

AF-01 v1 - Building Regulations Application Form

The Building Regulations 2010



Please indicate application type:	<input type="checkbox"/> Full Plans Application <i>(Any new work)</i>	<input type="checkbox"/> Building Notice <i>(Domestic only)</i>	<input type="checkbox"/> Regularisation Certificate <i>(Existing unauthorised work)</i>	<input type="checkbox"/> Partnership Application
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1 Applicants details

Name:

Address:

Postcode:

Telephone: email:

2 Agents details

Name:

Address:

Postcode:

Telephone: email:

3 Location of site to which the building work relates

Address of site:

Postcode:

4 Proposed / Completed works

Description of proposed / completed building work:

4a	Plan Charge :	£	+ £	VAT = £
	Insp Charge :	£	+ £	VAT = £

5 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and is accompanied by the appropriate charge.*

I understand that further applicable charges (such as inspection fees) may become payable by the building owner following the first inspection undertaken by the local authority.

I / we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation Certification I Partnership Application as described on this form and as detailed on any supplementary documents.

Signature: On behalf of:

Date: *Insert applicants name where the declaration is made by an agent*

Important Information

- 1. By completing and submitting this form**, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
- In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
- In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being **extended to two months** and that, if appropriate you wish the application to be passed with conditions.
- In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.
- In all cases, the Council may require the submission of further information to show compliance with the Building Regulations.
- Subject to certain exceptions a Full Plans Submission attracts fees payable by the person by whom or on whose behalf the work is to be carried out. Most fees are payable in two stages. The first fee must accompany the deposit of plans and the second fee is payable after the first site inspection of work in progress. The second fee is a single payment in respect of the relevant work to cover all site visits and consultations which may be necessary until it is satisfactorily completed.
- Schedule 1 prescribes the plan and inspection fees payable for small domestic buildings. Schedule 2 prescribes the fees payable for small alterations and extensions to a dwelling home, and the addition of a small garage or carport. Schedule 3 prescribes the fees payable for all other cases.
- The appropriate fee is dependent upon the type of work proposed. Fee scales and methods of calculation are set out in the Guidance Notes on Fees which is available on request.

Fire Consultation

Applicant(s) should be aware that under the terms of The Building Act 1984, Section 15, the Local Authority will as required consult with the Fire and Rescue Service and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01768 817817. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

Sewerage Consultation

Applicant(s) should be aware that under the terms of The Building Regulations 2010, the Local Authority will as required consult with the Sewerage undertaker and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01768 817817. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk