

Building Regulations Application for Building Control Approval with Full Plans (England)

The Building Act 1984, the Building Safety Act 2022, The Building Regulations 2010, The Higher Risk Buildings (Descriptions and Supplementary Provisions) Regulations 2023

1 Applicant Details

Name.....

Address (incl postcode).....

Phone/Mobile

Email.....

2 Client details (where different from the Applicant)

Name.....

Address (incl postcode).....

Phone/Mobile

Email.....

3 Principal contractor/Sole contractor details (where known)

Name.....

Address (incl postcode).....

Phone/Mobile

Email.....

4 Principal designer/Sole or Lead designer details

Name.....

Address (incl postcode).....

Phone/Mobile

Email.....

5 Location of site to which the building work relates

Address of site (including postcode)
.....

6 Existing buildings (append additional information where necessary)

Where applicable, provide a description of the existing building including:

- (i) details of the current use of the building, including the current use of each storey
- (ii) the height of the building
- (iii) 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](#)

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7 Proposed works (append additional information where necessary)

Provide a description of the proposed work, including:

- (i) details of the intended use of the building, including the intended use of each storey
- (ii) the height of the building after the proposed works
- (iii) the number of storeys in the building after the proposed work as determined in accordance with [Regulation 6 of the Higher-Risk Buildings \(Descriptions and Supplementary Provisions\) Regulations 2023](#)
- (iv) the provision to be made for the drainage of the building.
- (v) 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
- (vi) the steps to be taken to comply with any local enactment that applies.

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8 New build dwellings and newly created dwellings ONLY

Do you have planning permission?Yes / No / Waiting Permission

Have planning specified any optional requirements?Yes / No / Waiting Permission

Please specify the number of units required under the following categories:

Part M4(2) Accessible and Adaptable Dwellings.....

Part M4 (3) Wheelchair User Dwellings

Please specify how many litres is the requirement for Part G Water Efficiency.....

Please note that the above information is necessary to progress your application. If you do not yet have planning permission this must be provided within 28days of that consent.

9 Regulatory Reform (Fire Safety) Order 2005 (as amended)

Is the building a building to which the [Regulatory Reform \(Fire Safety\) Order 2005](#) applies or will apply after completion of the building work

Yes / No * delete as appropriate

10 Does the proposal impose a requirement under Part H4 of the Building Regulations ~ building over or within 3m of a drain, sewer or disposal main?

Yes /No * delete as appropriate

11 Commencement (append additional information where necessary)

State the date when it is proposed the work will reach the point when it is to be regarded as commenced in accordance with [Regulation 46A](#) (lapse of building control approval, commencement of work); or where the work does not consist of work to which paragraph (2) or (3) of [Regulation 46A](#) applies; state the details of the work which the client considers amounts to 15% of the proposed work

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12 Granting of an application for building control approval with full plans subject to requirements

Do you consent to the application for building control approval with full plans being granted with requirements*?

Yes / No *delete as appropriate

Requirements are modifications that the local authority may specify must be made in the full plans, or further plans as the authority may specify must be provided before work to which those plans relate starts.

If you agree to the period of notification of the outcome of the application being extended to up to 3 months from the date of receipt by the local authority, please tick this box.

13 Charges

The appropriate charge is payable on submission of the Regularisation Notice to contribute towards the cost of site inspections, normally as a single payment, which covers all necessary site visits until satisfactory completion of the work in accordance with the Building Regulations. However, where additional costs are incurred, they can be subject to further payment.

Work Code
(see fee charges)

Total floor area / Est. of Costs

Please give the name/address to whom the invoice should be sent to:

Name

Address (incl postcode).....

14 Statements

Does the proposal involve home electrical installation work to which Part P of the Building Regulations applies?

Yes / No *delete as appropriate

If YES, do you intend to use an electrician who is registered with a Competent Persons Self-Certificate Scheme?

Yes / No *delete as appropriate

14 Declaration

This application for building control approval with full plans is in relation to the building work etc., as described above. It is submitted in accordance with [Regulation 12\(2\)\(b\)](#) 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 building control approval with full plans as described on this form and as detailed on any supplementary documents.

Signature of applicant (where the applicant is not the client)

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Date

The application for building control approval with full plans to inform the local authority of building work etc., is restricted to certain building types. Additional information will also be required to accompany your application for building control approval with full plans, depending upon the work proposed. Further information can be found in the attached notes and checklist. This form cannot be used for building control approval applications for higher-risk building work or stage of higher- risk building work or for work to existing higher-risk buildings. Applications for building work to higher-risk buildings can be made [here](#). Form created in October 2023.

