

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 eight 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.

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 S15 for associated professional services)

NHBC Building Control (not available in Scotland, Northern Ireland, and Isle of Man.)

Properties that are newly built for:

Private sale (Buildmark Newbuild inc Non-Residential)

Rental/Shared Ownership by Housing Association or Local Authorities. Private Rental Scheme.

Properties that are converted from an existing building, or where an existing building forms part of a new property/retained facade for:

Private sale (Buildmark Conversion)

Rental by Housing Associations, Local Authorities or Private Rental Schemes (Buildmark Choice Conversion)

Section 4. Contact details

For technical matters relating to the site

Contact name:

Job title:

Contact number:

Email:

For administration matters relating to documentation/fees

Contact name:

Job title:

Contact number:

Email:

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

Correspondence address including postcode:

.....

.....

.....



NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP
Tel: 0344 633 1000 www.nhbc.co.uk

National House-Building Council (NHBC) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in respect of carrying on its insurance business and its insurance distribution activities.

NHBC is registered in England and Wales under company number 00320784. NHBC's registered address is NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks, MK5 8FP. Note that only certain parts of NHBC's products and services are within the scope of UK financial services regulation. For more information on our products and services, please see our website nhbc.co.uk or your NHBC product documentation.

Section 6. Developer and/or Beneficiary of Cover

If the developer is not the applicant shown in section 1 please specify. eg. A Housing Association, Local Authority, or Private Rental Investor (NHBC is unable to register plots if the Beneficiary of Cover and either the developer or builder are related companies or parties. If this applies please contact NHBC Customer Service for guidance)

If Buildmark Choice is selected who is the Beneficiary of Cover?

Name: First line of address: Postcode:

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: First line of address: Postcode:

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: First line of address: Postcode:

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

The developer's details will be used on the submission of the Initial Notice if building control is being requested.

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:

Total number of storeys (including the ground floor storey) in the tallest block

How many storeys (including the ground floor storey) are in the tallest individual structure (house or non-residential unit)?.....

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



Section 9. Construction type and features Please indicate the construction methods and features to be used on this site by ticking the relevant box(es). Hover over the construction method for an explanation of the terminology.

Construction methods

- | | | |
|--|---|--|
| <input type="checkbox"/> Cavity masonry - traditional construction | <input type="checkbox"/> Panelised light steel (closed panel) | <input type="checkbox"/> Cross-laminated timber |
| <input type="checkbox"/> Panelised timber (open panel) | <input type="checkbox"/> Volumetric/modular light steel | <input type="checkbox"/> Structurally Insulated Panels (SIPS) |
| <input type="checkbox"/> Panelised timber (closed panel) | <input type="checkbox"/> In-situ reinforced concrete | <input type="checkbox"/> Storey-height AAC (Autoclaved aerated concrete) |
| <input type="checkbox"/> Volumetric/modular timber | <input type="checkbox"/> Precast concrete | <input type="checkbox"/> Other, please describe below: |
| <input type="checkbox"/> Panelised light steel (open panel) | <input type="checkbox"/> Hot-rolled steel | |

Construction features

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Stacking windows, cladding or curtain walling | <input type="checkbox"/> Ground or air source heat pumps | <input type="checkbox"/> Dormers | <input type="checkbox"/> Flat roofs |
| <input type="checkbox"/> Sustainable Drainage Systems (SUDS) | <input type="checkbox"/> Communal heat and power | <input type="checkbox"/> Spandrel panels | <input type="checkbox"/> Bay windows |
| <input type="checkbox"/> Podiums, Proprietary Green/Brown/Blue roofs | <input type="checkbox"/> Balconies (with access - not Juliet balconies) | <input type="checkbox"/> Complex abutments/roofs | <input type="checkbox"/> Chimneys |
| <input type="checkbox"/> Solar electric (PV Panels) | <input type="checkbox"/> Building height above 18m | <input type="checkbox"/> Parapet walls | <input type="checkbox"/> Using existing drains |
| | | <input type="checkbox"/> Render | <input type="checkbox"/> Septic tanks/treatment/soakaways |

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: | <input type="checkbox"/> | | | | |

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? Yes No

Please note a site investigation report is required for all sites. Please attach a copy of any reports or evaluations to this application.

