|  |  |  |  |
| --- | --- | --- | --- |
| Building Regulations Application |  | Building Regulations Application FormThe Building Regulations 2010The Building Act 1984 | CBC LOGO CMYK 300 Aug2009 |
|  | Building Control ServicesCharnwood Borough Council, Southfields Road, Loughborough, LE12 2TN |
|  | building.control@charnwood.gov.uk01509 634757 / 01509 634924 |
| **1** | [ ]  **Full Plans** [ ]  **Building Notice** [ ]  **Regularisation** [ ]  **Reversion**Please indicate application type **(Tick one only)** |
|  |
| **2** | **Client Details** |
| Is the application being made on behalf of the client? | YES [ ]  NO [ ]  |
| Title: |        | First Name: |        |
|  | Last Name: |       |
| Address: |        |
| Postcode: |       |
| Telephone: |       | Mobile: |        |
| Email: |        |
|  |
| **3** | **Agent’s details (if applicable)** |
| Is the agent the principal or sole designer? | YES [ ]  NO [ ]  |
| Where the agent is not the principal or sole designer, this person must be identified in Section 5 of the application form. |
| Name: |        |
| Company: |        |
| Address: |        |
| Postcode: |       |
| Telephone: |        | Mobile: |        |
| Email: |       |
|  |
| **4** | **Principal (or Sole) Contractor Details** |
| Name: |        |
| Company: |        |
| Address: |        |
| Postcode: |       |
| Telephone: |        | Mobile: |        |
| Email: |       |
|  |
| **5** | **Principal (or Sole) Designer Details** |
| Name: |        |
| Company: |        |
| Address: |        |
| Postcode: |       |
| Telephone: |        | Mobile: |        |
| Email: |       |
| Page 1 |  |  |
| Building Regulations Application | **6** | Location of building to which work relates |
| Address: |        |
| Postcode: |       |
|  |
| **7** | **Existing Building** |
| Does the proposal consist of work to an existing building? | YES [ ]  NO [ ]  |
| If yes, what is the height of the existing building? |       metres |
| How many storeys are in the existing building?*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:*<https://www.legislation.gov.uk/uksi/2023/275/regulation/5/made> <https://www.legislation.gov.uk/uksi/2023/275/regulation/6/made> |       storey(s) |
| Please provide details of the current use of the existing building, including the current use of each storey:       |
|  |
| **8** | Proposed Work |
| Description |       |
| What is the total internal floor area of the proposed work? |       metres2 |
| What will be the height of the building after the proposed work? |       metres |
| How many storeys will be in the building after the proposed work?*Note that the number of storeys should be determined in accordance with Regulation 5 & 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023:* |       storey(s) |
| Please provide details of the current use of the existing building, including the current use of each storey:       |
| Please provide the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with Regulation 46A (Lapse of building control approval: commencement of work) of The Building Regulations 2010(as amended):      |
| Where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of the work which the client considers amounts to 15% of the proposed work:       |
| **Commercial Only** |
| Is the building a building to which the Regulatory Reform (Fire Safety) Order 2005 applies?  | YES [ ]  NO [ ]  |
| Page 2 |  |
| Building Regulations Application | **9** | **Drainage** |
| Does requirement H4 (Building over sewers) apply to the proposed work?*Requirement H4 applies only to work carried out: (a) over a drain, sewer or disposal main which is shown on any map of sewers; or (b) on any site or in such a manner as may result in interference with the use of, or obstruction of the access of any person to, any drain, sewer or disposal main which is shown on any map of sewers.*<https://www.stwater.co.uk/building-and-developing/overview/building-over-sewers/> | YES [ ]  NO [ ]  |
|  | If yes, please provide details of the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements:      |
|  |
| **10** | **Electrical Works (Domestic Only)** |
| This must be completed where **‘Notifiable Electrical Work’** is to be undertaken in domestic properties. If you are unsure please contact us. Further guidance can be found at <https://electricalcompetentperson.co.uk/Building-Regulations-Explained> |
| 1. Electrical installation is to be carried out by a Part P registered Electrician.
 | YES [ ]  NO [ ] N/A[ ]  |
|  |
| **11** | Charges |
| Our charges are based on the published fees and charges schedule found on our website at [www.charnwood.gov.uk/chargesandfees](http://www.charnwood.gov.uk/chargesandfees)All work that fall outside of the scope of the schedule is individually determined. Please call on 01509 634757 or email us at building.control@charnwood.gov.uk with details of the proposal for a quote.**Building Notice and Regularisation:** The application fee should be entered as the charge below and is due on deposit of the application.**Full Plans Only:** The plan check fee should be entered as the charge below and is due on deposit of the application. The inspection fee will be invoiced to the persons indicated in Section 9(a) following the first site inspection at commencement of work. |
| Charge: | £        | VAT: | £        | Total: | £  |
|  |
|  | Who is responsible for payment of the inspection fee? **Full Plans only** | Client [x]  | Agent [ ]  | Contractor [ ]  |
|  |
| **12** | Extension of Time and Conditions (Full Plans application only) |
| Please tick if you do not consent to an extension of time to 2 calendar months. *A further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.*Please tick if you **do not** consent to plans being passed withConditions where appropriate | [ ] [ ]  |
| Page 3 |  |
|  | **13** | Statement |
| This notice is given in relation to the building work as described, and is submitted in accordance with [Regulation 12(2)](http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made) (Building Notice or Full Plans) or [Regulation 18](http://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made) (Regularisation) where relevant and is accompanied by the appropriate fee.**Where the application is not being submitted by the client, you will need to also provide a 'Statement of consent', signed and dated by the client stating that they agree that the application can be made and the information contained in the application is correct**I understand that further charges may be payable by the applicant following the first inspection by the local authority (1)For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice) |
| **Name:** |  | **Date:** |  |
| **Signature:** |  |
|  |  | A logo of a company  Description automatically generated |
| Page 4 |

