



Building Regulations Submission

The Building Act 1984
The Building Regulations 2010

1 Submission Details

Is this a 'Full Plans Submission' or a 'Building Notice'? or a Regularisation

2 The Address of the Site/Premises

Postcode

Approx Age of Property:

3 Full Description of the Work – e.g. Single storey extension to enlarge the lounge

Commencement date if known:

4 Applicant's Details – Please give the FULL name, postal address and daytime telephone/fax numbers.

Name:

Address:

Post Code:

Tel:

email:

5 Agent's Details (if applicable) – Please give details of the person dealing with the project.

Name:

Address:

Post Code:

Tel:

email:

6 Use of building – e.g. Dwelling, office or shop

1. State present use:

2. State proposed use:

7 Previous applications

Is this a re-submission for this project? YES NO Reference number:

8 Electrical Work

Please indicate whether all electrical work associated with this submission will be undertaken by a person who is a member of a Part P Competent Person Scheme. YES NO

Please be aware that where electrical work is 'notifiable' and is undertaken by an electrician who is not a member of a Part P 'Competent Persons Scheme' a charge may be made to recover the Council's costs in checking this element of the project.

For details please refer to our charges.

9 Prescribed Period – (Full Plans Submissions only)

The Building Act allows five weeks to give a decision on a 'full plans' submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five week period to two months. **It will not delay our processing of your application.**

Do you consent to an extension of time? YES NO

10 Conditions – (Full Plans Submissions only)

Do you consent to the plans being passed subject to conditions where appropriate? YES NO

Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.
This document is available in Welsh, and in other languages and formats on request.

11 Charges – Please make cheques payable to the appropriate Council.

ENCLOSED CHARGES

Table A. Dwellings not more than 3 storeys & not more than 300m² in floor area

Number of dwellings For other dwellings use table C

£

Table B. Certain domestic extensions & work

Floor area (m²)

Extensions & Loft Conversions with floor area over 80m² use table C

£

Table C. Other works based on the full estimated cost

Estimated cost £ **Important** – Please complete this box to avoid a possible delay with the processing of your submission.

£

12 Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12 (2) (a) (b) and is accompanied by the appropriate payment. I/We understand that further charges may be payable by the applicant following the first inspection by the local authority.

Name:

Signature:

Date:

13 Notes and Guidance

This form will usually be acceptable for submission to any Local Authority in England and Wales.

1 Submission options.

You may choose to use either the 'Full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- the building is or contains a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority.
- the building work is over or near a public sewer.

The following information should be submitted together with one completed copy of this form.

Full Plan Applications:-

Two copies of detailed plans including full constructional specifications and a site plan. A further two copies of layout plans will be required for work to, or in relation to, buildings subject to the Regulatory Reform (Fire Safety) Order 2005 to enable consultation with the fire authority.

Building Notice Applications:- In the case of an extension a site plan must be provided. Additional written information may also be requested.

- Address of the site/premises.** If a precise address has not yet been allocated please provide an accurate description for location purpose. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.
- The Party Wall etc. Act 1996.** If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. Please contact us for a copy of 'The Party Wall etc. Act 1996' explanatory booklet.
- Data Protection Act 1998.** In order to improve our services to you we may share the information supplied by you in this form with other parts of the Council. We will not disclose your details to anyone outside the Council except in accordance with the Data Protection Act 1998.

IMPORTANT : PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (If you haven't already done so you are advised to contact your local Development Control Office), BEFORE ANY WORK ON SITE IS COMMENCED.

For further information or advice on Building Regulation matters please contact your local Building Control Department :-