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 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

All sections must be filled out for NHBC to serve the Initial Notice

Please ensure you declare any non-exempt ancillary building (**under section 8**), so we can correctly serve the Initial Notice for Building Control services. A non-exempt ancillary building would cover more than 15 square metres, rising to 30 square metres.

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

Section A Person intending to carry out the work ^{1, 2}

Company name.....
Address.....
Phone Number.....
Email address.....
Details same as section 1

Section B Client details must be provided if they are not the person intending to carry out the work ^{2, 3}

Details same as section A
Company name.....
Address.....
Phone Number.....
Email address.....

Notes

1. If the person carrying out the work is not the client, then you must also complete section B.
2. Any changes must be notified to the NHBC within 14 calendar days.
3. The Client is any person for whom the work is carried out, including as part of their business; often the Client will be the developer or the building owner (e.g. Housing Association).

Section C Highest floor height on the project (measured from ground floor to the highest floor)

Less than 7.5m Less than 11m Less than 18m More than 18m

Section D Sewerage

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

Section E England only

Have you had planning approval? Yes No

If yes, do any of the following optional regulations apply?

2015 G2 Water efficiency 110l/p/d If known please confirm plot numbers.....
2015 M4 Category 3: Wheelchair user dwellings If known please confirm plot numbers.....
2015 M4 Category 2: Accessible and adaptable dwellings If known please confirm plot numbers.....
None applicable

I confirm none of the work to which this application relates to is higher risk building work

The following documents are required to enable NHBC to serve the Initial Notice.

I have completed and attach the proforma: **Intended commencement of work declaration**
I enclose the development **connectivity plan** or statement of exemption required under Approved Document Part R (Infrastructure for electronic communications).

Section F Client authority

I hereby confirm my/my client's authority for NHBC to sign the Initial Notice and to complete the section on Local Enactments (if applicable).

Name: Position:
Signature: Date:
Company name: Telephone number:
Address: Email:

Terms and Conditions

NHBC's Building Control Services are subject to conditions. Please read these conditions on our website at www.nhbc.co.uk/Legal/TermsandConditions.

Complaints

Information about making a complaint about NHBC Building Control Services can be found on our website here: www.nhbc.co.uk/about-page/complaints.

In accordance with our terms and conditions NHBC maintains in force professional indemnity insurance and public liability insurance in accordance with its statutory obligations under the Building Act 1984.

On the Client's written request, we shall provide evidence that these insurances are being properly maintained.

Checklist – Have you completed all sections?

All sections must be completed and documents provided to enable NHBC to serve the Initial Notice

- Section A – Person carrying out the works
- Section B – Client details
- Section C – Floor heights
- Section D – Sewerage
- Section E – England only
- Section F – Client authority

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 nhbc.co.uk

Regulatory and compliance services

Building Control

Other construction services

Land Quality Service

Quality management services
(bespoke inspection services to further improve quality and customer satisfaction)

Please confirm your details so that we know who to contact in relation to NHBC products and services:

I am the technical contact listed in Section 4

I am the admin contact listed in Section 4

If neither of the above, please enter your details below:

Name:

Email:

Telephone:

Address:

Section 16. Use of Data

For further information on NHBC's collection and processing of your personal information and your rights in connection with this, see our privacy policy at www.nhbc.co.uk/legal/privacy-notice. You can update your details and set your communication and marketing preferences at any time at the NHBC preference centre, please visit www.nhbc.co.uk/my-preferences.

Completing and returning the form

If you need advice on completing this form please call 0344 633 1000 and ask for 'Customer Services'. Please send completed form and accompanying documents (plans, drawings, reports) to:

England, Wales and Scotland – by post to: 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

Alternatively you can email your completed form to:

SNINEnquiries@nhbc.co.uk

or if you are a Portal user, submit via **My NHBC Portal** directly via the 'Company Docs' link.

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.