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**BUILDING REGULATIONS APPLICATION**  
Building Act 1984 & Building Regulations 2010  
APRIL 2014

<b>1</b>	<p><b>Submission details</b> (tick as appropriate)</p> <p>Full Plans <input type="checkbox"/> Building Notice <input type="checkbox"/></p>
<b>2</b>	<p><b>Address where building work is to be carried out</b> Address:</p> <p><b>Note:</b> A location plan sufficient to readily identify the site should be included</p>
<b>3</b>	<p><b>Full description of the work</b> (eg. Single storey extension to enlarge the lounge)</p> <p>Commencement date if known: _____ No. of storeys: _____ (Please contact us 3 working days before this date to confirm)</p>
<b>4</b>	<p><b>Applicant's details:</b> FIRST NAME (in full): _____ SURNAME: _____ Address and postcode: _____</p> <p>Phone: _____ E-mail: _____</p>
<b>5</b>	<p><b>Agent's details</b>, if applicable, (ie architect or builder, <b>all correspondence will be sent to this address.</b>)</p> <p>Name: _____ Address and postcode: _____</p> <p>E-mail: _____</p>

6

**Use of building** (i.e private house / office / shop etc)

Present use:

Proposed use:

Will the building or part thereof be put to a use which is designated under the Fire Safety Regulatory Reform Order 2005: (eg. Hotels, boarding houses, factories, offices, shops etc) YES  NO

If yes, please note that an additional set of drawings is required to enable consultation with the Fire Service

7

**Conditions** (Full Plans Submissions only)

Do you consent to the plans being passed subject to conditions where appropriate? YES  NO

8

**Prescribed Period** (Full Plans Submissions only)

NO

Unless ticked, I agree that the time for consideration be extended from 5 weeks to 8 weeks if necessary:

9

**Mode of drainage and water supply** (eg. 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)

10

**Domestic electrical installations**

Please confirm whether all necessary electrical work associated with this application will be carried out by an electrician who is a member of an approved competent person scheme:

YES

NO - Building Control will arrange inspection of electrical work by a consultant.

**Please Note: this option will attract an “additional charge” over and above the normal application charge. Please refer to the scheme of charges for details.**

11

**Disabled works**

Is the work to provide a facility solely for a registered disabled person? YES  NO   
(if so please attach copies of supporting evidence e.g letter from Occupational Therapist, GP or Consultant doctor etc).

12

**Please Note: Planning Permission & Party Wall (etc) Act 1996**

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 (Planning Permission). In addition you may require your neighbours consent under the Party Wall (etc) Act 1996 – please see notes attached.

**Please make payment to the Authority in which your property is situated**

# FEES - PLEASE SEE SEPARATE FEE TABLES

Please make payment to the Authority in which your property is situated  
(Bromsgrove District Council, Redditch Borough Council, Wyre Forrest District Council)

13

## Table A: Erection of new dwellings

No. of dwellings being created

Fee Due £

14

## Table B: Domestic extensions to a single building (inc VAT)

Garage Conversion to habitable room

Fee Due £

310.00

Domestic extensions

Fee Due £

phone

Loft Conversion to existing dwelling

Fee Due £

phone

Detached garage over 30m<sup>2</sup> floor area

Fee Due £

phone

Electrical work by non-qualified electrician

Fee Due £

305.00

Renovation of Thermal Element such as wall or roof insulation  
Or re-roofing

Fee Due £

170.00

Installing steel beam(s) in an existing house

Fee Due £

145.00

Window replacement (non-competent person installation)

Fee Due £

170.00

Installing a new wood burner or boiler etc

Fee Due £

240.00

15

## Table C: Other works based on estimated cost

Estimated cost (exc VAT) £

Fee Due £

16

**Electrical Work Additional Charge**  
(please see question 10)

Fee Due £

17

## Statement

This notice is given in relation to the building work as described, in accordance with Regulation 12, 2A and is accompanied by the appropriate payment. I understand that further charges may be payable following the first inspection by the Local Authority, and that the I / the applicant has been made aware of this and the supplementary fees charges regarding archiving old applications etc.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please make payment to the Authority in which your property is situated

## APPLICATION NOTES

You may choose to submit either the 'Full Plans' or 'Building Notice' option for new building work however the 'Building Notice' option **cannot** be used where:

- a. The building is a 'designated use' under the Fire Safety Regulatory Reform Order which includes offices, shops, factories and hotels and/or is a workplace subject to the Fire Precautions (Workplace) Regulations 1997 to enable consultation with the fire authority.
- b. The building work is over or near a public sewer.
- c. The proposed new dwelling/s front onto a private street.

