

# Application for Building Regulations

## Full Plans or Building Notice

The Building Act 1984 (As Amended), The Building Safety Act 2022 & The Building Regulations 2010 (As Amended)

This form is to be used when you intend to carry out building work as defined in Regulation 3 of the Building Regulations 2010 (As Amended) and when making an Application for Building Control Approval with Full Plans under Regulation 12(2)(b) and Regulation 14 or when making an application for a Building Notice under Regulation 12(2)(a) and Regulation 13 of the Building Regulations 2010 (As Amended).

The form should be completed by the Client, Principal Designer or Principal Contractor and must be signed below.

Please ensure that all fields on this form are completed; forms with incomplete information may not be processed.

### Application Type (Tick One)

Full Plans:            Building Notice:            (See notes and guidance at the end of the form)

Applicant Details (The person completing the form)		Client Details (The person for whom the work is for)	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	

### Capacity of the Client? (You are referred to Building Regulations 11A 11C & 11E)

Is the applicant a 'Domestic Client'	Yes	No
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Principal Designers Details (The lead or solo designer) (See Notes and Guidance at the end of the form for definitions.)		Principal Contractors Details (Lead or solo contractor – if known) (See Notes and Guidance at the end of the form for definitions.)	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Postcode:		Postcode:	
Telephone:		Telephone:	
Email:		Email:	

### Location of the Building Work (Building/Site)

Address:	
Postcode:	

### Existing/Current Building

Description:			
Current Use:			
Number of Storeys:		Height of Existing Building:	(m)
Use of Each Storey:			

## Proposed Work

N.B. If you are undertaking alterations to your property (e.g., Chimney Breast Removal, Replacement Windows, etc.), then amendments may be required to the dwelling's ventilation system. Please see Approved Document F (Vol 1) sections 3.9 – 3.13, which refer to sections 1.47 – 1.59 & 1.26 – 1.31.

Please Note: If the works alter the building's footprint (e.g., extension), a block plan will need to be provided with the extension clearly marked on the plan. If you require a block plan, these can be purchased here - [Buy a planning map - Buy a planning map - Planning Portal](#)

<b>Description:</b>			
<b>Intended Use:</b>			
<b>Number of Storeys:</b>		<b>Height of Building after works:</b>	(m)
<b>Use of Each Storey:</b>			

## Does the Fire Safety Order Apply?

Please confirm whether this is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the building work. (The Regulatory Reform (Fire Safety) Order 2005 does not apply to private dwellings, except flats with communal areas.)

<b>Is the <u>existing/current</u> building subject to the Fire Safety Order?</b>	Yes	No
<b>Is the <u>proposed</u> building subject to the Fire Safety Order?</b>	Yes	No

## Drainage and Water Supply

<b>Source of water to the building:</b>	Main Water	/ A Private Supply	/ A Well
<b>Foul Water to be drained to:</b>	Foul Water	/ Cess Pool	/ Septic Tank / Treatment Plant
<b>Surface Water to be drained to:</b>	Sewer	/ Soakaway	/ Water Course / Sustainable Urban

### H4'Building Over Sewers'

<b>A. Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm in diameter?</b>	Yes	No
<b>B. Is the proposed building footprint understood to be over a gully, inspection chamber or manhole?</b>	Yes	No

Please note: Should the answer be 'YES' to any of the above, consultation with the Sewerage Undertaker will be necessary beyond a Full Plans application. Work should not commence on site until this consultation has been made and a positive response from the Sewerage Undertaker has been received.

### Sewerage Undertaker Details

Name: Yorkshire Water

Address: Yorkshire Water Services Ltd, PO Box 52, Bradford, BD3 7YD

Tel: 03451 242424

Email: [technical.sewerage@yorkshirewater.co.uk](mailto:technical.sewerage@yorkshirewater.co.uk)

## Planning Consent

<b>Is a Planning Application required?</b>	Yes	No
<b>Has a Planning Application been granted?:</b>	Yes	No
<b>Planning Reference:</b>		

## Additional Information

For new buildings or extensions, please provide the total floor area. For any other works, please provide the estimated cost of the works. N.B. The estimated cost does not include fixtures and fittings.

