



# Building Regulations application form

The Building Act 1984  
The Building Safety Act 2022  
The Building Regulations 2010



## 1 Submission Details

Is this an 'Application for building control approval with full plans'? or a 'Building Notice'?

*please tick as appropriate  
See guidance note 13*

## 2 Address of the Site/Premises

Postcode:

Approx Age of Property:

## 3 Full Description of the Work *e.g. Single storey extension to enlarge the lounge*

Intention to start work date (if known):

See guidance note 13

## 4 Applicant's/Client's Details *Please give the FULL name, postal address and daytime phone number. Where the Applicant is not the Client please also provide the Client's contact details. See guidance note 13*

### Applicant

Name:

Address:

Postcode:

Tel :

Email:

### Client

Name:

Address:

Postcode:

Tel:

Email:

## 5 Agent's Details (if applicable) *Please give details of the person dealing with the project.*

Name:

Address:

Postcode:

Tel:

Email:

## 6 Use of building *e.g. Dwelling, office or shop...*

1. State present use:

2. State proposed use:

3. Will the Regulatory Reform (Fire Safety Order) 2005 apply to this building after the building work is completed? YES NO  
*(see guidance note 13)*

## 7 Proposed Contractor/Builder

If known, please provide the contact details of the principal contractor/builder for these building works

Name:

Address:

## 8 Prescribed Period - applications for building control approval with full plans 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. This can be extended further by agreement.

**It will not delay our processing of your application.**

Do you consent to an extension of time?

YES

NO

## Commencement of Work

(see guidance note 13)

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Please provide information as to the date when it is proposed the building work will be commenced in accordance with regulation 46A of the building regulations. For a building with foundations this means when the foundations will have been placed and the construction up to ground floor level is complete. For other building work this will be when 15% of the works are completed. Date:

### Electrical Work

Please indicate whether all electrical work associated with this submission will be undertaken by a person who is a member of a Part P Competent Person Scheme.

YES

NO

## 10 Requirements - for applications for building control approval with full plans only

Do you consent to your application being granted subject to Requirements where appropriate?

YES

NO

## Charges - Please make cheques payable to South Gloucestershire Council

### ENCLOSED CHARGES

**Table A. Dwellings not more than 3 storeys & not more than 300m<sup>2</sup> in floor area.**

Number of dwellings

For other dwellings use table C

£

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**Table B. Certain domestic extensions & work**

Floor area (m<sup>2</sup>)

Extensions & Loft Conversions with floor area over 80m<sup>2</sup> use table C

£

**Table C. Other works based on the full estimated cost**

Estimated cost of works

£

**Important - Please complete this box to avoid possible delay with the processing of your application.**

£

## Statement

This notice is given in relation to the building work as described, in accordance with Building Regulation 12(2)(a)/(b) and is accompanied by the appropriate payment. *I/We understand that further charges may be payable by the applicant following the first inspection by the local authority.*

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*By signing this application form you accept that you have read and understand your role and responsibility as the person carrying out the work, or, if you are the designer or contractor you understand and have explained yours' and the client's role and responsibility as laid out in Part 2A regulation 11 of the Building Regulations.*

Name:

Signature:

Date:

If the application is being made on behalf of a Client this form needs to be signed by the Client confirming they agree to the application being made and that the information contained in the application is correct.

Client Name:

Signature:

Date:

## Notes and Guidance

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

- 1. Application options** You may choose to use either the 'Application for building control approval with full plans' or the '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 and hotels. With these types of buildings we are required to consult with the fire authority
  - b) The building work is over or near a public sewer
- i. Full plans application:** A full set of plans including constructional detail must be submitted for approval.
- ii. Building Notice application:** If the work relates to an extension a site plan must be submitted. Additional written information may also be requested.
- 2. 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 Act:** If your proposals involve works to, or near to a party wall or boundary, The Party Wall etc. Act 1996 may apply to you. You are advised to check this.
- 4. Data Protection Act:** In order to improve our services to you we may share the information supplied by you to other parts of the council. We will not disclose to anyone outside the Council except in accordance with the Data Protection Act 2018.
- 5. Commencement** Commencement of work means the definition given in Regulation 46A of the Building Regulations 2010 (as amended). Generally this means when the foundations and the lowest floor structure is complete or where there is no foundation work when 15% of the work is complete.
- 6. Electrical works** Please be aware that where electrical work is 'notifiable' and is undertaken by an electrician who is not a member of a Part P 'Competent Persons Scheme' a charge may be made to recharge to recover the Council's costs in checking this. For details please refer to our charges form.
- 7. Client** Client is defined as:- 'any person for whom a project is carried out'

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**IMPORTANT: PLANS OR NOTICES MUST BE SUBMITTED TO THE COUNCIL UNDER THE BUILDING REGULATIONS AND ANY NECESSARY PLANNING PERMISSION OBTAINED (if you haven't already done so you are advised to contact your local Development Control Office), BEFORE ANY WORK ON SITE IS COMMENCED.**

**Building Control, PO Box 1954, South Gloucestershire Council, Bristol, BS37 0DD**  
Tel: 01454 868004 Email: building.control@southglos.gov.uk Web: Southglos.gov.uk

## Building Regulations 2010 as amended 2023

### Supplementary information required:

Regulation 14 - Applications for building control approval with full plans.

| Where the applicant is not the client, the name, address, telephone number and (if available) email address of the client:   |  |
|--|--|
| <b>Name:</b>   |  |
| <b>Address:</b>  |  |
| <b>Telephone:</b>  |  |
| <b>Email:</b>  |  |
| Where known at the date of the application, the name, address, telephone number and (if available) email address of the principal contractor (or sole contractor) and the principal designer (or sole or lead designer): |  |
| Principal Contractor (or Sole Contractor)  | Principal Designer (or Sole or Lead Designer): |
| <b>Name:</b>   | <b>Name:</b>                                   |
| <b>Address:</b>  | <b>Address:</b>                                |
| <b>Telephone:</b>  | <b>Telephone:</b>                              |
| <b>Email:</b>  | <b>Email:</b>                                  |
| Where the work consists of work to an existing building:   |  |
| <b>Details of the current use of the building, including the current use of each storey:</b>   |  |
| <br><br><br><br><br><br><br><br><br><br>   |  |
| <b>The height of the building:</b>   |  |
| <b>The number of storeys in the building:</b>  |  |

**Additional information regarding the description of the proposed work:**

Description of the intended use of the building, including the intended use of each storey:

The height of the building after the proposed work:

The number of storeys in the building after the proposed works:

The provision to be made for the drainage of the building for both foul and storm water:

Where paragraph H4 of Schedule 1 imposes a requirement, the precautions to be taken in the building over a drain, sewer or disposal main to comply with the requirements of that paragraph:

Please provide the following:

(a) The date when it is proposed the work will reach the point when it is to be regarded as commenced E.g. for new build, or new extension to an existing building construction up to ground floor slab level:

Date:

(b) Where the work is for alterations of an existing building E.g. for loft conversion or works to an existing building, details of the work which the client considers amounts to 15% of the proposed work;

*For further guidance please see [Regulation 46A \(lapse of building control approval: commencement of work\) of the Building Regulations 2010 as amended.](#)*