

Building Regulation Application



THE BUILDING ACT 1984
THE BUILDING SAFETY ACT
2022
THE BUILDING
REGULATIONS 2010



Please read the notes on the reverse side of this form or consult the office indicated on page 3

PLEASE TYPE OR USE BLOCK CAPITALS

1

Submission details (tick as appropriate)

Full Plans

Office use: _____

2

The address of the Site / Premises:

Address: _____

Postcode: _____

Approx age of the property: _____

Note: A location plan sufficient to readily identify the site should be included

3

Full description of the work (e.g. single storey extension to enlarge the lounge)

Start date if known: _____ No of storeys: _____

4

Applicant's / Client's details (please give **FULL** name and contact details. Where the Applicant is not the Client please also provide the Client's contact details)

Applicant

Name: _____

Address: _____

Postcode: _____ Tel/Mob _____

Email: _____

Client

Name: _____

Address: _____

Postcode: _____ Tel/Mob _____

Email: _____

5

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

Company: _____ Contact Name: _____

Address: _____

Postcode: _____ Tel/Mob _____

Email: _____

6

Contractor / Builders details (please provide the contact details of the principal contractor / builder for these works).

Company: _____
 Address: _____
 Postcode: _____
 Email: _____ Tel/Mob: _____

7

Use of building (e.g. Dwelling, office or shop etc)

Present use: _____ Proposed use: _____

Will the Regulatory Reform (Fire Safety Order) 2005 apply to this building

after the building is completed: (e.g. hotels, factories, offices, shops etc) YES NO

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Requirements (applications for building control approval with full plans only)

Do you consent to the application being granted subject to Requirements where appropriate?

YES NO

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Prescribed Period (applications for building control approval with full plans 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 you agree to the extension of the five week period to two months. This can be extended further by agreement. **It will not delay our processing of your information.**

Do you consent to an extension of time? YES NO

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Mode of drainage and water supply (e.g. to an existing mains sewer or to a new treatment plant)

Foul Water: _____ New Existing (please specify)
 Surface Water: _____ New Existing (please specify)
 Water Supply: Mains Other: _____ (please specify)

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Commencement of work

Please provide information as to the date when it is proposed the building work will be commenced in accordance with regulation 46A of the building regulations. For a building with foundations this means when the foundations will have been placed and the construction up to ground floor level is complete. For other building work this will be when 15% of the works are completed.

Date: _____

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Domestic electrical installations

Please ensure that the person carrying out the works is suitably qualified and that they can self certify the work and issue a BS7671 certificate. Please confirm whether your electrician is a member of an approved competent person scheme:

YES Details _____
 NO

For a list of all scheme members go to www.competentperson.co.uk

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Planning Permission

Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts:

Have you checked if you require planning or listed building consent for the works? YES NO

Have you made an application for planning or listed building consent for the works? YES NO

If yes, what is the application reference number? _____

FEES (please see the accompanying fee schedule for the appropriate Council)

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Disabled works

Is the work to provide a facility for a registered disabled person? YES NO

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TABLE 1 Erection of new dwellings up to 3 storeys & not more than 300m² in floor area

Is the development funded:

Privately Plot No(s): _____

Housing Association Plot No(s): _____

Local Authority Plot No(s): _____

Number of Dwellings:

Internal floor area: m²

Fee due: £

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TABLE 2 Domestic extensions, loft conversions, detached garages/carports

Garage/carport internal floor area: m² Fee due: £

Extension internal floor area: m² Fee due: £

Loft conversion internal floor area: m² Fee due: £

(For floor areas over 100m² please use Table 3)

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TABLE 3 Other works based on estimated cost

Estimated cost (excluding vat): £ Fee due: £

(You may be required to provide an estimate)

18

TABLE 3a Miscellaneous Minor Works

Fee due: £

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Statement

This notice is given in relation to the building work as described, in accordance with 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. By signing this application form you accept that you have read your role and responsibility as the person carrying out the work, or, if you are the designer or contractor you understand and have explained yours' and the client's role and responsibility as laid out in Part 2A regulation 11 of the Building Regulations.

Name:

Signature:

Date:

If the application is being made on behalf of a Client this form needs to be signed by the Client confirming they agree to the application being made and that the information contained in the application is correct.

Name:

Name:

Date:

APPLICATION NOTES

You may choose to use either the 'Application for building control approval with full plans' or the 'Building Notice' option. However the 'Building Notice' option can **not** be used where:

- a. 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.
- b. The building work is over or near a public sewer (you cannot build over, or close to a public sewer without the consent of the Public Water Utility Company).

The Regularisation option is to be used for work that has already been carried out, please refer to the separate application form and charge sheet for details.

Full Plans applications

- One copy of this form should be completed and submitted with the appropriate fee..
- A full set of plans including constructional detail must be submitted for approval.

General Information

Exemption:	Some works solely for the benefit of the disabled are exempt from payment. Please contact the Building Control office for details.
Validity:	If work has not commenced after three years from the date the application was submitted, the application will no longer be valid.
Commencement:	Commencement of work means the definition given in Regulation 46A of the Building Regulation 2010 (as amended). Generally this means when foundations and the lowest floor structure is complete or where there is no foundation work when 15% of the work is complete.
Completion:	Please arrange for a final inspection to be carried out in order that the Local Authority may issue a completion certificate. If electrical works have been carried out, we will require a copy of the electrical certificate before we can release our Building Regulation certificate. These certificates should be retained with your deeds as they will be required when your property is sold.
The Party Wall Act:	If your proposal involves works to, or near to a party wall or boundary, The Party Wall etc, Act 1996 may apply to you. You are advised to check this and seek suitable professional advice.
Client:	Client is defined as:- 'any person for whom a project is carried out'.
Data Protection Act:	Cheltenham and Tewkesbury Building Control Service provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional / official consultees (such as the Fire Service) to enable us to do this. For further information about how the council uses information it holds about you please go to our GDPR page.
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 the Planning Department), BEFORE ANY WORKS ON SITE IS COMMENCED.

Updated: Oct 2023