<b>Total Floor Area (m2):</b>	
<b>Estimated Cost of the Works:</b>	

## Charges

The fee for this application will be payable after submission of a valid application. The Applicant/Client will be contacted to make payment.

**NOTE: THE APPLICATION WILL NOT BE REGISTERED UNTIL A VALID PAYMENT IS MADE. YOU WILL RECEIVE AN EMAIL NOTIFICATION FROM BUILDING CONTROL WITH THE DETAILS OF THE FEES PAYABLE.**

Note: If the application is for Full Plans, the invoice for the inspection charge will be sent to the client (via email, if provided) unless otherwise requested.

For the Building Control Fees, see - [Building Control Charges](#)

### Disabled Exemption:

If you are claiming Disabled Exemption of fees, please tick here. (See Guidance at the end of the form for additional information on disabled exemption) (Please also complete the Disabled Exemption form on the website and submit it with the application)

## FULL PLANS ONLY

Regulation - 46A Lapse of building control approval: commencement of work (See Notes and Guidance at end of form for definitions.)

### Note: This is not the same date as when the works start.

Please provide the date: \_\_\_\_\_, when it is proposed that:

- A. The proposed work to a complex building is deemed to have commenced in accordance with regulation 46A (2), or work to a non-complex building under regulation 46A (3) or work of a horizontal extension to a building, is deemed to have commenced,  
or
- B. The date when the client of a building, [not meeting Regulation 46A (2) & (3)] considers that the work undertaken amounts to 15% of the proposed project.

### Details of what is considered to be 15% of the works:

### Statements

This application for Building Control Approval with Full Plans is made in accordance with the Building Regulations 2010 (as amended) and is accompanied by the relevant plans, information, reports, details, & calculations, together with the necessary charge (where applicable).

I understand that a further charge may be payable following the first inspection.

- A. I agree to an extension of the prescribed period from 5 to \_\_\_\_\_ weeks (Extension of time to be discussed with office prior to completing the form.), prior to determination of the full plan's application in accordance with Reg 14A (6).
- B. I consent to the Full Plans application being Granted with Requirements in accordance with Reg 14A (3) (a) & (b).

Name:		Signature:		Date:	
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## Terms of Engagement

I, the Client/Applicant, making this application for Building Control Approval with Full Plans or Building Notice, confirm that I have read and agree to the Terms of Engagement found at the end of this document.  
**PLEASE KEEP A COPY FOR YOUR RECORDS.**

## Declarations

I \_\_\_\_\_ being the **Client** making this application for Building Control Approval with Full Plans or Building Notice do confirm that the information in the application is correct.

Name:		Signature:		Date:	
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I \_\_\_\_\_ being the **applicant** making this application for Building Control Approval with Full Plans or Building Notice do confirm that the client agreed to this application being made and that the information in the application is correct.

Name:		Signature:		Date:	
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# Notes and Guidance

## Submission Options

You may choose to use either the 'Full Plans' or 'Building Notice' option. However, the 'Building Notice' option cannot be used where:

- A. the building is or contains a 'workplace' under the Regulatory Reform (Fire Safety) Order 2005 which includes offices, shops, factories, hotels and dwellings with common areas. With these types of buildings consultation with the fire authority is required.
- B. the building work is over a public sewer.
- C. the building fronts onto a Private Street.

Full plans submission - It is the Principal Designer's duty to inform the client of their inspection charge liability and the full name and address of the applicant must be supplied for invoicing purposes.

## The Party Wall etc Act 1996

If your proposals involve works to, or near to, a party wall or boundary, The Party Wall etc Act 1996 may apply to you. Details are available on line at

[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)

## Disabled Exemption

You may be exempt from Building Control Charges if the works are:

- A. in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely:-
  - i. for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
  - ii. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare, or convenience of the disabled person.
- B. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of:-
  - i. The adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
  - ii. the provision of extension of a room which is or will be used solely:-
    - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
    - (ii) for the storage of medical equipment for the use of the disabled person, or
    - (iii) to provide sleeping accommodation for a carer where the disabled person required 24-hour care.
- C. in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely:-
  - i. for the purpose of providing means of access for disabled persons by way of entrance, or exit to or from the building or any part of it; or
  - ii. for the provision of facilities designed to secure the greater health, safety, and welfare of disabled persons

Note: A Disabled Person for this purpose is a person who has a disability within the meaning given by section 6 of the Equality Act 2010 (disability).

