West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU Telephone: 01284 757393



Email: [building.control@westsuffolk.gov.uk](mailto:building.control@westsuffolk.gov.uk) Web: [www.westsuffolk.gov.uk](https://www.westsuffolk.gov.uk/)

**Application for Building Control Approval with Full Plans**

The Building Act 1984, The Building Safety Act 2022 and The Building Regulations 2010 (as amended)

This form is to be used when intending to carry out building work and making an application for **Building Control Approval with Full Plans** under regulation 12(2)(b). The form should be completed by the person intending to carry out the building work or their agent and **must be signed** below.

**Please note we would advise not to commence works until your details are approved.**

|  |  |  |
| --- | --- | --- |
| 1 | **Client’s details** (the person for whom the work is being carried out) | |
| Name:  Address:  County:  Email: | Company Name:  Postcode:  Phone: |
|  | | |
| 2 | **Capacity of the client?** You are referred to Building Regulations 11A, 11C and 11E  Is the applicant a ‘Domestic Client’? Yes No | |
|  | | |
| 3 | **Applicant’s details** (the person acting as agent or designer to the client) | |
|  | Name:  Address:  County:  Email: | Company Name:  Postcode:  Phone: |
|  | | |
| 4 | **Principal designer’s details** (the lead or sole designer) | |
|  | Name:  Address:  County:  Email: | Company Name:  Postcode:  Phone: |
|  | | |
| 5 | **Principal contractor’s details** (the lead or sole contractor – if known)  **Note** - If the principal contractor is not known at submission these details must be provided to the local authority before the construction phase begins | |
| Name:  Address:  County:  Email: | Company Name:  Postcode:  Phone: |
|  | | |
| 6 | **Location of the building work** (building • site • work) | |
| Address:  County: | Postcode: |
|  | | |
| 7 | **Description of existing building** (where it already exists) | |
| Description:  Current use:  Height of the existing building | Use of each storey: Number of storeys: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | **Description of the proposed work** (where it already exists) | | | | |
| Proposed work:  Intended use: Intended use of each storey:  Height of building after work: Number of storeys: Date of the start of work of construction on site: | | | | |
|  | | | | | |
| 9 | **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?  **If so, please provide 2no additional copies of the Full Plans.** | | | | |
| The existing building is subject to the Fire Safety Order:  The proposed building is subject to the Fire Safety Order: | | Yes  Yes | No  No |  |
| **Higher risk buildings**  The number of storeys in the building as determined in accordance with regulation 6 of the Higher-Risk Buildings (Descriptions and Supplementary Provisions)  Regulations 2023, Number of storeys: | | | | |
|  | | | | | |
| 10 | **Drainage and water supply** | | | | |
| Is the source of water to the building from: | a water main | a private supply | | a well |
| Is the foul water to be drained to the: | foul sewer cess pool  treatment plant | | septic tank | |
| Is the surface water to be drained to the sewer soakaway watercourse  sustainable urban drainage system | | | | |
|  | | | | | |
| 11 | **H4 ‘Building over sewers’** | | | | |
| Is the proposed building footprint within 3m of a drain or sewer that is greater than 225mm diameter? Yes No | | | | |
| Is the proposed building footprint understood to be over a gully, inspection chamber or manhole? Yes No | | | | |
| Does the proposed building footprint cover more than 8m of a drain or sewer?  Yes No | | | | |
| Should the answer be ‘YES’ to any of the above, consultation with Anglian Water will be necessary beyond this application for building control approval with full plans. Work should not commence on site until this consultation has been made and a positive response from the Anglian Water has been received.  Contact details for Anglian Water  Tel: 0345 60 66 087 Email: [developmentservices@anglianwater.co.uk](mailto:developmentservices@anglianwater.co.uk) | | | | |
|  | | | | | |
| 12 | **Local enactments** | | | | |
| Provide details of the steps to be taken to comply with any local enactments that may apply | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 13 | **Planning consent** | | | | | |
| Is planning consent required?  Has a planning application been granted? | |  | Yes Yes |  | No No |
|  |  |
| Planning reference number:  Optional requirements  Do any building regulations optional requirements imposed by planning apply to the  building work? (i.e Part G Water Efficiency and or Part M1 Access to and use of buildings)  Yes No  If ‘Yes’ please provide details of which optional requirements apply:  Note: if planning consent has not been granted the information regarding optional requirements must be provided to the local authority before the end of a period of twenty eight days beginning on the day after planning permission is granted for the building | | | | | |
|  | | | | | | |
| 14 | **Charges** | | | | | |
| Estimate of cost of works: | £ | |  |  |  |
| Floor area of new build or extension |  | | m2 |  |  |
| Plan charge: £ | £ + VAT | |  |  | £ = Total £ |
| Inspection charge: £ | £ + VAT | |  |  | £ = Total £ |
|  | | | | | | |
| 15 | **Statement regarding regulation 46a**  **Lapse of building regulation approval commencement of work** | | | | | |
| Please provide the date when it is proposed that:   1. 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 2. The date when the client of a building, [not meeting regulation 46A (2) and (3)] considers that the work undertaken amounts to 15% of the proposed project.   Date  Where the work does not consist of work to which paragraph (2) or (3) of Regulation 46A applies, details of which the client considers amounts to 15% of the proposed work: | | | | | |
|  | | | | | | |
| 16 | **Statements** | | | | | |
| This application for building control approval with full plans is given in accordance with the Building Regulations 2010 (as amended) and is accompanied by the appropriate plans (2 copies or 4 copies where the Fire Safety Order applies), information, reports, details, and calculations together with the necessary charge (where applicable).  I understand that a further charge may be payable following the first inspection.  I agree to an extension of the prescribed period from 5 weeks to 2 months prior to determination of the full plans application in accordance with regulation 14A (6)  I consent to the application for building control approval being granted with requirements in accordance with regulation 14A (3) (a) and (b)  Name: Signature: Date:  I (Name) being the Client making this application for building control approval with full plans, do confirm that I do agree to this application being made and that the information in the application is correct.  Name: Signature: Date: | | | | | |

**Notes**

1. Plans are only full plans if they consist of:
2. a description of the proposed building work, renovation or replacement of a thermal element, change to the building’s energy status or material change of use;
3. the plans, particulars and statements required by paragraphs (1), (1A) and (2) of regulation 13;
4. where paragraph H4 of Schedule 1 imposes a requirement, particulars of the precautions to be taken in building over a drain, sewer or disposal main to comply with the requirements of that paragraph; and
5. any other plans which are necessary to show that the work would comply with these regulations.
6. In the case of the erection of a dwelling or a building that is to contain one or more dwellings the following is also required:
7. particulars of any public electronic communications network in relation to which a connection is to be provided,
8. if an exemption in regulation 44ZB is proposed to be relied on, evidence in support of the exemption, and
9. if regulation 44ZC is proposed to be relied on:
10. evidence of the matters mentioned in regulation 44ZC(6)(a) and (b), and
11. if paragraph RA1(1)(c)(i) or (ii) of Schedule 1 is also proposed to be relied on, evidence of the steps taken to establish whether, and if so where, a distribution point for a gigabit-capable public electronic communications network (as defined by regulation 44C) is likely to be installed, in a location relevant for the purposes of paragraph RA(1)(c), within the period of 2 years beginning with the day on which the notice is given.
12. Any personal information processed by West Suffolk Council in connection with the building regulations process under the Building Act 1984 will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regard to your personal information and how to access it, visit our website [www.westsuffolk.gov.uk](https://www.westsuffolk.gov.uk/)