



WEST OXFORDSHIRE
DISTRICT COUNCIL

Building Regulations Submission

The Building Act 1984
The Building Regulations 2000

General notes

This application form is for Full Plans, Building Notice or Regularisation applications.

Please read the notes carefully before completing the form on page 3.

Charges

For your personalised quotation please contact one of our officers on 01993 861420.

All of our quotations will cover pre application advice, plan check where applicable, all necessary site inspections and issue of completion certificate.

Exemption from charges may be obtained where the works are for the benefit of persons with disabilities. Please consult us if in doubt.

Cheques should be made payable to 'West Oxfordshire District Council'. Credit or debit card payments can also be made, please contact us for details.

Inspections

Please ensure that we are informed when work is going to start and that an initial inspection is arranged. Further inspections can then be arranged for us to see the various stages of work. You will need to notify us when the work is complete. Please also see our separate information sheet on Inspections.

Completion Certificates

Following satisfactory completion of the work, we will issue a Completion Certificate confirming that your project has been independently inspected and that, as far as it can be ascertained, it complies with the Building Regulations. You may need this when you wish to sell your property.

Time limits

A Full Plans submissions or a Building Notice shall cease to have effect three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

Further information and advice concerning the Building Regulations may be obtained during normal office hours.

Persons carrying out building work or making a change of use of a building are reminded that permission may also be required under the Town and Country Planning Acts, Highways Acts, Housing Acts, Public Health Acts etc.

Building Control • Elmfield • New Yatt Road • Witney • Oxon • OX28 1PB

01993 861430

www.westoxon.gov.uk

building.control@westoxon.gov.uk



1 Please indicate which type of application you would like to submit

Full Plans Applications

These are suitable for all types of building work. They should include a site location plan and sufficient detailed plans, specification and calculations to show that the works will comply with the Regulations. We will examine them and normally advise you of any changes required to meet the Building Regulations. Building Control surveyors inspect the work at various stages during construction. Two copies of the proposals are required unless the building is or will be put to a 'relevant use', in which case three copies of the floor plans should be provided.

Relevant Use is defined in the Regulatory Reform (Fire Safety) Order 2005 and includes all premises which are not a single dwelling unit.

The relevant fee should be sent with the application

Building Notice Applications

These are a simplified type of applying for Building Regulations consent and are best suited to minor domestic work carried out by a competent builder. They cannot be used where the building is or will be put to a Relevant Use or where the proposals affect a public sewer.

The application should include the completed application form and, for a new building or extension, a site plan showing the building, the site boundaries and the drainage provisions. Additional plans may be required and you will be notified separately if this is necessary.

The relevant fee should be sent with the application.

Regularisation Applications

These are used to apply for retrospective Building Regulations consent for work carried out after 11 November 1985. As this type of application generally involves exposing work already carried out, it is suggested that you contact us to arrange for a site meeting prior to making the application.

6 Fees

For your personalised fee quotation please contact Building Control on 01993 861420.

7 Other Information

Electrical Installations

Part P of the Building Regulations requires that all notifiable domestic electrical installations are fitted safely.

You are strongly advised to use contractors registered under a Part P Scheme.

- If these works are carried out by an Approved Installer under the Government's Competent Persons Scheme, an application under the Regulations is **not required**.
- Where an approved installer is not used for the electrical installation (which may form part of other works to the property eg an extension) then evidence that safety standards have been achieved will be required before a Completion Certificate can be issued. This will also apply to DIY installations. The Local Authority will arrange for inspection and testing of the installation and a charge of **£400 +VAT** will be made to cover the costs.

8 Conditional approvals and extension of time

These only apply to Full Plans applications

Conditional Approvals

By agreeing to your plans being passed subject to conditions, it allows more flexibility in what we can approve as some details can be resolved as the project proceeds.

Extension of Time

All Building Regulations are checked in the order in which they are received. By agreeing to an extension of time you are allowing yourself and your building designers more time to deal with any queries that may arise.

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Please read the guidance notes before completing the form.
Please use BLOCK CAPITALS

1	Type of application Full Plans <input type="radio"/> Building Notice <input type="radio"/> Regularisation <input type="radio"/> Date when work was carried out: <input type="text"/>
2	Location of the building to which work relates Address _____ _____ _____ Tel no: _____ Postcode: _____
3	Description of proposed work _____ _____ _____ When do you intend to start work? _____
4	Applicants details Full name and address of person intending to have the work carried out Name _____ Address _____ Tel no: _____ Postcode: _____ Email: _____
5	Agents details (if applicable) Full name and address Name _____ Address _____ Tel no: _____ Postcode: _____ Email: _____
6	Fees Table A: No of dwellings _____ Fee £ _____ Table B: Floor area of extensions _____m ² Fee £ _____ Table C: Estimated building cost £ _____ Fee £ _____
7	Other information required Use of Building (if existing, state present use) _____ If new building or extension, state proposed use _____ Means of drainage: Foul water: _____ Surface water: _____ Are all notifiable electrical installations to be carried out by a registered competent electrical installer under a Part P scheme? (See notes) Must be completed Yes <input type="radio"/> No <input type="radio"/> <i>This will attract an additional charge of £400 +VAT</i>
8	Conditional approvals & extension of time (Full Plans only) I agree to the plans being passed subject to conditions (Delete paragraph if you wish) I agree to an extension of the prescribed period of time by which a decision should be issued from 5 weeks to a maximum of 2 months (Delete paragraph if you wish)
9	Statement This notice is given in relation to the building work as described, is submitted in accordance with Regulation 12(2A) and is accompanied by the appropriate fee. Signed: _____ Date: _____