Building Control Application for Building Control Approval with Full Plans Notes and Checklist

	Is an application for building control approval with full plans suitable?	Regulation	Is this applicable? Yes or No
1	<p>Is the building work etc., in relation to higher-risk building work? An application for building control approval with full plans cannot be granted by the local authority in such circumstances. Applications for building work to higher-risk buildings can be made here.</p>	2B	
2	<p>Is there any building work involved to which Part P of Schedule 1 imposes a requirement and this work does not consist of:</p> <ul style="list-style-type: none"> • the installation of a new circuit • the replacement of a consumer unit or • any addition or alteration to existing circuits in a special location? <p>Building work to which Part P of Schedule 1 imposes a requirement and does not consist of the above does not require an application for building control approval (also refer to Schedule 4). Note also, for work that does consist of the above, this work can be carried out by a competent person described in Column 2 of Schedule 3.</p>	12(6A)	
3	<p>Has any part of the work described in an initial notice been carried out and the initial notice has ceased to be in force? If so, Regulation 19 of the Building (Approved Inspectors etc) Regulations 2010 (local authority powers in relation to partly completed work) applies. Compliance should be with the requirements of that regulation and an application for building control approval with full plans is not appropriate.</p>	12(7)	
<p>If the response to all the questions above is 'no' then the giving of an application for building control approval with full plans is appropriate for the proposed work. Where the response is 'yes' for row 1, an application should be made to the Building Safety Regulator. Where the response is 'yes' to any other row, an application for building control approval with full plans is not necessary for the work. For work in relation to row 3, please contact the local authority team for your area.</p>			
	Is additional information required?	Regulation	Included or not applicable?
4	<p>In the case of a new dwelling either of the following should be provided:</p> <ul style="list-style-type: none"> • a statement should be included informing local authority building control whether or not any optional requirement applies to the building work, and if so which, or • a statement that planning permission has not yet been granted for the work should be given, and that the information required above will be supplied before the end of a period of twenty-eight days beginning on the day after that permission is granted. 	13(1)(d) 14(4)	
5	<p>In the case of the erection of a dwelling, or a building that is to contain one or more dwellings, an application for building control approval with full plans shall be accompanied by:</p>	13(2A) 14(4)	

Building Control Approval with Full Plans Notes and Checklist

	<p>(a) particulars of any public electronic communications network in relation to which a connection is to be provided</p> <p>(b) if an exemption in Regulation 44ZB is proposed to be relied on, evidence in support of the exemption</p> <p>(c) if Regulation 44ZC is proposed to be relied on:</p> <p>(i) evidence of the matters mentioned in Regulation 44ZC(6)(a) and (b), and</p> <p>(ii) if paragraph RA1(1)(c)(i) or 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 application is given</p>		
Further Information			Regulation
<p>An application for building control approval with full plans must be accompanied by:</p> <ul style="list-style-type: none"> two copies of the full plans, or where Part B of Schedule 1 (fire safety) imposes a requirement in relation to proposed building work, four copies of the full plans (this does not apply where the proposed building work relates only to the erection, extension or material alteration of a dwelling-house or flat). 			<p>14(2)(a) 14(4)</p>
<p>Plans are only full plans if they consist of:</p> <ul style="list-style-type: none"> 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 the plans, particulars and statements required by paragraphs (1), (1A) and (2) of Regulation 13 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 any other plans which are necessary to show that the work would comply with these Regulations. 			<p>14(3)</p>
<p>The local authority must notify the applicant of the outcome of the application within five weeks beginning with the date the application is received by the local authority, or within such longer period as at any time the authority and the applicant agree in writing. If you wish to extend the period of time that the local authority has to notify of the outcome of the application, you can include this request with the application for building control approval with full plans for the local authority to consider.</p>			<p>14A(6)</p>
<p>Applicants should be aware that the Local Authority will as required consult with statutory bodies and pass on those details that you submit on your application form for the purposes of granting the Building Regulations application. Without this data collection, we could not process the application. Applicant details are only passed on to the necessary statutory consultees. If you have any queries regarding this consultation process, please contact us. Further details regarding information rights are available on the Information Commissioner's Office website at https://ico.org.uk/.</p>			<p>15 15A</p>

PERSONAL INFORMATION POLICY

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ('your information') to:

- Deal with your requests and administer its departmental functions (e.g. to assist with the processing of your Building Regulations application)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research
- Contact you with information about activities and events involving the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

N.B: All applications for planning matters and supporting documentation are a public record and you should be aware that these records are open to public inspection both in their paper version and in electronic media such as the council website.

General Data Protection Regulation (GDPR) notes for Building Regulations Applicants

The Building Control department is required by the Building Act and Building Regulations to use the information you provide for the following:

1. Statutory compliance and enforcement of the Building Act and related acts e.g. Regulatory Reform (fire safety) Order.
2. To enable provision of the building control process including plan assessments, consultations, approval processes and site inspections.
3. Processing documents, inspection records, related certificates including Competent Persons Schemes in accordance with statutory requirements and ministerial directives.
4. Property and owner address information is required to enable the service to be provided and may be shared with statutory consultees e.g. the fire and rescue service and water/waste utility organisations. Information is shared with other departments within the local authority to enable the invoicing of Building Control and other related statutory, service or enforcement processes e.g. Council Tax and Planning for extensions, Land Charges and Waste Management for new buildings.
5. We seek to minimise the personal data we hold to a functional minimum. This data can be seen on request by the data subject.
6. Records relating to building projects are archived. All data is kept secure and can be requested for view by data subjects and is subject to Freedom of Information Requests. The purpose of retaining records is to maintain historical building records and for insurance and legal records in the event of claims, construction failures, future developments and information to support public safety and protection in the event of 'disasters' and dangerous structure events.
7. Aggregated data (minus personal data) is produced to support departmental work management during projects and productivity records for management information only.

All the above is standard practice for processing applicant's projects, enabling compliance, processing payments and keeping archived historical records of construction work to ensure public protection, practical construction help and public safety. No information is used for commercial gain or shared or sold with third parties for commercial gain.

For further information, please view our full privacy policy
https://richmond.gov.uk/data_protection