

General notes on completing the Building Regulations application form

- If in doubt then please call us or send an e-mail, we will be happy to help. The current phone numbers and e-mail addresses can be found on the back of the application form.
- Please ensure that you tick the correct box at the top of the form to tell us if you are submitting a Full Plans application, Building Notice application or a Regularisation Certificate application and take note of the corresponding section to sign overleaf.
- We have a guidance note on our standard charges which we can easily supply if you do not already have one, but if you wish to receive a personalised quote for your work, we will be happy to provide one on request – just give us a ring or send the details in an e-mail.
- Building Notice applications can generally only be accepted for work involving the erection, alteration or extension of dwellings, and providing no new building or extension would be over or within 3m of a public sewer. For any other type of work, please contact us before sending in a Building Notice to confirm that a Full Plans application will not be needed.
- From 1st October 2010, all drains which serve more than one property are now public sewers. This means that many more properties will now be over or within 3m of a public sewer, and we would recommend you check carefully any drains on your property to see if they are affected by this change before making an application. If in doubt, just ask for a copy of our guidance note on the subject
- If you are unsure which type of application to use, please ask for a copy of our guidance note which explains both the benefits and the drawbacks of each, so that you can make an informed choice.

Q 1 The applicant is the person, company or body on whose behalf the work is being carried out. This will normally be the owner of the building.

Q 2 If you are employing an agent to deal with the application on your behalf, the contact details should be filled in here. Please note that if you use an agent, all correspondence will be sent to them rather than the applicant.

Q 3 This is the address the work is to be carried out – please include a postcode if you can. If the work is to be carried out at the applicants own address, just put “as above”

Q 4 Please describe the works you intend to carry out as clearly and simply as possible. For example “Kitchen extension” “Removal of internal wall” “Loft conversion” etc.

Q 5 Please tell us what the building will be used for – for example “dwelling” “shop” “office” etc.

Q 6 All applications must be accompanied by either a Plan charge, Building Notice charge or Regularisation Certificate charge depending on which type of application is made. You can find the amount required from our Guidance Note on charges, copies of which are available on request.

Q 7 Space is provided for you to give us any other information that you think might help us deal with your application quickly and correctly. For example, are there any drainage issues or problems with the ground you are aware of? If you have already obtained planning permission it also helps if you tell us here and include the case number

To help us process your application as quickly as possible, please use the checklist attached to ensure that you send in everything needed.

Checklist for submitting a Building Regulations Application

If you are making a Full Plans application

1. You will need to send -
 - ❑ One copy of the completed application form with the "Full Plans application" box at the top of the form ticked and section 8 signed. Please also see the notes below which explain how to complete the other information requested in section 8.
 - ❑ The "Plan Charge" appropriate for the work covered by the application. Please refer to our separate charges guidance note or ask us for a quotation to find out what the charge will be.
 - ❑ Two copies of each drawing, specification etc, showing clearly the work you intend to carry out, and how you will meet the requirements of the Regulations.
 - ❑ Two copies of a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
 - a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
 - b) The position and use of any other buildings within the property boundary.
 - c) The position and width of any adjacent streets.
 - d) The provision made for foul and surface water drainage.
 - ❑ If your proposed works will involve building over or close to drains or sewers, details of the precautions you intend to take to protect the drain or sewer.
 - ❑ For all non-domestic works, please also include an extra two copies of any drawings which show how you intend to meet the fire safety requirements of the regulations.

When completing section 8 on the rear of the form please note that -

1. By law, a decision on Full Plans Applications must be given within five weeks. As this may not give you adequate time to respond if we have to request amendments or clarifications, you may wish to extend this period up to a maximum of two months by ticking this box. Applications are checked by us strictly in order of receipt, so agreeing to this option will not in any way delay the progress of your application.
2. Where minor problems are found with the plans, they can sometimes still be approved with the problems dealt with as conditions attached to the approval. If you would be prepared to accept a conditional approval, please indicate this by ticking the "yes" box.
3. When works start on Full Plans applications, an inspection charge normally becomes payable following the first inspection.
 - Please indicate here who will be responsible for paying the inspection charge so that we can address the invoice correctly. You can choose if the charge should be invoiced to the applicant or the agent.
 - If you would like the charge to be invoiced to anyone else, please supply full details with the application form on a separate sheet including the name, full address and a purchase order number if this will be required on the invoice.
 - Please let us know if you change your mind after sending in the application. We can quite easily change the invoice address provided we know before it is sent out, but if we have to re-issue an invoice afterwards there may be an additional charge to cover our costs in doing so.

If you are making a Building Notice Application

1. Your Building Notice application must be submitted a minimum of two working days before you intend to commence work
2. You will need to send -
 - ❑ One copy of the completed application form with the "Building Notice" box at the top of the form ticked and section 9 signed. If you already know the date works will start on site – please also tell us this in section 9.
 - ❑ The appropriate Building Notice charge. Please refer to our separate charges guidance note or ask us for a quotation to find out what that will be.
 - ❑ Where the proposed work includes a new building or extension, you must also send a site plan to a scale of not less than 1:1250 (1:500 is recommended). The site plan must clearly show -
 - (a) The size and position of the existing building (and any extensions proposed) in relation to the property boundary.
 - (b) The position and use of any other buildings within the property boundary.
 - (c) The position and width of any adjacent streets.
 - (d) The provision made for foul and surface water drainage.

After we receive your application, we may need to request additional information or plans of particular construction details, but nothing more need be sent at this stage

3. Please remember that even if you submit additional construction plans or information with your Building Notice, they will not be checked by the Building Control Officer in the same way that a Full Plans application would be. We strongly recommend that you do not use a Building Notice application unless you are satisfied that you already have the knowledge and experience to carry out the works in accordance with the Building Regulations. If you are in any doubt, it may be preferable for you to make a Full Plans application instead, as this will give you the additional security of knowing your plans have been thoroughly checked by us in advance.

If you are making a Regularisation Certificate application

1. Please remember to fill in the date works were carried out in section 10 of the application form.
2. You will need to send –
 - ❑ One copy of the completed application form (with the "Regularisation certificate application" box at the top of the form ticked and section 10 signed)
 - ❑ The "Regularisation Charge" appropriate for the work covered by the application. Please refer to our separate charges guidance note or ask us for a quotation to find out what the charge will be.
 - ❑ Full details of the works for which you are seeking a Regularisation Certificate. If you have drawings, a specification of works or a site plan we would recommend you send copies with your application as this may help us process your application more quickly.

In all cases, please remember that your work may also require planning permission (which must be applied for separately).

If you are not sure if planning permission is needed for the work you propose to carry out, please contact our development control team for advice.