

Parkside, Market Street, Bromsgrove,  
Worcestershire, B61 8DA  
Telephone: (01527) 881402  
Email: b.control@bromsgroveandredditch.gov.uk



**Question 1. TYPE OF APPLICATION**

Is this a Building Notice or application for Approval with Full Plans submitted?

Building Notice:                      Application for Building Control Approval with Full Plans:

**Question 2. WHERE IS THE WORK?**

What is the address where the work is being carried out? Please include a postcode.

**Question 3. WHAT IS THE WORK and WHEN IS IT BEING DONE?**

Q3a What building work is being done? *For example ....single storey extension, office fit-out, loft conversion etc.*

Q3b Please confirm you will inform us at least 5 days before work starts. Yes

**Question 4. PEOPLE INVOLVED – if you do not yet know the identity of some parties please state ‘unknown’**

**BOX 1 Applicants details:** *All details must be completed*

Name:

Address:

Postcode:

Email:

Telephone:

Is this person paying building control fees?

YES              NO

**BOX 2 The Client: (if not the applicant)**

Name:

Address:

Postcode:

Email:

Telephone:

Is this person paying building control fees?

YES              NO

**BOX 3 Agents details: (if you have someone acting for you in i.e Architect or other designer)**

Name:

Address:

Postcode:

Email:

Telephone:

Is this person paying building control fees?

YES              NO

*(agents will receive all information on applicants behalf)*

**BOX 4 Main Contractor / Builders details: (if known)**

Name:

Address:

Postcode:

Email:

Telephone:

Is this person paying building control fees?

YES              NO

**IMPORTANT:** The relevant email will be used to issue the payment link. Please see the box on page 3.

#### Question 5. THE USE OF THE BUILDING

Q5a What is the building used for now? (For example private house, office, shop etc)

Q5b Is this use the same on all floor levels of the building? YES NO

Q5c Is the main use of the building or any floor levels going to change after the work? YES NO

If Yes, please describe the change

Q5d If your proposed building use is anything other than a private house or flat it is most likely that the Regulatory Reform (Fire Safety) Order 2005 will apply and we will have to consult with the fire service. This includes most non-single residential buildings such as, Houses in Multiple Occupation, Blocks of Flats with common areas Offices, Shops, Public Buildings, factories etc).

You will need to submit before and after layout floor plans showing relevant fire precautions to allow consultation with the Fire service as part of this application.

Is your proposed use anything other than a single private residential unit? YES NO

Q5e. Is your building over 18m high or more than 6 storeys high? YES NO

Q5f. Is this height going to change as part of the work? YES NO

#### Question 6. PASSING OR REJECTING PLANS

Plans can be passed subject to conditions. Do you consent to this? YES NO

Question 7. The Building Act 1984 allows us 5 weeks to make a decision on your application however we endeavour to do this a lot quicker provided we have all relevant information.

However, we do have to ask if you would allow up to 8 weeks for a decision to be made.

YES NO

*(Please note: we will ask for any further information we need or raise queries on any submitted plans or details etc as soon as possible after the application. If we do not receive this information within 5 weeks of the submission date (or 8 weeks if agreed above) or the further information provided by you is notified to you as being inadequate, we deem the plans as Rejected, for the reasons stated in our request, in line with Section 16 of the Building Act 1984. Your application should be treated as Rejected after this time unless an Approval document has been issued).*

#### Question 9. DRAINAGE FROM THE BUILDING

Where do you plan to take the rainwater to? *i.e new soakaway of existing drainage etc.*

And the foul water? *i.e treatment plan or existing sewer etc.*

#### Question 10. SPECIALIST WORK

Do you intend to use a fully qualified electrician and gas engineer on the works? YES

*(If not please note we make an additional charge. If you do not wish to use a fully qualified electrician or gas engineer please call us to discuss).*

### Question 11 OPTION REQUIREMENTS IMPOSED BY PLANNING PERMISSION

If the project is creating a new dwelling or flat, has any planning approval instructed you to improve thermal insulation or disabled access and use works on the building? YES NO

If 'yes' what is the planning application reference:

### Question 12 APPLICATION FEES

If the work is to a private dwelling, is the whole of the work you are proposing solely for the benefit of a registered disabled person. YES

If yes, please note we may require evidential proof that the person referred too in question 11 is a disabled person. This may be a GP letter or occupational health report etc. Blue badges are not acceptable proof.

#### FEES:

The charge made for the application depends upon what works you are planning to carry out. We offer specific quotation for many types of project and some projects have fixed fees. These fixed fees are:

#### INCLUDING VAT

Garage Conversion	<b>£375.00</b> (with additional charge if a non-qualified electrician is to be used, please telephone)
Renovation of a thermal element	<b>£235.00</b> ( i.e Re-roofing or external wall insulation etc.)
Installing a steel beam in a house	<b>£225.00</b> (includes multiple beams if part of the same project)
Window replacement	<b>£225.00</b> (for up to 10 windows or doors per address per project)
Installing a new wood burner	<b>£555.00</b> (this also includes installing a new non-gas boiler)

For all other projects please email in your details or plans to [b.control@bromsgroveandredditch.gov.uk](mailto:b.control@bromsgroveandredditch.gov.uk)

#### HOW FEES ARE PAID TO US

**We are no longer able to take card payments via telephone except for Wyre Forest area applications. Bromsgrove and Redditch application payments are now made via an automated email link system. When your application is submitted our team will issue an email to the person stated in question 4 which contains a link. This link will allow a confidential card payment to be made. Applications are not valid until all questions above are satisfied and full payment is received.**

Please sign and date below. We are happy to receive forms and plans via email if you wish to [b.control@bromsgroveandredditch.gov.uk](mailto:b.control@bromsgroveandredditch.gov.uk). We can then call you for a card payment (Wyre Forest) or issue an email link (Bromsgrove or Redditch).

**Declaration** This notice is given by me as applicant (or on their behalf) in relation to the building work as described, in accordance with Regulations 12(2), 13 and 14 as applicable. I am / the applicant is aware of the scheme of fees charges applicable to this project, and that I / the applicant has been made aware of this and the supplementary fees charges regarding archiving old applications and withdrawal fees etc. I / the applicant agrees to accept documents or Notices via email on the email address given in Box 1 of question 4 above. We collect and use information about you so that we can provide you with building control services under The Building Regulations 2010 (as amended). Full details about how we use this data and the rights you have around this can be found at <https://www.redditchbc.gov.uk/council/corporate/your-access-to-information/privacy-notice.aspx>

Name:

Signed:

Dated: