



Building Control Solutions Building Regulations Submission



Email: help@bcsolutions.org.uk

Building Control Solutions is a shared service on behalf of West Berkshire District Council and Wokingham Borough Council.

1 Application you want to make Please tick as appropriate (see note 1)

Is this a Full Plans Submission? Building Notice Submission? Application for a Regularisation Certificate?

2 The building you want to work on (see note 2)

Address: _____ Post Code: _____

3 The work you want to carry out – e.g. ‘Single storey extension to enlarge kitchen (see note 2)

Description of work: _____

Commencement date if known: _____ No. of storeys: _____

4 Applicant Details – Please give full details; postal and email address, and daytime telephone number (see note 4)

Full details or Company Name: _____ Post Code: _____

Address: _____

Tel: _____ Email: _____

5 Your Agent’s Details - If you have an agent or other person submitting the application on your behalf

Name: _____ Post Code: _____

Address: _____

Tel: _____ Email: _____

6 What you will be using the building for

1. State present use: _____ 2. State proposed use: _____

State whether the building is a building in relation to which the Regulatory Reform (Fire Safety) Order 2005 applies, or will apply after completion of the building work: YES NO

If ‘YES’ two additional copies of the floor plans will be required

7 Planning Permission

Has planning permission, listed building and/or conservation area consent been applied for? YES NO Reference number: _____

8 Extension of Time – (Full Plans Submissions Only)

The Building Act allows five weeks to give a decision on a ‘full plans’ submission. Our aim is to process every submission as soon as possible. In some cases we may require more information from you. To allow you time to obtain this information, we suggest that you agree to the extension of the five-week period to two months. *It will not delay our processing of your application.*

Do you agree to extend the time period from 5 weeks to 2 months? YES NO

9 Conditions – (Full Plans Submissions Only)

This allows you to submit additional information at a later date.

Do you agree to us passing the plans but setting certain conditions? YES NO

10 Freedom of Information

If you believe that the information is confidential, please tick here YES NO

11 Copy of Completion Certificate (this is provided to you free of charge)

Would you like an additional copy of the Completion Certificate to be sent to your agent YES NO

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn’t require to be sent via secure methods.

Charges (See separate Scheme of Charges Guidance)

Category	Description	Estimate / Floor Area (where required)	Enclosed Charges
			£
			£
Total			£

Please make cheques payable to Building Control Solutions

Credit/Debit Card payments may also be made; we will contact you to take payment details.

Do you want to be considered for disabled persons exemption (see note 5) YES NO

12 Domestic Electrical Works (This must be completed where 'Notifiable Electrical Work' is to be undertaken.)

Tick one box only.

1. Electrics by an appropriately qualified electrician to the 17th edition/Part P registered Electrician YES No additional fee
2. Electrics by anyone other than a appropriately qualified electrician/Part P registered Electrician YES Additional Charge Inc VAT Payable

If this changes when the project commences additional fees or a refund will be given where appropriate.

Please refer to Scheme of Charges Guidance for further information.

13 Statement

I am sending this notice for the building work described above under Regulation 12(2)(a) and (b) of the Building Regulations 2010. I have enclosed the correct charge. I understand that I may have to pay another charge when you inspect the work for the first time. I will pay this charge when I receive an invoice. I also declare that the submitted plans are the same as those deposited for planning approval (if applicable).

Name:

Signature:

Date:

14 Notes and Guidance

This form will usually be acceptable for submission to any local authority in England.

- 1 **Submission options** You may choose to use either the 'Full Plans' or 'Building Notice' option, provided the work has not already been carried out, see 'regularisation' below. However, the Building Notice cannot be used where:
- The building is a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the work
 - The building work includes the erection of a building fronting onto a private street
 - The building work is over or near a public sewer
- The following information should be submitted together with a completed copy of this form
- Full Plan submission:** One copy of the full constructional specification and plans of the proposals. Two additional copies of layout plans will be required for work to, or in relation to, a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply after completion of the work, to enable consultation with the fire authority. This will apply to all areas of non-domestic buildings and the communal areas of apartment buildings.
- Building Notice submissions:** In the case of a Building notice, a site plan and other particulars in accordance with Regulation 12(2). Additional information may be requested.
- Regularisation:** If you have carried out unauthorised building works i.e. without obtaining building regulation approval first you can regularise the situation by applying for a **Regularisation Certificate**. You will need to submit plans that show the project both as built and how compliance with the regulations is to be achieved with a copy of this form.
- 2 **The building you want to work on** If a precise address has not yet been allocated please provide an accurate description for location purpose. We will also use this information to determine the location of any public sewers. You cannot build over, or close to, a public sewer without the consent of the Public Water Utility Company.
- 3 **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. Please contact us for a copy of 'The Party Wall etc. Act 1996' explanatory booklet. **Please note this is not enforced by the Local Authority.** You are advised to seek appropriate professional advice on the Act and their possible implications for the proposed work.
- 4 **Your details** You are the person the work is being carried out for, for example the building owner. If the owner is a company, please give the address of the head office.
- 5 **Charges** You must pay to apply for Building Regulation permission. There are usually two charges. You must pay the first charge when you send us your plans. You must pay the second charge when you have started the work and we have inspected it for the first time. The second charge is a single payment, to cover all visits to the building site and consultations that are necessary until the work is finished to our satisfaction. This charge will depend on the type of work you want to do. Our separate scheme of charges explains how we work out the charges. We can send you a copy on request or visit our website.
- Disabled exemptions** In certain **specific** circumstances, where work is **solely** for the benefit of people with disabilities, charges may not be payable. The law defines 'a person with disabilities' as a person who is within any of the descriptions of persons to whom section 29(1) of the National Assistance Act 1948 applied, as that section was extended by virtue of section 8(2) of the Mental Health Act 1959, but not taking into account amendments made to section 28(1) by paragraph 11 of schedule 13 of the Children Act 1989. **The law states 'a certificate or letter is required from a health professional to this effect (for example from a doctor or occupational therapist) in support of an application for exemption of charges'**. Please contact Building Control Solutions for further information about the liability to pay charges on particular projects for people with disabilities.

General Data Protection Regulation

Information contained in this form is personal data which will be held securely in electronic and manual files. If you would like more information about how the Council uses your data, please see our Privacy Notice(s) which are available:

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.
<https://www.wokingham.gov.uk/privacy>