

Notes To Be Read In Conjunction With The Building Regulations Application Form

1. The applicant is the person or company on whose behalf the work is being carried out, eg. The buildings owner.
 2. The agent is the person or company acting on behalf of the applicant. It is imperative that details of approvals / rejections are forwarded to the applicant and contractor.
 3. The Contractor or Builder is the person or company who will be carrying out the building works.
 4. The location of the works must be stated, if as the applicants this must still be clearly indicated.
 5.
 - i) Enter a complete description of the works carried out or to be carried out. The wording provided will be included on the final certificate.
 - ii) For a Regularisation application, the date the works were carried out needs to be provided.
 6.
 - i) & ii) State the current and proposed use of the building, this is required to ensure the appropriate regulations can be applied.
 - iii) If there are any trees within 25 metres of any new structure even if on a neighbouring property, please tick the yes box.
 - iv) A Part 'P' registered electrician is a competent person, in relation to Electrical Installations who has registered with an approved person scheme and is therefore exempt from the procedural part of Part 'P'.
 7. Subject to certain exceptions an Application attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Building Notice fees are payable in a single lump sum payment. Full Plan fees however are payable in two stages, The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection or work in progress.
 8. One copy of the application form should be completed and submitted with the documents identified on the form. Structural drawings will only be required where relevant to the works. Ordnance survey map for a Building Notice must contain the following minimum information:
 - i) Where new dwellings, enter the number of new dwellings being constructed or created through a change of use.
 - ii) Where a floor area is required, enter the total internal floor area. If there are two floors cumulate the area of both floors.
 - iii) Where alterations are made to a dwelling state the alteration being made at this point.
 - iv) The estimate of the cost of works is the cost that would be charged by a professional contractor, if the works involves free materials or labour then assumptions to the true cost of these elements should be made.
 - v) Enter the amount to be paid for the plan check fee inclusive of VAT.
 - vi) Enter the amount to be paid for the building notice fee inclusive of VAT.
 - vii) Enter the amount to be paid for a Regularisation, there is no VAT to pay on a Regularisation.
- The Building Notice or second Full Plan fee is a single payment in respect of each individual building, to cover all site visits and consultations which may be necessary until the work is satisfactorily completed.
- Table A prescribes the plan and inspection fees payable for small domestic buildings. Tables B and C prescribes the fees payable for small alterations and extension to a dwelling home and the addition of a small garage or carport. Table D prescribes the fees payable for all other cases.
- The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculations are set out in the Guidance Notes on Fees which is available on request.

i) The size and the position of the building or the building as extended and its relationship to adjoining boundaries.

ii) The boundaries of the curtilage of the building or the building as extended and the size, position and use of every other building or proposed building within that curtilage.

iii) The width and position of any street on or within the boundaries of the curtilage of the building or the building extended.

iv) The provision to be made for the drainage of the building or extension.

9. Read the statement appropriate to the type of application being submitted and sign the form when all details are completed.

Notes are for general guidance only; particulars regarding the submission are contained in Regulation 12 & 18 of the Building Regulations 2010 and in respect of fees, in The Building (Local Authority Charges) Regulations 2010. Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the deposited plans and/or that further plans shall be deposited.

10. Where it is proposed to erect the building or extension within 3 metres of a sewer or drain shown on the relative map of public sewers, permission to be obtained from the Local Water Authority. Precautions to be taken when building over a sewer or drain.

11. A Building Notice or Full Plans Approval shall cease to have effect three years after issue unless the work has been commenced before the expiry of that period.

12. Subject to certain provisions of the Public Health Act 1936 owners and occupiers of premises are entitled to have their private foul and surface water drains and sewers connected to the public sewers, where available. Special arrangements apply to trade effluent discharge. Persons wishing to make such connections must give not

less than 21 days notice to the appropriate authority.

13. Premises other than domestic are to comply with The Regulatory Reform (Fire Safety) Order 2005. Suitable and adequate fire information (i.e. risk assessment) will need to be provided to the potential building user/owner to satisfy Regulation 16b.

14. Persons proposing to carry out building 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.

15. Further information and advice concerning the Building Regulations may be obtained from your local authority.

However the inspections, which Building Control undertake should not be confused with design services or full site supervision. For further information on design and supervision contact the / an Architect or Contractor.

16. Applicants are advised to take the necessary steps with respect to the party wall act etc. 1996 (notification of works of adjoining property owners).