product or service is required, complete only the sections indicated by the symbols.

Section 2. Site The address given will be used on all relevant NHBC documentation ●▲

Address of site including postcode:

Local Authority in whose area the site is located:

Date work is expected to start on site:

Section 3. NHBC products and services required for this site Please tick as appropriate (see Q15 for associated professional services)

NHBC Building Control (Not available in Scotland, Northern Ireland, and Isle of Man.)	<input type="checkbox"/> please answer all questions with the ● symbol
Buildmark for new build properties	<input type="checkbox"/> please answer all questions with the ▲ symbol
Buildmark for newly converted or renovated properties	<input type="checkbox"/> please answer all questions with the ▲ symbol
Buildmark Choice for new build properties developed for social housing	<input type="checkbox"/> please answer all questions with the ▲ symbol
Buildmark Choice for converted properties developed for social housing	<input type="checkbox"/> please answer all questions with the ▲ symbol

Section 4. Contact details ●▲

For technical matters relating to the site	For administration matters relating to documentation/fees
Contact number:	Contact number:
Contact name:	Contact name:
Email:	Email:

Section 5. Correspondence address If different from that shown in section 1 ●▲

Correspondence address including postcode:

.....

.....

.....



Section 6. Developer If the developer is not the applicant shown in section 1 please specify



Is the developer registered with NHBC or applying for registration with NHBC? (Please tick as appropriate) Yes No

If you answered **yes**, please provide their NHBC registration number:

If you answered **no**, please specify the developer's full name and address including postcode

Name:

Address:

Does the developer own the land? (Please tick as appropriate) Yes No

If you answered **no**, please specify the landowner's full name and address including postcode

Name:

Address:

Does the landowner intend to sell any of the properties? Yes How many? If not, please leave blank

Section 7. Builder constructing the properties

To qualify for Buildmark warranty products, an NHBC registered builder must be employed as the main contractor for the construction of the properties. Please tick as appropriate



Is the builder the same as the applicant shown in section 1? Yes No

Is the builder also the developer? Yes No

If you answered no to both of the above questions please complete the following

Is the builder registered with NHBC or applying for NHBC registration? Yes No

If you answered **yes**, please provide the builder's NHBC registration or pre-registration number:

If you answered **no**, please provide the full name and address including postcode of the builder undertaking work on site:

Builder name:

Address:

Section 8. Plot details



Total number of homes and non-residential plots on the site:

List of residential plot numbers if known (individually or in ranges e.g. 1,2,3, 6-30):

Total number of homes: Total number of non-residential plots:

For mixed use blocks - total floor area of homes (m²):

For mixed use blocks - total floor area of non-residential plots (m²):

Do any of the homes have a floor area greater than 250m²? (Please tick as appropriate) Yes No

Description of all uses, other than residential, in mixed use developments:

.....

Number of detached ancillary buildings, including garages, which are not exempt:

Total number of new build homes: Total number of converted homes:

Total number of new build non-residential plots: Total number of converted non-residential plots:

Total number of blocks on the site: How many storeys (above ground) are in the tallest block?

How many storeys (above ground) are in the tallest individual structure (house or non-residential unit) for which warranty or Building Control is required?

What is the highest sale price expected for any property? £

Section 9. Construction type Please indicate the construction methods to be used on this site by ticking the relevant box(es) ●▲

- Cavity masonry construction as described in NHBC Standards Chapter 6.1
- Timber framed construction as described in NHBC Standards Chapter 6.2
- Light steel framed construction as described in NHBC Standards Chapter 6.10
- Advance Housing Ltd. Space 4
- Other, please describe below:
-
-

Section 10. Foundation type and ground treatment Please indicate the foundation type(s) and any ground treatment on this site by ticking the relevant box(es) ●▲

- | | | |
|---|--|--------------------------------------|
| Strip/trench fill <input type="checkbox"/> | Grouting <input type="checkbox"/> | Raft <input type="checkbox"/> |
| Dynamic compaction <input type="checkbox"/> | Piled <input type="checkbox"/> | Basement(s) <input type="checkbox"/> |
| Engineered fill <input type="checkbox"/> | Retaining walls <input type="checkbox"/> | Vibro <input type="checkbox"/> |
- Other, please describe below:
-
-

Section 11. Hazards Please indicate if the site is subject to any of the hazards below by ticking the relevant box(es) ●▲

- | | |
|---|--|
| High water table or flooding risk <input type="checkbox"/> | Mining (e.g. coal, lead, tin, chalk, salt) <input type="checkbox"/> |
| Soft ground or peat or sulfates <input type="checkbox"/> | Natural cavities (e.g. limestone) <input type="checkbox"/> |
| Made ground or fill <input type="checkbox"/> | Radon <input type="checkbox"/> |
| Proposed, existing or felled trees on clay soils <input type="checkbox"/> | Ground gases (e.g. CO ₂ , methane) <input type="checkbox"/> |
| Steep slopes >1 in 10 <input type="checkbox"/> | Contaminated soils or ground water <input type="checkbox"/> |