## **Definitions**

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### **Duty Holder**

A dutyholder can be an organisation or an individual, and a dutyholder can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability and competence necessary to carry out those roles.

### **Client**

These are organisations or individuals for whom a construction project is carried out that is done as part of a business.

#### **Main Duties – What they must do**

Make suitable arrangements for planning, managing and monitoring a project, including the allocation of sufficient time and resource, to deliver compliance with building regulations. In practice, this means appointing the right people, with the right competencies (the skills, knowledge, experience and behaviours or organisational capability) for the work and ensuring those they appoint have systems in place to ensure compliance with building regulations.

Where there are several firms working on different aspects of the project, the client will need to appoint a Principal Designer to be in control of design work and a Principal Contractor to be in control of the building work.

Provide building information to every designer and contractor on the project and have arrangements to ensure information is provided to designers and contractors to make them aware that the project includes any existing or proposed higher-risk building work

Cooperate and share information with other relevant duty holders.

### **Domestic Client**

A domestic client means a client for whom a project is being carried out which is not in the course or furtherance of a business of that client.

#### **Main Duties – What they must do**

Where there are several firms working on different aspects of the project, a domestic client should appoint a Principal Designer to be in control of design work and a Principal Contractor to be in control of the building work.

If a domestic client does not appoint either a Principal Designer or Principal Contractor, then the designer in control of the design phase of the project is the principal designer and the contractor in control of the construction phase of the project is the principal contractor.

Must provide building information that they have, or it would be reasonable for them to obtain, to designers and contractors working on the project.

Must cooperate with anyone working on or in relation to the project to the extent necessary to enable them to comply with their duties or functions.

Where there is a domestic client the declaration can be signed by the Principal Contractor.

### **Principal Contractor**

A contractor appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

#### **Main Duties – What they must do**

Plan, manage and monitor the design work during the building work.

Cooperate with the client, the Principal Designer, and other designers and contractors to the extent necessary to ensure that the work complies with all relevant requirements of the building regulations. Ensure that they, and all those working on the project, co-operate, communicate and co-ordinate their work with the client, the Principal Designer, and other designers and contractors. Liaise with the Principal Designer and share information relevant to the building work. Assist the client in providing information to others.

## **Regulation 46A**

Defines commencement as excavating and concreting the foundations if altering the building footprint and for any other work (e.g.; internal works), works are to be 15% complete.

**Whilst any personal information provided by you on this form will be treated in accordance with the Data Protection Act 2018 it may be used by the Council for data sharing, detection and prevention of fraud.**

## Building control terms of engagement

### 1 Level of Service

1.1 Our primary function is to implement the Building Regulations 2010 (As Amended) in line with the Building Act 1984 (As Amended) and the Building Safety Act 2022. In addition, we deliver on several statutory functions listed as below:

- Building Notice Applications
- Building Control Approval with Full Plans Applications
- Regularisation Certificate Applications
- Initial Notice Cancellation Applications

### 2 Quality of Service

2.1 When undertaking regulatory control of building work, we will:

- provide a full technical appraisal of building regulation applications within set performance targets
- determine all applications within the statutory time limits
- inspect relevant work on site for compliance with the building regulations and associated legislation
- with reasonable notice, carry out site inspections in line with the contractors programme of works
- carry out certain other statutory duties and responsibilities under the Building Act 1984 and associated legislation

### 3 Registered Building Inspector Details

3.1 We will provide the details of the Registered Building Inspectors who will be responsible for your project including any conditions on their registration.

Our registered building inspectors have no restrictions.

