



Notice to the Local Authority about the start of building work in accordance with Regulation 16(1)

Specific notices in relation to building work during the construction phase before completion (England)

Building Regulations 2010 (as amended).

In accordance with Regulation 16, anyone required by Regulation 12 to give a building notice or an application for building control approval with Full Plans to carry out building work shall not start the work unless they have given the Local Authority a notice of their intention to start the work, and at least two days have passed after the end of the day on which the notice of starting work was given.

Location of the building work:

Local Authority Building Control reference number:

Date the work will start: this being at least 2 working days after the day this notice was given.

Name of the person who intends to start the building work:

Signature of the person who intends to start the building work:

Date:

Having received the above notice of start of work, the Local Authority may require the person mentioned above to notify them that a specified stage of work has been reached. They may specify time periods that might be applied to each and any required notification, including a period before or after the work has been carried out within which the notification must be made; and a period during which the work concerned must not be covered up.

As well as the above, and in accordance with [Regulation 16\(3C\)](#), the person carrying the work must also give the Local Authority notice about 'work regarded as commenced'. A separate notification form is available for this.

A 'work regarded as commenced notice' is not the same as a 'notice about the start of work'. The Local Authority will need to understand when the work has reached a stage at which all (or part) of the work can be protected from the application being considered to have lapsed. More details about the lapse of building control approval can be found in [Regulation 46A](#).

Examples of the difference between what 'the start of work' and 'work is regarded as commenced' mean are given below (not exhaustive - the applicant, their designer and/or builder should make reference to all the meanings given in [Regulation 46A](#))

Start of work includes:

For the construction of a new building or an extension, when strip or pad foundations have been excavated or piles have been installed.

Work regarded as commenced includes:

- For a large building that shares its foundation with other buildings, when the foundations supporting the building and the structure of the lowest floor level of that building (but not any other buildings or structures to be supported by those foundations) are completed; or
- For a small house or an extension to the side(s) of a house when the sub-surface structure of the building or the extension, including all foundations, any basement level (if any) and the structure of ground floor level.

Please complete and return to us at buildingcontrol@guildford.gov.uk not more than 5 days after the work is regarded as commenced.