Section 12. Site history Please tick as appropriate ●▲

- Is this a brownfield site? Yes No
- If yes please specify:
- Current use(s): Historic use(s):.....
-
-
- Has a site investigation been carried out? Please provide a copy of any reports or evaluations Yes No
- Has a contamination investigation been carried out? Please provide a copy of any reports or evaluations Yes No

Section 13. Plans Please submit a plan showing the following, to a scale of not less than 1 : 1250. Please tick the relevant boxes to indicate the plan is included with this form ●▲

- Site location - confirming curtilage of the site and where possible, proposed buildings
- Any proposed phasing of the development

Section 14. Building Control For registered builders and developers in England and Wales only applying for NHBC's Building Control Service please submit a location plan to a scale of not less than 1 : 1250.

Where a local enactment applies, NHBC building surveyors will give advice and complete the relevant section on your behalf.

If the existing sewers are outside the site, show the route of the drains from the site to the connection.

Connections crossing someone else's land; if you plan to connect a sewer across someone else's land, check that you have a legal right to do so. If you have consent to connect to a private sewer and/or an agreement with the Water Authority for any outfalls, please send NHBC copies of all the relevant agreements.

Show the approximate position of the proposed connection to the existing sewer and where possible indicate any proposed sewer for adoption.

Please tick the relevant boxes.

I show on the enclosed plan the approximate location of any proposed connection to be made to an existing sewer

I show on the enclosed plan proposals for the discharge of any proposed drain such as surface water soakaway and/or the location of any cesspool or septic tank

I am building over or within 3m of a sewer shown on the submitted plans

I hereby authorise NHBC to sign the Initial Notice and to complete the section on Local Enactments (if applicable) on my behalf. I confirm the information provided is accurate to the best of my knowledge.

Name: Position in Company:

Signature: Date:

If this section is not signed, it will cause delays in processing the Initial Notice.

Section 15. Other NHBC products and services If you are interested in ordering or receiving further information relating to any of the following NHBC products or services, please tick the relevant boxes or visit www.nhbc.co.uk

	Request for further information	Contact me to place an order		Request for further information
Warranty Products			Other Construction Services	
Buildmark range <small>(including Buildmark Connect which covers non-residential premises)</small>	<input type="checkbox"/>	note 1	Health & Safety	<input type="checkbox"/>
Regulatory & Compliance Services			Training & NVQs	<input type="checkbox"/>
Building Control	<input type="checkbox"/>	note 1	Land Quality Endorsement	<input type="checkbox"/>
Energy Rating/EPC	<input type="checkbox"/>	<input type="checkbox"/>	Quality Management Services <small>(bespoke inspection services to further improve quality and customer satisfaction)</small>	<input type="checkbox"/>
Testing Services <small>(Air Leakage and Acoustic Testing)</small>	<input type="checkbox"/>	<input type="checkbox"/>	Information Services	
Home Information Packs	<input type="checkbox"/>	<input type="checkbox"/>	Site Appraisal Report	<input type="checkbox"/>
Sustainability Services <small>(Code for Sustainable Homes/EcoHomes Assessment)</small>	<input type="checkbox"/>	<input type="checkbox"/>	Customer Satisfaction Surveys <small>(customised for delivery of site level reporting)</small>	<input type="checkbox"/>
CDM Co-ordination (Planning Supervisor)	<input type="checkbox"/>	<input type="checkbox"/>	Quarterly Market Statistics Report	<input type="checkbox"/>
Site Waste Management Plans	<input type="checkbox"/>	<input type="checkbox"/>		
Compliance Package <small>(includes Building Control, Energy Rating/EPC, Air Leakage Testing and Home Information Pack for each new build property)</small>	<input type="checkbox"/>	<input type="checkbox"/>		

note 1 - if you wish to order Buildmark Warranty and/or Building Control services then please complete section 3 of this form.

Completing and returning the form

If you need advice on completing this form please call **0844 633 1000** and ask for 'Customer Services'. Please send completed form and accompanying documents (plans, drawings, reports) to:

England, Wales and Scotland - NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP

Northern Ireland and Isle of Man - NHBC Site Notification, ADMAIL ADM3947, Belfast, BT1 1TJ

Conditions

Quotations for warranty, products or services relating to the site will be issued on the understanding that the information provided on this form is correct. Should any information subsequently prove to be inaccurate, NHBC reserves the right to amend quotations or cancel registrations.

NHBC may cancel the Site Notification and any NHBC Cover in respect of any Home or non-residential plot included in it if construction is not started within one year of the date of the Site Notification (Rule 13b).

NHBC reserves the right not to refund fees.



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

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