

Site Notification and Initial Notice

Site reference no.

NHBC USE ONLY

Section 1. Applicant details

Use this form to request a quotation for NHBC warranty and insurance cover for your site or to apply for our building control service. Submitting this form as early as possible helps us to meet your requirements. No fees or payments are required with this form. This form must be submitted at least 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 documentation from us

Address of site including postcode:

Local Authority in the 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 inc non-residential)

Rental/shared ownership by Housing Association or Local Authorities. Private Rental Scheme (Buildmark Choice).

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

Name:

Job title:

Number:

Email:

For administration matters relating to documentation/fees

Name:

Job title:

Number:

Email:

Section 5. Correspondence address

If different from that shown in section 1

Correspondence address including postcode:

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. We are 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 our Customer Services team for guidance.

If Buildmark Choice is selected who is the beneficiary of cover?

Name:

First line of address:

Postcode:

Is the developer already registered or applying for registration with us? (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 already registered or applying to register with us? 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 eg 1, 2, 3, 6-30):

Total number of homes:

Non-residential plots:

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

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:

Total number of detached ancillary buildings (including garages) which are not exempt:

*To be exempt from Building Regulations, they must be a single storey building and less than 30m² in floor area.

Total number of:

New-build homes:

Converted homes:

New-build non-residential plots:

Converted non-residential plots:

Blocks on the site:

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).

For further information regarding modern methods of construction please visit our webpage

nhbc.co.uk/system-review

Construction methods

Cavity masonry

Panelised timber (open panel)

Panelised timber (closed panel)

Volumetric/modular timber

Panelised light steel (open panel)

Panelised light steel (closed panel)

Volumetric/modular light steel

Other, please describe below:

In-situ reinforced concrete

Precast concrete

Hot-rolled steel

Cross-laminated timber

Structurally Insulated Panels (SIPS)

Storey-height AAC (autoclaved aerated concrete)

ICF (Insulated Concrete Formwork)

Construction features

Stacking windows, cladding or curtain walling

Sustainable Drainage Systems (SUDS)

Podiums, proprietary green/brown/blue roofs

Solar electric (PV panels)

Ground or air source heat pumps

Communal heat and power

Balconies (with access - not Juliet balconies)

Building height above 18m

Dormers

Septic tanks/treatment/soakaways

Spandrel panels

Complex abutments/roofs

Parapet walls

Render

Flat roofs

Bay windows

Chimneys

Using existing drains

Low or zero carbon homes (LZC)

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

Grouting

Raft

Dynamic compaction

Piled

Basement(s)

Engineered fill

Retaining walls

Vibro

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

Mining (eg coal, lead, tin, chalk, salt)

Soft ground or peat or sulfates

Natural cavities (eg limestone)

Made ground or fill

Radon

Proposed, existing or felled trees on clay soils

Ground gases (eg CO₂, methane)

Steep slopes >1 in 10

Contaminated soils or ground water

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

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 builders and developers in England and Wales only applying for NHBC's Building Control Service, please submit a location plan

All sections must be filled out to enable us 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, our building surveyors will 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 us within 14 calendar days in **England** or 10 working days in **Wales**.
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 (eg 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 us 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 plan.

Section E

- I have completed and attach the proforma: **Intended commencement of work declaration** Yes No

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

Section F 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

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

- I enclose the development **connectivity plan** or statement of exemption required under Approved Document Part R (Infrastructure for electronic communications).

Section G Client authority

I hereby confirm that I, or my client, grant you the authority to sign the Initial Notice and to complete the section relating to Local Enactments (where applicable). I also agree to take all necessary steps to ensure compliance with such enactments.

Name:

Position:

Signature:

Date:

Company name:

Phone number:

Address:

Email:

Terms and conditions

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

Complaints

Information about making a complaint about NHBC Building Control Services can be found on our website here: 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 compliance with the Professional Conduct Rules for Registered Building Control Approvers, made under the Building Act 1984, as may be updated from time to time.

We can provide evidence that these insurances are being properly maintained on request.

Checklist – Have you completed all sections?

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

Section A – Person carrying out the works

Section E – Commencement of work declaration

Section B – Client details

Section F – England only

Section C – Floor heights

Section G – Client authority

Section D – Sewerage

Section 15. Other NHBC products and services

If you are interested in any of the following NHBC products or services, please tick the relevant boxes or visit nhbc.co.uk for more information.

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 our 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:

Phone number:

Address:

Completing and returning the form

If you need advice on completing this form please call 0344 633 1000, dial 0 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, we reserve the right to amend quotations or cancel registrations.

We 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).

We reserve the right not to refund fees.



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

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