Building Safety Levy
Commencement Notice

Use this notice if the work creates new dwellings or student accommodation and the initial notice was given on or after 1 October 2026. If the initial notice was given before 1 October 2026 (and was not a resubmission after an earlier rejection), please use the standard Regulation 15(2) notice instead.
Standard Regulation 15(2) notice

To be submitted with the first commencement notice where required. Attach all evidence and list it in the register.

1 Project and client details

BUILD INSIGHT REFERENCE

DATE OF INITIAL NOTICE

SITE ADDRESS

CLIENT FIRST NAME

CLIENT LAST NAME

CLIENT ADDRESS

CLIENT PHONE

CLIENT EMAIL

2 Commencement details

DATE THE WORK WAS REGARDED AS COMMENCED (THE DATE IT REACHED THE COMMENCEMENT POINT UNDER REGULATION 16)

SUBMITTED AT (UK DATE AND TIME)

This is not necessarily the date work started on site. It is the date the work reached the commencement point under regulation 16, as described in your initial notice. It cannot be a future date.
A future date is not valid.

☐ **I confirm that the work has reached the commencement point under regulation 16, as described in the initial notice.**

TYPE OF WORK / COMMENCEMENT POINT

☐ Complex building

☐ Other new building or horizontal extension

☐ Other work (15% initial work)

PLEASE DESCRIBE WHAT HAS BEEN COMPLETED

FIFTH WORKING DAY DEADLINE

SUBMISSION STATUS (ON TIME / LATE)

IF LATE, GIVE A SHORT REASON

3 First commencement notice and eligibility

Is this the first commencement notice for this initial notice?

☉ Yes ☐ No

Levy information is only needed with the first commencement notice, but it must cover all the work in the initial notice, even if this notice covers only part of it.

IF NO, DATE OR REFERENCE OF EARLIER NOTICE

1. The work will create a new building with residential floorspace, or add residential floorspace to an existing building (by extension or change of use).

☐ Yes ☐ No

2. The work is, or is expected to be, 10 or more dwellings or 30 or more student bedspaces, or is part of a wider development of that size.

☐ Yes ☐ No

3. The client is not a non-profit registered provider of social housing (or a company wholly owned by one).

☐ Yes ☐ No

This does not apply to buildings designed or adapted mainly as school accommodation, a care home, a secure residential institution, a hospital, accommodation for victims of domestic abuse, a children's home or supported accommodation for children, a hotel or hostel, a monastery, nunnery or seminary, an almshouse, temporary accommodation for homeless people, a hospice, accommodation for the armed forces, or Ministry of Defence or Crown property. If this is your building, please contact us.

B1 Levy charging conditions statement

☐ Levy charging conditions are met (provide C2-C4 and evidence).

☐ Levy charging conditions are not met (provide applicable planning information, explanation, and evidence).

☐ A statement and evidence have already been provided previously in relation to this building work (identify what/when).

B2 Exempt dwellings statement (regulation 8(1) categories)

State the number of dwellings (if any) to be provided that fall within each category:

Category	Number of dwellings
Social housing	
Supported housing	
Exempt accommodation	

B3 Applicable planning information (as at commencement)

Provide the applicable planning information required at commencement (or confirm previously provided information remains correct and provide updates if not).

PLANNING INFORMATION

IF ANY ELIGIBILITY ANSWER IS NO, EXPLAIN WHY THE LEVY DOES NOT APPLY

B4 Evidence register

List all evidence provided (permissions/prior approvals, drawings, floorspace schedules, exemption evidence, prior determinations, etc.).

Item	Document title / reference	Date	What this evidence supports

ADDITIONAL EVIDENCE / SPREADSHEET ATTACHMENT NAMES

C1 Previous development condition statement

☐ Previous development condition is met (permitted development route OR previously developed site).

☐ Previous development condition is not met.

EXPLANATION / EVIDENCE SUMMARY (IF NEEDED)

C2 Floorspace information on completion (GIA in m2; rounded to nearest whole number)

Ordinary residential dwellings

Building / block	Unit / plot	Dwelling type	GIA (m2)	Exemption category

PBSA (if applicable)

Building / block	Bedspaces	GIA (m2)	Notes

SPREADSHEET ATTACHMENT NAME / REFERENCE (IF USED INSTEAD OF TABLES)

C3 Communal space for residents (if any)

For each communal area: categorise as 11(1)(a) (residents only) or 11(1)(b) (mixed benefit). For 11(1)(b), provide the unit-level GIA breakdown required.

Area name	GIA (m2)	Category (a)/(b)	Relevant residential units GIA (b)(i)	Other units GIA (b)(ii)	Notes

C4 Baseline floorspace (only if already a relevant residential building at time of application)

Complete where baseline floorspace is required for chargeable floorspace calculations (Step 2).

Building / unit	Baseline category (dwelling / PBSA / communal)	Baseline GIA (m2)	Notes

4 Changes to the client and submission on behalf of the client

Has a different person become the client since the initial notice?

☐ Yes ☐ No

NEW CLIENT FIRST NAME

NEW CLIENT LAST NAME

NEW CLIENT ADDRESS

NEW CLIENT PHONE

NEW CLIENT EMAIL

Is someone submitting this notice on behalf of the client?

☐ Yes ☐ No

SIGNED CLIENT STATEMENT ATTACHMENT NAME / REFERENCE

If Yes, attach a statement signed by the client confirming that the information is accurate.

5 Declaration

NAME OF PERSON MAKING THE DECLARATION

ROLE / ORGANISATION

☐ **I confirm that the information in this notice and its evidence is accurate.**

☐ **The client must send a copy of this notice and the evidence to the local authority within 2 working days of giving this notice.**

SIGNATURE

DATE

Attach all supporting evidence and any spreadsheet referred to in this notice.