Officer	Registration class
Russell Smith	2A-2F, 3G-H, 4
Simon Hough	2A-2F, 4
Roger Anderson	1
Mark Sherwood	2A-2F
Omar Etienne	2A-2F
James Leckenby	1
John Daly	2A-2F
Adam Cooke	2A
Jack Mellor	1
James Shooter	1
Luke Smith	1
Joe Avison	1

## 4 Information and Advice

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- 4.1 Our purpose is to provide a building regulation service which includes plan checking, site inspections and the issuing of relevant certification documents. It is the clients responsibility under Regulation 11 to ensure that the planning, managing and monitoring a project (including allocation of sufficient time and other resources) so as to ensure compliance with all relevant requirements.
- 4.2 We offer pre-application advice on the larger schemes to help get your project on the right lines before you make a formal application. We help you to make sure that building regulation approval is given quickly and preferably before building work starts. By working with us in the early stages of your project, such as when you first apply for planning permission, you should be able to ensure that aspects such as fire safety and facilities for disabled people are suitably designed from the start. This will help to avoid costly re-designs and amendments to planning permission, as well as making it easier when you eventually submit your building regulation application.

## 5 Method of Building Regulation Approval

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- 5.1 There are two methods of applying for building regulation approval, which are: building regulation approval with **full plans** and **building notice**. Where works were undertaken prior to a valid application being submitted there is the regularisation application and where a Registered Building Control Approver has cancelled the initial notice there is the reversion process.

### 5.1.1 Building regulation approval with **Full plans method**

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- 5.1.1.1 A full plans application involves the submission of fully detailed plans, specifications, calculations, and other supporting details to enable us to check compliance with the building regulations. The relevant fee is paid at plan submission stage and upon commencement of works on site. The advantages of using this method are:
- where the plans have been approved and the work on site conforms to them, we cannot ask for the work to be taken down or altered
  - approved plans can be used to enable you to gain accurate prices from builders or contractors for the work
  - you know what the scheme will look like upon completion
- 5.1.1.2 If you are proposing to erect or carry out building work to certain designated types of buildings such as: hotels, boarding houses, offices, shops, railway premises, factories, or a workplace subject to the Regulatory Reform (Fire Safety) Order 2005 or the works involve building over a sewer shown on the map of public sewers, or houses fronting a private street, you must utilise the full plans approach.

### 5.1.2 Building Notice Method

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- 5.1.2.1 A building notice application is the most suitable option, when small works are proposed and detailed plans are unnecessary. Whilst no formal building plans are required at submission stage, it may be necessary to submit supporting details of a particular form of construction for approval at a later stage. Please be aware that this might cause delays should work be progressing. A single one-off fee is payable on submission of the building notice. As no formal approval is given, good communication between the builder and building control is essential to make sure that work is correct. Emphasis is placed on site inspections to ensure works follow the building regulations. It should be noted that if work on site is not in compliance, then that work may have to be altered or removed. This method requires that the builder has a very

good understanding as to what is required under the building regulations, when carrying out building work. You can commence works 48 hours after deposit of the building notice.

### 5.1.3 Regularisation Method

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- 5.1.3.1 The purpose of Building Regulation 18 (Unauthorised Building Work) is to enable homeowners and others to submit applications for Building Regulation approval after unauthorised work or a material change of use of a building has been carried out.
- 5.1.3.2 Typical circumstances may be where a builder or an owner (previous or present) did not seek the relevant building regulation approval prior to works commencing. It is not intended that this power should replace or detract from the enforcement powers already available to Building Control, e.g., when an offence is perhaps more consciously created.

### 5.1.4 Initial Notice Cancellation Method

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- 5.1.4.1 This is where the registered building control approver (RCBA) has cancelled the initial notice and there is no longer an application in place for the works.
- 5.1.4.2 This typically happens when the RCBA has gone out of business or has discovered contraventions that they have been unable to resolve.

