

CONSTRUCTION NOTIFICATION PLAN

PROJECT DETAILS

Building address:	Building owners details:
Use of building:	Building Warrant reference:
Contact Details of Inspection officer	Name: Tel: Mob: E-mail:

Key Construction Stages (site visit)	Status	NOTES FOR APPLICANT	APPROPRIATE ALTERNATIVE EVIDENCE (Non-site visit)	FULFILLED Y/N
Commencement	M	Send commencement to verifier at least seven days prior to starting on site.		Yes ✓ No ✓
Foundation	N			Yes ✓ No ✓
Drainage	N			Yes ✓ No ✓
Superstructure	N			Yes ✓ No ✓
Completion	M	Submit Completion Certificate and any other relevant paperwork (See notes)		Yes ✓ No ✓

- M Mandatory
- N Notify

Notes to Applicant/Developer:

1. The owner or developer should notify the Verifier at the target key construction stages above, to allow the Verifier to check compliance with Building Regulations. The number and nature of the site inspections may vary according to the type of works being undertaken.
2. Notification should allow sufficient time for the Verifier to respond.
3. Once the applicant or developer is satisfied the project is complete and complies with Building Regulations, they must sign and submit the Completion Certificate to the Verifier. The submission should also include the additional supporting information required by the Verifier (eg and Certificate of Construction, Form Q, copy EPC/Sustainability Label etc).