**Notification Before Work Starts and When Deemed Commenced**

**Background**

The Government has published amendments to the building regulations, which apply to all applications for building control consent from 1 October 2023.

All of the following parties are now required to make various notifications and declarations upon commencement of work, when certain appointments are made and when the work is completed. For Stroma Building Control Limited (SBC) to process your application, **you must fill out the sections of this form.** If you do not follow these prescribed procedures, it will result in your application being rejected or reverted to local council control, which will require the same information from you.

SBC has produced guidance about the new dutyholder requirements, which can be found here: [Dutyholder Guidance Document](https://stromabc.com/media/ballqaha/dutyholder-guidance-document.pdf). If you are unsure about anything, please get in touch with your Registered Building Inspector. Their details are on the Building Control Information Sheet (BCIS) emailed to you.

You may print this form off and return it in any format to SBC using the contact details provided on the BCIS form.

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| --- | --- |
| Project Details |  |
| Client Name |  |
| Address |  |
| OPP Reference (if known) |  |

|  |  |
| --- | --- |
| Notification Required | Relevant date |
| To serve an initial notice, the Client must advise the Registered Building Control Approver of the date when it is proposed that sufficient work will have been carried out to deem the work to have commenced. |
|  |  |
| Insert the date or use the pick field to indicate when work is due to start on site, e.g. when the builder is scheduled to start any building work: | Click or tap to enter a date. |
|  |  |
| Insert the date or use the pick field on which you consider the work will have commenced (see below for a definition): | Click or tap to enter a date. |
| Notes:Work is deemed commenced when the following stages of work have been reached:* For new non-complex work involving buildings or extensions – the work is regarded as commenced when the sub-surface structure of the building or extension, including all foundation, basement level (if any) and the structure of the ground level, is envisaged to be completed. If you do not know this precisely, please estimate the date.
* For ‘Complex’ (defined below) building work – the work is regarded as commenced when the foundations supporting the building and the structure of the lowest floor level are completed. If you do not know this precisely, please estimate the date.
* For all other work, for instance, alterations, refurbishments, or changes of the use of a property, when the work described in the initial notice is 15% completed.

After three years, the Initial Notice will automatically cease to have effect unless sufficient work (as above) has been carried out to deem the project commenced, AND the Client has given written notice to the Registered Building Control Approver. |