|  |
| --- |
| **Notes and Guidance** |
| **Section 1** | You must choose one of the options ‘Full Plans’, ‘Building Notice’ or ‘Regularisation’ A Full Plans application may be submitted for domestic and commercial properties.A Building Notice may be submitted for domestic properties, but cannot be used where;1. The building is or contains a ‘workplace; under Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories and hotels. With these types of buildings we are required to consult with the fire authority meaning a Full Plans application must be submitted.
2. The building work is over or near a public sewer
3. The building will front onto a private street.

If the work has been substantially commenced or is complete a regularisation application may be submitted for retrospective approval.**From the 1st of October 2023 all Building Regulations applications for High-Rise Buildings must be made to the Building Safety Regulator who will be the Building Control Authority for building work relating to the following buildings:-*** A residential building (2 or more residential units) with a top floor that is 18m or above ground level, or at least 7 storeys
* Hospitals or care houses with a top floor that is 18m or above ground level, or at least 7 storeys
 |
| **Section 2** | The clients full name must be included together with the address postcode and contact details to allow us to communicate with you more effectively. The client is the person on whose behalf the work is being carried out which is usually the building owner.  |
| **Section 3** | The agent is the architect, surveyor or other person acting on behalf of the applicant. Please note that all correspondence will be sent to the agent if one is provided. |
| **Section 4** | The principal or sole contractor is the person or company |
| **Section 5** | A principal designer is the [designer](https://www.hse.gov.uk/construction/areyou/designer.htm) (as defined in the [Regulations](http://www.legislation.gov.uk/uksi/2015/51/contents/made)) with control over the pre-construction phase who has the relevant [skills, knowledge and experience](https://www.hse.gov.uk/construction/areyou/principal-designer.htm#ske) and where they are an organisation, the organisational capability to carry out all the functions of the role. However, they do not have to carry out actual design work on the project.  |
| **Section 6** | A principal contractor is the [contractor](https://www.hse.gov.uk/construction/areyou/contractor.htm) with control over the construction phase of a project where they are the sole contractor, or involves more than one contractor. They are appointed in writing by the client ([commercial](https://www.hse.gov.uk/construction/areyou/commercial-client.htm) or [domestic](https://www.hse.gov.uk/construction/areyou/domestic-client.htm)) to plan, manage, monitor and coordinate health and safety during this phase. |
| **Section 7** | Where you have answered “Yes” please provide details of the existing building including the height, number of storeys and the use of each storey. |
| **Section 8** | Please provide a description of the proposed work. Where the proposal includes an extension please indicate the number of storeys and the elevation (front, side or rear)Please also provide the height of the building and the total number of storeys of the building after the proposed work and details of the usage of each storey. |
| **Section 9** | Where the proposal is for a new building or an extension to an existing building, please confirm if you are building over or near a public sewer. You may need to confirm the sewerage undertaker to determine if a sewer will be affected. Where you have answered “Yes” please provide details of any precautions or measures required to protect to the sewer. |
| **Section 10** | If the proposal will include ‘Notifiable Electrical Work’ please confirm if the installation will be carried out by a Part P electrician. Where no notifiable electrical work is to be carried out this section may be left blank. |
| **Section 11** | Charges are determined individually and are based on full recovery our costs for providing the Building Regulation service.Full Plans Application* Plan checking fee – This is due on submission of the application and covers the cost of checking the plans and details submitted for compliance with the building regulations.
* Inspection fee – This is invoiced to the person indicated as responsible in section 9(a) and covers the cost of site inspections. (If addition site inspections are required to re-inspect non-compliant work, further charges may apply)

Building Notice/Regularisation Application* The full application fee is due on submission of the application or immediately after we have confirmed our charges to you.

Payment by debit or credit card can be made by contacting us on 01509 634757 or 01509 634924. Cheques should be made payable to ‘Charnwood Borough Council’ |
| **Section 12** | Under a Full Plans application a decision must be determined within 8 weeks of validation where an extension of time is agreed. If you do not consent to an extension of time the application must be determined within 5 weeks of validation unless an extension is later agreed. From the 1st of October 2023 a further extension beyond 2 calendar months may be agreed where it is appropriate for the scheme.Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify further modifications to the deposited plans and/or that further plans shall be deposited. |
| **Section 13** | The declaration should be completed by the person submitting the application.Full Plans and Building Notice applications are to be submitted in accordance with Regulation 12(2) which can be found here <http://www.legislation.gov.uk/uksi/2010/2214/regulation/12/made>Regularisation Applications are to be submitted in accordance with Regulation 18 found here <http://www.legislation.gov.uk/uksi/2010/2214/regulation/18/made>Where an application is submitted without the appropriate fee, the application shall not be valid until payment is received. |