



Building Regulations Building Notice Application form (Wales) for non-higher-risk building work

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:	

Name:	
Address & Postcode:	
Telephone:	
Email:	

Cyngor Sir Gâr Carmarthenshire County Council

Yr Uned Rheoli Adeiladu, Ty Parcyrhun, Ffordd Y Rhyd, Rhydaman, SA18 3FB
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Cyngor Sir Gâr
Carmarthenshire
County Council





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.