Both methods have the same charge and both are inspected on site to ensure compliance with the Building Regulations.

**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 and one copy of detailed plans, including full constructional specifications and site plan. (Two copies of plans are required with non-domestic work such as offices, factories or shops etc). If you require a set of plans returned, please enclose an additional set.
- Please note that if works proceed before a formal approval is given, then this is carried out at your own risk. It may be necessary at a later stage to alter parts of the building work/fittings in order to comply with the vetted approved applications.

### Building Notice applications

- One copy of this form should be completed and submitted with the appropriate fee and a site plan to a scale of 1:1250 or 1:12500 to show drainage details and boundaries of site. Additional information may also be requested, eg. engineer's calculations.

## General Information

- Applicant:** The applicant is the person on whose behalf the work is being carried out, eg. the building's owner.
- Agent:** The agent is the person or company dealing with the application. Please note that correspondence will be sent to the person/company named as agent.
- 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:** When you intend to start work, please contact Building Control giving 48 hours notice. For all other inspections please give 24 hours notice.
- 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.

### Who is the applicant?

The applicant is the person who the work is being done for, for example, owner of the building.

### The information we need

You should fill in one copy of this form and send it to us with one copy of your plans. Two copies of plans are required with non-domestic work such as offices, factories or shops etc

Plans are not required for a Building Notice application other than a site location plan. Please note, in the interests of environmental and efficiency matters we will not normally return plans to you once approved. However should you require a set of approved plans this can be arranged if requested.

### Charges

You or your agent have to pay charges at the time of submission. Without the correct fee the application will not be valid.

The charge is a single payment for each project. It covers all the site visits and consultations which may be needed until the work is finished and we are satisfied with it.

The charges depend on the type of work that you plan to do. The charges and how we work them out are in the guidance notes on charges. You can ask us for a copy of this.

### Data Protection

The Council Data Protection Policy is available at [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

## **Drains and sewers**

Owners and occupiers of premises are entitled to have their private drains and sewers connected to the public sewers if they are available. If you want to do this, you should contact Severn Trent Water Limited. In any case, you should also check that any building proposal is not affected by the position of any existing Public Sewers. Severn Trent Water can be contacted on 01902 793871

## **The Regulatory Reform (Fire Safety) Order 2005 (this does not apply to private houses)**

This legislation applied to all premises that are ‘workplaces’ and imposes a duty on the responsible person to comply with its requirements. Workplaces include any premises, not being domestic premises, used for the purpose of an employers undertaking and which are made available to an employee as a place of work. Further information is available on [www.communities.gov.uk/fire](http://www.communities.gov.uk/fire)

## **Conditions attached to plans**

Section 16 of the Building Act 1984 says that plans can be approved with certain conditions attached. The conditions may state that you need to change your plans, undertake some action on site or that you need to provide more details. We will assume you consent to conditions being attached to an Approval unless we are notified otherwise.

## **The law on charges and deposit of plans**

These notes are for general guidance only. If you want full details about handing in plans, see Regulation 13 of the Building Regulations 2000. If you want full details about charges, see the Building (Local Authority Charges) Regulations 2010 and our ‘scheme of charges’.

## **Town and Country Planning Act and Party Wall (etc) Act 1996**

If you want to do building work or change the use of a building, you may need permission under the Town and Country Planning Acts. You can check whether you need to apply by speaking to one of our planning officers. The Party Wall Act may apply to your project if you carry out excavations near other persons’ properties or work to party walls. The Council does not administer this Act but you will find further information at [www.communities.gov.uk](http://www.communities.gov.uk)

## **Completion Certificate**

As long as we have been notified of various stages of the works outlined in the Building Regulations and have had every opportunity to inspect the work that is being done, and you have provided certificates for electrical safety to BS7671 or the electrical safety work has been carried out by a contractor belonging to a Government accredited competent persons scheme, we will give you a completion certificate when the work is finished and we are satisfied with it. If your application is solely for electrical work by a non-qualified person, no BS7671 certificate will be required.

**It is normal Practice for Building Control to communicate with a professional acting on behalf of a building owner if one is appointed. This may be an Architect, Surveyor or Builder on site etc. These persons are deemed to be authorized by us as agents of the building owner unless notified otherwise.**

**Your attention is drawn to our supplementary fees schedule now attached to our fee structure**

**Please Note: The address & description of building works will be published on a publicly accessible database. No personal information will be published**