

Building Regulations Application Form

The Building Regulations 2010

Please indicate application type:	<input type="checkbox"/> A) Full Plans Submission <i>(Any new work)</i>	<input type="checkbox"/> B) Building Notice <i>(Domestic new work only)</i>	<input type="checkbox"/> C) Regularisation Certificate <i>(Existing unauthorised work)</i>	<input type="checkbox"/> D) Partnership
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1 Applicants details

Name: _____

Address: _____

Postcode: _____

Telephone: _____ email: _____

2 Agents details

Name: _____

Address: _____

Postcode: _____

Telephone: _____ email: _____

3 Location of site to which the building work relates

Address of site: _____

Postcode: _____

4 Proposed / Completed works

Description: _____

5 Charges

Full Plans fees: Plan Check (Inc. VAT): £ _____ Inspection fee (Inc. VAT): £ _____

Building Notice fee (Inc. VAT): £ _____

Regularisation Fee (No VAT): £ _____

Standard Charge used: Yes No

Tailored fee quote received: Yes No Agreed with: _____

6 Declaration

This application is deposited in relation to the building work as described above. It is submitted in accordance with Regulations 12(2) and 18 where relevant and is accompanied by the appropriate charge.

I understand that further applicable charges (such as inspection fees) may become payable by **the building owner following the first inspection undertaken by the local authority.**

I / we apply for Full Plans Building Regulation Approval / Building Notice Acceptance / Regularisation Certification / Partnership Application as described on this form and as detailed on any supplementary documents.

Signature: _____

On behalf of: _____

Date: _____

Insert applicants name where the declaration is made by an agent

Important Information

1. **By completing and submitting this form**, you are giving notice of your intention to carry out building work and deposit the attached drawings and other documents as required by the building regulations.
2. In the case of a Building Notice, in accordance with Building Regulation 12 (2) (a) it is your intention to carry out the domestic building work described in Section 3 and 5, of the Building Regulations 2010.
3. In the case of a Full Plans Application, this notice is being given in relation to the building work as described, and is being submitted in accordance with Regulation(2)(b) and is accompanied by the appropriate charge. Please understand that further charges (Inspection Charges) will normally be payable following the first inspection by the local authority. By completing and signing this form, the Council accepts that you have consented to the time period for consideration of the application being **extended to two months** and that, if appropriate you wish the application to be passed with conditions.
4. In the case of an application for Regularisation, this notice, given in relation to the work described, is submitted in accordance with Regulation 18 and is accompanied by the appropriate charge (and plans where applicable). Please understand that the local authority may require you to take such reasonable steps (e.g. opening up of unauthorised work for inspection, making tests and taking samples) as appropriate, to establish compliance or otherwise.

Applicant(s) should be aware that under the terms of The Building Act 1984, Section 15, the Local Authority will as required consult with the Fire and Rescue Service and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01284 757393. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

5. In all cases, the Council may require the submission

of further information to show compliance with the Building Regulations.

Fire Consultation Consultation

Sewerage

Applicant(s) should be aware that under the terms of The Building Regulations 2010, the Local Authority will as required consult with the Sewerage undertaker and pass on those details that you submit on your application form for the purposes of determining the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the statutory consultee(s). If you have any queries regarding this consultation process please telephone 01284 757393. Further details regarding information rights are available on the Information Commissioner's Office website at www.ico.org.uk

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 regards to your personal information and how to access it, visit our website www.westsuffolk.gov.uk/privacy or call customer services 01284 763233 and ask to speak to the Data Protection Officer.

September 2018