

Question 1. TYPE OF APPLICATION

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

Building Notice: ☐

A BN application which includes new dwellings must be accompanied by a 1:1250 plan showing the position and width of any and all streets adjoining the site

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

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

Name:

Address:

Postcode:

Email:

Telephone:

Is this person paying building control fees? ☐ Yes / ☐ No

(agents will receive all information on applicants behalf)

IMPORTANT: The relevant email will be used to issue the payment link. Please see the notes on the last page.

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.

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

M²

Q4c Progress of the work. It is a legal requirement to advise us of the date at which the works will have reached a certain stage. This is generally either when the foundations and ground floor are completed or when 15% of the project has been completed. This is legal 'commencement' and specific definitions can be found in Building Regulation 46A.

Please confirm you will inform us via email or telephone at least 5 days before this stage has been met on site.

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 and you must submit your application direct to the Building Safety Regulator. – 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, additional charges will apply). 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:

☐

No:

☐

(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:

Questions 12 to 17 on the next page **only** apply if you are 'creating' new dwellings or purpose built student accommodation.

'Creating' means by new build, internal alteration or change of use.

If this does not apply to your project please go to the last page.

Building Safety Levy Supplemental Questions. (Questions 12 to 17 inclusive)

Full details of the Building Safety Levy can be found here: [Building Safety Levy](#)

A range of additional information must be provided at application stage.

Question 12. What is number of dwellings that will be created (or bedspaces for purpose built student accommodation?)

Dwellings:

Student bedspaces:

Question 13: Are you using permitted development rights?

Yes:

☐

No:

☐

Question 14: Is 'planning permission' or 'planning permission Prior Approval' required:

Yes:

☐

No:

☐

Question 14a: If yes have you..... a) obtained this permission

Yes:

☐

No:

☐

If obtained what is the Council Reference number?

b) applied for but decision awaited

☐

Ref Number:

c) not yet applied for

☐

Question 15: If the project being delivered as part of a designated Nationally Significant Infrastructure Project please confirm the delivery is under a Development Consent Order

Yes:

☐

No:

☐

Question 16: Please confirm:

1. This application is for 10 dwellings or more or for 30 or more student bedspaces

Yes:

☐

No:

☐

2. This application forms part of a wider development for over 10 dwellings

Yes:

☐

No:

☐

Question 16a: Who is the named Client responsible for payment of the levy?

Question 17: Statement of Commencement Notification and Application Processing.

Please be aware that you are legally required to notify us when works commence. (See [Q4c](#) above). For the creation of new dwellings projects, as part of that notification you are required to provide a range of additional information. You will receive a list of that additional information required as part of the documents we issue to you when your application is registered by us. Please confirm you have read and accept this statement of commencement notification and application processing.

I confirm I have read and accept this statement of commencement notification and application processing.

Yes:

☐

Name:

Your application can not be registered unless all of the above questions have been answered.

Charges and how we collect the charges.

Wyre Forest Area: We will telephone the person you have declared to take a card payment.

Bromsgrove and Redditch area: 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.

The charge made for the application depends upon what works you are planning to carry out. A range of fees can be found on our website here: [How much does it cost?](#)

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).

Please do not communicate with us via text or other messaging apps. We can not routinely action these.

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>