Model Form J

**NOTICE REGARDING START OF WORK**

Building (Procedure) (Scotland) Regulations 2004

Notice under regulation 59(1)(a) of the commencement of work for which a building warrant has been granted for works at –

Please refer to the accompanying Guidance Notes when completing this form.

Please note it is faster and simpler to submit a Notice Regarding Start of Work electronically via <http://www.ebuildingstandards.scot>

|  |  |
| --- | --- |
| **1. Location of Building or site** | |
| Address |  |
| Postcode (if known/allocated) |  |

|  |  |
| --- | --- |
| **2. Commencement of Work** | |
| As required by building warrant reference number | Ref No: |
| I hereby give notice that the work will commence / was commenced\* on (see note 1) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Main Contractor** | | | |
| The main contractor for the project is/will\* be (see note 2) | | | |
| Name |  | | |
| Address |  | | |
| Post code |  | Tel No |  |
| Fax No |  | E-mail |  |

|  |  |
| --- | --- |
| **4. Duly Authorised Agent** | |
| The duly authorised agent for the building warrant application (if any) will continue to act on my / our\* behalf for the period of construction (see note 2) | Yes **/** No \* |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Change of Duly Authorised Agent** | | | |
| The duly authorised agent (if any) is to change from that indicated on the building warrant, revised details are provided below (see note 2) | | | |
| Name |  | | |
| Address |  | | |
| Post code |  | Tel No |  |
| Fax No |  | E-mail |  |

|  |  |
| --- | --- |
| **6. Expected Completion Date** | |
| The works are expected to be completed by (see note 2) |  |
| Signed |  |
| Dated |  |

\*Delete as appropriate

|  |
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| **Notes** |
| 1. Notice of start of work must be given no later than 7 days after commencement, but may be requested before commencement by the verifier.  2. You do not have to provide this information but it may assist the verifier in dealing with your project.  3. Please note that your verifier should also be notified at the construction stages that they have identified for site visits or other alternative methods to check compliance within the Construction Compliance and Notification Plan (CCNP). |