## 6 Dealing with your application

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- 6.1 Once you have chosen the most appropriate type of application for your scheme it will be necessary to submit the required details and appropriate fee to us, [please see our building control fees and charges](#).
- 6.2 If you employ an agent, correspondence will generally be with your agent or the contractor directly. Requests for inspection notes can be made at any stage through the process.
- 6.3 On receipt of your application, we will check the fee submitted to ensure that it is appropriate to the type and cost of work you propose, the fee allows for a reasonable number of inspections as indicated in the inspection notification plan, where this number is exceeded you will be advised if additional fees are payable. You will be advised of any necessary adjustment to the fees which have to be paid within 10 working days of receipt. If you start work before the application is validated, it may be treated as a regularisation with a 40% premium to the charge. Please note that for the purposes of calculating the estimated cost of a scheme; to establish the level of fee required, the full commercial cost also will apply to DIY (Do It Yourself) projects.
- 6.4 Once the fee is agreed and all the necessary details have been submitted with your application. Plans will be appraised against the building regulations and where necessary, you will be notified of any amendments required usually within 5 weeks or a longer period if agreed. To help us decide on your application within the statutory time, your assistance is requested in ensuring that any amendments requested are returned quickly. Upon grant of approval of your scheme or acceptance of your building notice, you will receive formal documentation, along with an information pack which details the site inspection process.

## 7 Site Inspection

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- 7.1 Whether you submit a full plans application or a building notice, work on site will be inspected at various stages for compliance with the building regulations as detailed in the inspection notification plan. It is the responsibility of the person carrying out the works to notify us at the stages indicated in the inspection notification plan, the stages are risk assessed based on your project, but generally these will be:-

<b>Start of work / Excavations</b>
<b>Commencement Notice Regulation 46A</b>
<b>DPC / DPM</b>
<b>Drains Laid</b>
<b>Drains on Test</b>
<b>Pre-Plaster</b>
<b>Completion in writing (Please use proforma at end of document)</b>
<b>Fire doors before architraves are fitted</b>
<b>Fire Stopping</b>

- 7.2 We operate a short- notice inspection service and so we will visit your site on the day you require, providing you contact us by 9am at the latest on the day required (Mon-Fri). If you have utilised the full plans method, an invoice will be sent for the inspection fee following the first visit to your site (if applicable). This fee covers all the site visits relating to your scheme as noted on the inspection notification plan. Additional charges may be levied where additional visits are required to show compliance due to the competence of the contractor or person undertaking the work.

## 8 Completion Certificate

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- 8.1 On satisfactory completion of the works and where the required notifications have been received (Notification of Completion signed by the relevant duty holders), a completion certificate certifying that the works, as far as can be ascertained, comply with the building regulations will be issued within statutory time periods. You are advised to keep this document safe as your solicitors may require it should you sell your property.
- 8.2 It is particularly important that we are notified at the necessary stages of work, as a completion certificate will not be issued unless sufficient inspections have been requested and carried out.

## 9 Performance Targets

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- 9.1 When an application is submitted for building regulation approval we aim to:
- appraisal of all full plan applications, including statutory liaison and to notify you, or your designer / contractor where applicable, of any amendments that may be required within 21 working days of deposit of the valid application.
  - process all applications and issue decisions within the statutory period specified in the Building Act 1984 (five weeks from deposit or longer with the agreement of the applicant, or agent where applicable)
  - issue all completion certificates in line with statutory requirements (8 weeks)
- 9.2 When works commence on site we will:
- make a site visit - please ensure you book in advance as same day and next day inspections are not always possible during busier periods.
  - where special arrangements are necessary, every effort will be made to accommodate your request
  - upon satisfactory completion of your scheme, we will issue a completion certificate.

## 10 Data Protection and Privacy

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10.1 The Council wide Data Protection Policy is to be found [here](#).

10.2 Building Controls [Privacy Notice](#)

## 11 Referral Fees

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11.1 Building Control does not receive or pay any referral fees.

## 12 Complaints Policy

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12.1 Our complaints policy can be found at [complain to the council](#).

## 13 Insurance

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13.1 Details can be found of the Councils insurance by contacting Kirklees's Risk and Insurance Manager

## 14 Regulation of Building Control

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14.1 Building Control is regulated by the building safety regulator and complaints can be made to them at [Health and Safety Executive \(HSE\): Building safety](#) .