



Building Regulations Application Form

The Building Regulations 2010



Please indicate application type:	<input type="checkbox"/> A) Full Plans Submission <i>(Any new work)</i>	<input type="checkbox"/> B) Building Notice <i>(Domestic new work only)</i>	<input type="checkbox"/> C) Regularisation Certificate <i>(Existing unauthorised work)</i>	<input type="checkbox"/> D) Reversion <i>(from Initial Notice)</i>
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1 Applicant's details

Name:

Address:

Postcode:

Telephone: e-mail:

2 Agent's details

Name:

Address:

Postcode:

Telephone: e-mail:

3 Location of site to which the building work relates

Address of site:

Postcode:

4 Proposed / Completed works / Charges

Description of proposed / completed building work:

Charge Submitted:

5 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and is accompanied by the appropriate charge (see overleaf).*

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I / we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation Certification / Reversion (delete as necessary) as described on this form and as detailed on any supplementary documents.

Signature: On behalf of:

Date: *Insert applicant's name where the declaration is made by an agent (completed signature and date fields accepted as signature)*

Important Information

1. **By completing and submitting this form**, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
2. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
3. In the case of a Full Plans Application, this notice is given in relation to the building work as described, is being submitted in accordance with Regulation (2) (b) and is accompanied by the appropriate charge. Please understand that further charges (inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being **extended to two months** and that, if appropriate you wish the application to be passed with conditions.
4. In the case of an application for Regularisation or Reversion, given in relation to the work described, it must be accompanied by the appropriate charge, details and plans. Please understand that the Council may require you to take reasonable steps, e.g. opening up of unauthorised work for inspection, making tests and taking samples as appropriate, to establish compliance or otherwise.
5. In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.
6. If you have provided an email address we will use it to contact you unless it is not practical to do so.

Consultations

Applicant(s) should be aware that the Local Authority will as required consult with the Fire and Rescue Service, Sewerage Undertaker and Highways Authority, and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant and agent details are only passed on to statutory consultee(s). If you have any queries regarding this consultation process please telephone 01909 533 184. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

Further Information

More details about our Building Control Service at Bassetlaw District Council can be found on our website at www.bassetlaw.gov.uk/planning-and-building/building-control/

Bassetlaw District Council, Queen's Buildings, Worksop, S80 2AH

01909 533 184 email: building.control@bassetlaw.gov.uk

Details of our charges for common projects may be found here:

www.bassetlaw.gov.uk/planning-and-building/building-control/applications-and-charges/