

Building Safety Levy: Sample Form of Levy Liability Notice

Regulation 39 of the Building Safety Levy (England) Regulations 2025

Note to collecting authorities. This template is optional but is provided as a sample designed to meet the requirements of the Building Safety Levy (England) Regulations 2025.

Section 1: Identifying information

1	Levy liability notice reference ¹	
2	Date of issue	
3	<p>Information identifying the application or notice to which this levy liability notice relates</p> <p><i>Provide information identifying the building control approval application or initial notice (including each subsequent related variation application). This might be a reference number issued by the building control authority.</i></p>	

Section 2: Charging information

4	Levy liability amount ² (£)	
5	Number of ordinary residential dwellings ³ (if any) provided as a result of the building work to which the application or notice referred to at line 3 relates	
6	For purpose-built student accommodation ('PBSA') ⁴ , number of bedspaces (if any) provided as a result of the building work to which the application or notice referred to at line 3 relates	

¹ This information is not required by the Building Safety Levy (England) Regulations 2025, and is optional to include

² This is the total amount of building safety levy chargeable in respect of the application, as defined in regulation 37(3) of the Building Safety Levy (England) Regulations 2025

³ 'Ordinary residential dwellings' has the meaning given in regulation 8 of the Building Safety Levy (England) Regulations 2025

⁴ 'Purpose built student accommodation' has the meaning given in regulation 9 of the Building Safety Levy (England) Regulations 2025

7	Number of exempt dwellings ⁵ (if any) provided as a result of the building work to which the application or notice referred to at line 3 relates			
8	Floorspace information - repeat for each relevant residential building⁶ (or part of a building)			
	Identification of building (or part of building)	Chargeable floorspace of dwellings and/or bedspaces (if PBSA) ⁷ (m ²)	Chargeable communal floorspace ⁸ (m ²)	Levy rate ⁹ per m ² (£)

Section 3: Previous levy payment information

This section should only be completed if a further application for building control approval with full plans, change control application or amendment notice has been submitted in respect of the original application or notice

9	Information regarding any previous levy liability notices or notices of no charge issued for the application or notice ¹⁰ <i>Reference numbers can be provided where applicable (optional)</i>	
10	Previous levy payment made (if any) <i>This must include the amount of any payment for:</i> <ul style="list-style-type: none"> - The original application or initial notice - Any change to the levy liability amount following further applications for building control approval with full plans, amendment notices, change control applications 	

⁵ Exempt dwellings are those listed at regulation 8(1)(a) – (c) of the Building Safety Levy (England) Regulations 2025

⁶ Relevant residential building has the meaning in regulation 7(3) of the Building Safety Levy (England) Regulations 2025

⁷ This is the chargeable accommodation floorspace as is defined in regulation 17(2) of the Building Safety Levy (England) Regulations 2025

⁸ This is the chargeable amount of communal floorspace as is defined in regulation 18(2) of the Building Safety Levy (England) Regulations 2025

⁹ This is the applicable area rate as is defined in regulation 20(2) of the Building Safety Levy (England) Regulations 2025

¹⁰ This information is not required by the Building Safety Levy (England) Regulations 2025, and is optional to include.

	- Any change to the levy liability amount following a levy update application.	
11	<p>Previous levy payment refunded (if any)</p> <p><i>The amount of any refund payment made in relation to the building control approval application or initial notice.</i></p> <p><i>Reference numbers can be provided where applicable (optional).</i></p>	