

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 post code.

Question 3. 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

Question 4. WHAT IS THE WORK and WHEN IS IT BEING DONE?

Q4a Please describe the work you are undertaking for example..single storey extension, loft conversion, etc.

For internal alteration schemes please confirm the area of the building affected.

Q4b If extending a building, please confirm the added floor area

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Q4c Progress of the work. It is a legal requirement to advise us of the probable date at which the works will have reached a certain stage. This is either when the foundations and ground floor are completed or when 15% of the project has been completed.

What is this likely date?

Q4d Please confirm you will inform us via email or telephone at least 5 days before work starts. Yes

☐

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 Are you creating a House in Multiple -Occupation (HMO)

Yes: ☐ No: ☐

Q5f. Is your building over 18m high or more than 6 storeys high.

Yes: ☐ No: ☐

Q5g. Is this height going to change to over 18m as part of the work?

Yes: ☐ No: ☐

Please note, if you answer 'yes' to Q5f or 5g and the building contains residential uses you cannot use this form – please call us on 01527 881402.

Question 6. **PASSING OR REJECTING PLANS**

Plans can be passed subject to conditions (requirements). Do you consent to this? Yes: ☐ No: ☐

Question 7.

The Building Act 1984 allows us up to 8 weeks to make a decision on your application however in most cases we do this a lot quicker provided we have all relevant information. We do have to ask if you would consent to this maximum 8 week timescale Yes: ☐ No: ☐

If No, please be aware that the application may be subject to a Rejection should all relevant information not be provided.

Question 8. **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 9. **SPECIALIST WORK**

Do you intend to use a fully qualified electrician who will certify their work under a recognised Competent Persons Scheme Yes: ☐ No: ☐

(If not please note we make an additional charge. If you do not wish to use a fully qualified electrician please call us to discuss. You must use a qualified gas engineer for relevant work).

Question 10.

Are all the building works **solely** for the benefit of a disabled person Yes: ☐

(If yes, please attach copies of supporting evidence such a GP or Occupational Therapist letter. Blue badges are not acceptable proof).

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:

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 include VAT and are:

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

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 validated 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 and the declaration below are completed and full payment is received.

DECLARATION – IMPORTANT NOTE

Under the Building Safety Act 2022 and associated changes to the Building Regulations, It is now a requirement that the **Client / Applicant** as appropriate makes the declaration below. Without this declaration we are legally required to contact the Client / Applicant for a separate declaration which will delay the processing of the application. Without the Clients / Applicants declaration, this application will not be valid.

THIS DECLARATION MUST BE SIGNED BY THE APPLICANT / CLIENT.

Under the Building Safety Act 2022,

AGENTS CAN NOT MAKE THIS DECLARATION ON THEIR CLIENTS BEHALF



Declaration *This application or notice is given by me as Applicant or Client in relation to the building work as described in accordance with Regulations 12(2)(b). I confirm that I agree to the application being made and that the information contained in the application is correct. I agree to accept documents or Notices via email on the email address given in Box 1 of question 4 above. I agree to my agent also accepting information in this manner on my behalf. **I acknowledge that I will need to return a further Three Party Declaration form at completion of the works before the Council can issue any Completion Certificate. I acknowledge this form will be issued to me / my agent upon acceptance of my application for safe keeping and subsequent return.***

Name:

Signed:

Dated:

Please note:

Building Regulations Approval is not Planning Permission. To discuss any planning requirements please contact 01527 881770. You may also need Party Wall Consent. Please visit www.gov.uk/party-wall-etc-act-1996-guidance for more information. These matter should be concluded prior to the submission of a building regulations application

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

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>