



Planning Division
Penallta House
Tredomen Park
Ystrad Mynach
Hengoed, CF82 7PG
Tel: 01443 815588

(For Official Use Only)
Application Number:

Building Act 1984 The Building Regulations 2010

1 Submission Details

Do you wish to submit a; ☐ 'Full Plans' ☐ 'Building Notice' ☐ 'Regularisation Application' (Please tick)

2 Address where building work is to be carried out

Please read Notes and Guidance section on page three

Address:
.....
Postcode:

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

.....
.....
Commencement date if known: No. of storeys:

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

Name:
Address:
.....
Post Code: Tel. No.: Fax No.: email:

5 Agent's Details (if applicable) - Please give the person dealing with the project

Name:
Address:
.....
Post Code: Tel. No.: Fax No.: email:

6 Use of building

1. State present use: 2. State proposed use:
State whether the building is to be put to a "designated use" under the Fire Precautions Act 1971:
State whether the building is subject to the Fire Precautions (Workplace) Regulations 1997:
(If "YES" two additional copies of the floor plans will be required)

7 Previous applications

Is this a re-submission for this project? Reference number:
Has planning permission, listed building and/or conservation area consent been applied for? - Ref. number:

8 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 month.

It will not delay our processing of your application.

Do you consent to an extension of time? YES/ NO (Delete as applicable)

Signed Dated:

9 Conditions - (Full plans submissions only)

Do you consent to the plans being passed subject to conditions where appropriate? YES / NO (Delete as applicable)

Electrical Installations in dwellings.

Please indicate which of the following methods you intend to use in order to demonstrate that all fixed electrical installation works associated with this application will be designed, installed, inspected and tested in accordance with BS7671:2001 (as amended).

- a) Competent Person Scheme
No additional charge.
- b) Non Competent Person Scheme
Fee £220.00 + £44.00 VAT = £264.00

Charges - Please make cheques payable to Caerphilly County Borough

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

Number of dwellings For other dwellings use table A1

Table B. Certain domestic extensions, Loft Conversions, Garages/Carport and other work

Floor area (m²)

Table C. Other works based on the full estimated cost

Estimated cost £

(Important - Please provide an estimate to avoid a possible delay with the processing of your submission.)

Additional fees for electrical works where applicable.

Total charges payable

How we will use your information

Caerphilly County Borough Council will process your Building Regulations application, your identity and contact details for the purpose of registering your application, providing you with a decision and other associated documentation, and to carry out inspections of the works when development commences. The application file is not open to public inspection but copies of the Decision Document and Completion Certificate will be provided to third parties, upon request, for conveyancing purposes.

The legal basis for processing your information is it is necessary for the performance of a task carried out in the public interest.

Details of your application will be shared with internal departments and external bodies for consultation purposes or to assist them in carrying out their statutory duties.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link:

<https://www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Privacy-notice>

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 following the first inspection by the local authority.

Name:

.....

Signed:

.....

Dated:

.....

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 the 'Full Plans' or 'Building Notice' option. However the 'Building Notice' option cannot be used where:-

- a) The building is a 'designated use' under the Fire Precautions Act 1971 which includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.
- b) The building work is over or near a public sewer.
- c) The proposed new dwelling fronts onto a private street

The following information should be submitted together with one completed copy of this form and the appropriate fee.

Full Plan Applications:- Full constructional specification and details plus duplicate copies of plans.

Two additional copies of layout plans will be required for work to, or in relation to, buildings subject to the Fire Precautions Act 1971 and/or the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.

Building Notice Applications:- In the case of a Building Notice, a site plan and other particulars in accordance with Regulation 1(20). Additional information may be requested.

2. Address of the site/premises

If a precise address has not yet been allocated please provide an accurate description for location purposes. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.

3. 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.

N.B. The Party Wall Act is not enforced by Caerphilly County Borough Council.

4. Completion Certificates

The issuing of a Completion Certificate can only be carried out when electrical safety certificates have been received and the appropriate charge has been paid in full.

5. Drainage Connection

Subject to certain provisions of the Water Industries Act 1991, owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not less than 21 days notice to the Authority.

6. Regulations

These notes are for general guidance only; particulars regarding the deposit of Full Plans are contained in Regulation 14 and Building Notice in Regulation 13 of the Building Regulations and, in respect of charges, in the Building (Local Authority Charges) Regulations 2010.

7. Structural Calculations

Structural calculations submitted in support of Building Regulation applications will not necessarily be checked as part of the approval process. It is therefore recommended that you ensure that the calculations are produced by persons having suitable experience, qualifications and a level of indemnity insurance which is appropriate to the complexity of the development.

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 Development Management,
Planning Division, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG. Tel: 01443 815588