

Step by step guidance notes for completing the Full plans, Building Notice or Regularisation application.

Please return one completed copy of the form to building control together with two copies of any plans, construction notes and calculations if applicable. The application must also be accompanied by the relevant fee in order to be registered. All fees are now bespoke for each development and a fee quote should be obtained prior to submitting your application.

1. Application type

Select either: Full plans, Building Notice or Regularisation.

- You **cannot** submit a Building Notice if the proposed work is over or close to a public sewer, is of a commercial nature, involves the construction of a new building fronting onto a private street or relates to the communal areas of flats
- Regularisation applications apply to all building types, but only to any unauthorised works carried out on or after 11 November 1985. Works carried out before 11 November 1985 cannot be dealt with

2. Applicants details

This should be the owner of the property or site.

3. Agents details (If you are not using an agent, please continue to the next question)

An agent acts on behalf of the owner (applicant) to obtain Building Regulation Approval.

If you are using an agent, please be aware all correspondence (except the inspection fee invoice and completion certificate) will go directly to the agent.

4. Location of the works

The location is the address to which the proposed works relate. In the case of a new build, this should be a description that locates the site or land for example a map reference or a description stating it is "land adjacent to" a known site.

5. Description of works

A brief description of the work, explaining what the proposal entails.

6. Structural engineer

Indicate if you have consulted a Structural Engineer and attach any structural calculations. These calculations may be sent to our Structural Engineer for appraisal. Please be aware, if the drawings and calculations are not clear and concise, it will take more time to process them which may incur additional fees.

7. Works carried out

Indicate when works will start, if known. For a regularisation application, give the date the works were started (as accurately as possible). If a planning application was made in relation to the project, include the reference number. A building regulation application does not qualify as planning permission.

8. Conditions

Full plans application can be approved subject to conditions which can then be cleared at a later date and/or on site. Tick yes or no to agree or disagree with having a conditional approval. You can allow us either five weeks or with your agreement an extension to two months to carry out the plan check and issue a decision notice. Tick yes or no to agree or disagree to a time extension.

9. Fees

If the proposed work is for the sole benefit of a disabled person you need to provide evidence or documentation. The floor area includes all the storeys of an extension or new build. It is calculated by reference to the finished internal faces of the walls enclosing an area. If at any point there is no enclosing wall, it should be calculated by reference to the outermost edge of the floor. The estimated cost for works should be as they would be charged by a builder even if you are proposing to undertake any or all of the work yourself.

10. Statement

Please tick to confirm that you have read and understood the conditions that you are agreeing to.