

Building Regulation Application

This form should be used when applying for permission under Regulations 12, 14 and 18 of the Building Regulations 2010 and Building Act 1984. This form should be filled in by the person who intends to carry out the building works or their agent. If the form is unfamiliar please read the guidance notes on the reverse side where you will also find our contact details.

This submission relates to the following type of application (tick as appropriate):			
Full Plans <input type="checkbox"/>	Building Notice <input type="checkbox"/>	Partnership Authority Scheme <input type="checkbox"/>	Regularisation <input type="checkbox"/>
1. Applicant (in BLOCK CAPITALS)		2. Agent (if applicable)	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
3. Site Address Details Please provide the full postal address of the site		4. Related planning application number	
5. Brief description of building works:			
Enter code(s) and fees from the Standard Charges Tables i.e. SD1 and fee			
When charges are based on estimated cost of the work, a written estimate must be provided			
Total number of dwellings:	Internal Floor Areas: m ²	Total estimated cost: £	
Total Enclosed: £			
6. Use of building			
New building or extension (Proposed Use):		Existing Building (Present Use):	Number of storeys in existing building:
Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Conditions			
Do you consent to the plans being passed subject to condition where appropriate		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you consent to an extension of the statutory time limit by 3 weeks if necessary		Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Domestic Electrical Works (This must be completed where 'Notifiable Electrical Work' is to be undertaken.			
Electrical installation by Part P registered electrician who will self-certify the installation through the CPS scheme. (no additional fee)			Yes <input type="checkbox"/>
If this changes when the project commences or electronic notification is not received on completion, additional fee may be charged/invoiced or a refund given where appropriate. For further information on the CPS (Competent Persons Scheme) see the following website link: www.communities.gov.uk/planningandbuilding/buildingregulations/competentpersonsschemes			
If a Part P electrician is not being used additional charges apply			

9. Statement:

This notice is given in relation to the building work as described, submitted in accordance with Regulation 12(2)(a)/(b) or Regulation 18 as applicable and is accompanied by the appropriate charge payment. I understand that further charges may be payable following the first inspection of a full plans submission or if I fail to use competent persons where a reduction for this has been claimed and/or if standard charges criteria are not followed.

Signature

Print Name

Date

NOTES**Full Plans Applications**

This type of application can be used for all types of building work.

Building Notice Applications

This type of application **cannot** be used in the following circumstances:

- Where it is proposed to erect a building or extension within 3m of or over a public sewer
- Where the works are to premises which are subject to the Regulatory Reform (Fire Safety) Order 2005 – these are non-domestic premises
- A new building fronting onto a private street

Please bear in mind that with this type of application all works are carried out at your own risk until such time as they are agreed on site. It is therefore essential that you are fully conversant with the applicable Building Regulations requirements.

Regularisation

Prior to the completion and deposit of the form please contact Building Control on 01702 215345 for further advice. You may be required to open up areas of the completed works for inspection. VAT is not payable for Regularisation applications and the charge is **non-refundable**.

Charges

Please refer to our published Schedule of Charges. A Full Plans application will attract two charges – a plan charge payable at the time of submission and an inspection charge for which you will be invoiced following the first inspection. For Building Notice, Regularisation and Partner Authority applications just one charge applies payable at the time of submission. If it is your intention to use a Part P registered Electrician and claim a discount on your charge as a result this must be clearly stated. If after commencement the situation changed the inspecting Surveyor should be informed as soon as possible and an additional charge will be made. Please provide full details of any other reductions/exemptions claimed. **Please note** that credit card payments, except penalty charge notices, will incur a surcharge of 1.5%. There is no surcharge for debit card payments. Should you require any further information or advice on Building Regulations matters please contact us on 01702 215345.

Planning permission

This may also be required under the Town and Country Planning Acts for your proposal. If not already obtained please contact our Business Support Team for Planning during the hours of 10:00 – 14:00 on 01702 215331 if you are unsure of the requirements.

Building over/near sewers

It is strongly recommended that prior to making a Building Regulations application with proposed work involving building over or within 3 metres of a public sewer, Anglian Water can be contacted via their website www.anglianwater.co.uk

Fair Processing Notification

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

We will only use personal information you supply to us for the reason that you provided it for.

We will only hold your information for as long as necessary to fulfil that purpose.

We will not pass your information to any other parties unless we have a legal obligation to do so.

All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality.