



Building Regulation Application

THE BUILDING ACT 1984
BUILDING SAFETY ACT 2022
THE BUILDING REGULATIONS 2010



Gloucestershire Building Control Partnership

Please read the notes at the end of this form or consult our website: www.gbcpartners.co.uk

PLEASE TYPE OR USE BLOCK CAPITALS

1 Submission details (tick as appropriate)

Approval with
full plans

☐

Building Notice

☐

Resubmission

☐

2 Address or Site where building work is to be carried out

Address:

Postcode:

Note: A location plan sufficient to readily identify the site should be included

3 Full description of the work (e.g. single storey extension to enlarge the lounge)

Start date if known:

No of storeys:

4 Applicant's / Client's details (please give **FULL** name and contact details. Where the Applicant is not the Client please also provide the Client's contact details)

Applicant

Name:

Address:

Postcode:

Tel/Mob

Email:

Client

Name:

Address:

Postcode:

Tel/Mob

Email:

5 Principal Designer / Agent's details (not required if a building notice. Approval with plans, please give details of the person dealing with the project e.g architect, surveyor)

Company:

Contact

Name:

Address:

Postcode:

Tel/Mob

Email:

6

Principal Contractor / Builders details (not required if a building notice. Approval with plans, please provide the contact details of the principal contractor / builder, if known).

Company: _____ Contact Name: _____
 Address: _____
 Postcode: _____ Tel/Mob: _____
 Email: _____

7

Use of building (e.g. Dwelling, office or shop etc)

Present use: _____ Proposed use: _____
 Will the building or part thereof be put to a use which is designated under the Fire Safety Regulatory Reform Order 2005: (e.g. hotels, boarding houses, factories, offices, shops etc) YES ☐ NO ☐
 If Yes, fire safety details will be required sufficient to allow consultation with the Fire Authority.

8

Requirements (applications for building control with full plans only)

Do you consent to the plans being passed subject to requirements where appropriate? YES ☐ NO ☐

9

Prescribed Period (application for building control approval with full plans only)

The Building Regulations 2010 (as amended) 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 you agree to the extension period to two months. This can be extended further by agreement. **It will not delay our processing of your information.**

Do you consent to an extension of time? YES ☐ NO ☐

10

Mode of drainage and water supply (e.g. to an existing mains sewer or to a new treatment plant)

Foul Water: _____ New ☐ Existing ☐ (please specify)
 Surface Water: _____ New ☐ Existing ☐ (please specify)
 Water Supply: Mains ☐ Other: _____ (please specify)

11

Commencement of work (applications for building control with full plans only)

Provide a statement detailing the work which the client considers amounts to 15% of the proposed work. When the work detailed in the statement is completed the work will be considered as commenced. For complex buildings please see Regulation 46A and include a commencement date.

12

Domestic electrical installations

An electrical certificate may be required on completion of the building work. The certificate is required to be issued by an electrician who is a member of an approved competent person scheme. Please indicate if an electrician has been appointed and their approving body:

☐ **YES** Approved scheme (e.g. NICEIC, NAPIT, ACA)
☐ **NO** Not appointed at this time ☐ **N/A** Electrical works in accordance with table 1 of Approved Document P only

13

Planning Permission

Persons proposing to carry out work or make a material change of use of a building are reminded that permission may be required under the Town and Country Planning Acts:

Have you checked if you require planning or listed building consent for the works? YES ☐ NO ☐

Have you made an application for planning or listed building consent for the works? YES ☐ NO ☐

If yes, what is the application reference number? _____

FEES (please see the accompanying fee schedule for the appropriate Council)

14

Disabled works

Is the work to provide a facility for a registered disabled person? YES ☐ NO ☐

15

Schedule 1 Erection of new dwellings up to 3 storeys & not more than 300m² in floor area

Is the development funded: Privately ☐ Plot No(s): _____
 Housing Association ☐ Plot No(s): _____
 Local Authority ☐ Plot No(s): _____

Number of Dwellings:

Internal floor area: m²

Fee due: £

16

Schedule 2 Domestic and Commercial extensions, loft conversions & garages/carports

Garage/carport internal floor area: m² Fee due: £

Extension internal floor area: m² Fee due: £

Garage conversion: Fee due: £

(For floor areas over 100m² please use Schedule 3)

17

Schedule 3 Other works based on estimated cost

Estimated cost (excluding vat): £ Fee due: £

(You may be required to provide an estimate)

18

Schedule 4 Installation of solar or PV panels

Fee due: £

Replacement doors/windows

Fee due: £

Statement

This notice is given in relation to the building work as described, in accordance with 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. By signing this application form you accept that you have read 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.

19

Name:

Signature:

Date:

If approval with full plans 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.

Name:

Signature:

Date:

APPLICATION NOTES

You may choose to submit either the 'Application for building control approval with full plans' or 'building notice' option for new building work 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 (you cannot build over, or close to a public sewer without the consent of the Public Water Utility Company).

The Regularisation option is to be used for work that has already been carried out, please refer to the separate application form and charge sheet for details.

Full Plans applications

- One copy of this form should be completed and submitted with the appropriate fee..
- A full set of plans including constructional detail must be submitted for approval.

Building Notice applications

- One copy of this form should be completed and submitted with the appropriate fee and a site plan to a scale of 1:1250 or 1:12500 to show drainage details and boundaries of site. Additional information may also be requested, e.g. engineer's calculations.

General Information

Exemption:	Some works solely for the benefit of the disabled are exempt from payment. Please contact the Building Control office for details.
Validity:	If work has not commenced after three years from the date the application was submitted, the application will no longer be valid.
Commencement:	Commencement of work means the definition given in Regulation 46A of the Building Regulation 2010 (as amended). Generally this means when foundations and the lowest floor structure is complete or where there is no foundation work when 15% of the work is complete. https://www.legislation.gov.uk/uksi/2023/911/contents/made . Please complete the 'notice of commencement' form available at www.gbcpartners.co.uk .
Completion:	Please arrange for a final inspection by completing 'notice of completion' form available at www.gbcpartners.co.uk . If you have a competent persons certificate, we will require a copy, before we can release our Building Regulation completion certificate. These certificates should be retained with your deeds as they will be required when your property is sold.
The Party Wall Act:	If your proposal involves 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 and seek suitable professional advice.
Client:	Client is defined as:- 'any person for whom a project is carried out'.
Data Protection Act:	Gloucestershire Building Control Partnership provides building regulation services to you. We will use your personal information to provide those services to you and may need to share your information with professional / official consultees (such as the Fire Service) to enable us to do this. For further information about how the council uses information it holds about you please go to our GDPR page.
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 the Planning Department), BEFORE ANY WORKS ON SITE IS COMMENCED.